

Scouting Ireland

Safety Statement

02/05/2020

Version	Date	Document developer	Description of version, change or review
1	Jan 2014	Scouting Ireland	Safety Statement Larch Hill Scout Centre
2	02/05/2020	Ronan Collier	Corporate Safety Statement Scouting Ireland
2.1	18/09/2020	Conor McKeon	Inclusion of 'pandemic' in Section 2.14.

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Section 1: Health and Safety Policy

Scouting Ireland recognises its Statutory and Common law duties to its professional staff, volunteers, members and others who may be affected by our activities.

Scouting Ireland is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 (IRL), the Health and Safety at Work (Northern Ireland) Order 1978 and other associated legislation. We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit ourselves to ensuring that:

- Work activities are managed to ensure the safety, health and welfare of our employees, contractors and others who may be affected by them.
- Our Safety Statement is maintained and updated, and written risk assessments are carried out and reviewed as required and brought to the attention of employees at least annually.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to put an employee's safety and health at risk is prevented.
- A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe plant and equipment are provided.
- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing the safety, health and welfare of our employees are employed when required.



Signed:

Date: 18th September 2020

Chief Executive Officer

Scouting Ireland

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Section 2: Safety Arrangements and Information

1. Safe Place of Work

Scouting Ireland will ensure that the physical environment at the place of work is adequate. Work areas are large enough to be safe and healthy and are adequate with regard to stability, ventilation, temperature and lighting. Pedestrians and vehicles are able to circulate safely. Traffic routes, entrances and exits are kept clear. Floors, walls, ceilings, roofs and doors are safe and adequate welfare facilities are provided.

2. Safe Means of Access and Egress

Scouting Ireland recognises that safe means of access and egress must be provided and maintained. Safe means of access and egress is provided to and from its premises at all times. This includes entrances, car parks, paths, the building, internal areas, workstations and emergency equipment.

All means of access and egress will be maintained as appropriate. In particular escape routes from the premises will be checked regularly by nominated individuals.

3. Safe Plant & Machinery

Scouting Ireland recognises the need to provide and maintain safe work equipment. Work equipment includes any machinery, appliance, apparatus, tool or installations for use at work.

Scouting Ireland will ensure that all equipment on the premises meets the requirements of the relevant CE Marking Directives. Throughout the working life of all equipment, Scouting Ireland will ensure that the all equipment is kept safe by means of adequate maintenance.

4. Safe Use of Articles and Substances

Scouting Ireland recognises the need to assess the risks from articles, substances, and exposures to noise, vibration, or any other physical agents. Specific Risk Assessments on these hazards will be completed if/as required and controls put in place and maintained to ensure that risks are reduced so far as is reasonably practicable.

5. Safe Systems of Work

Scouting Ireland recognises the need to have appropriate procedures established to ensure that its venues are safe, activities are planned, organised, performed, maintained and revised to limit the risk to employees, members, volunteers and others. All safe operating procedures will be based on a Risk Assessment and implementation of appropriate controls. Safe systems of work will be put in place, communicated and maintained. Systems of work will cover normal work activity, maintenance works and work by contractors on site.

Safe operating procedures are used as a fundamental tool for job specific training. Where possible, safe operating procedures will be developed in consultation with employees and will take due cognisance of the manufacturer's manuals, other documentation (such as approved codes of practice) and advice provided by other competent persons.

6. Communication, Consultation and Participation

Scouting Ireland recognises the importance of communication, consultation and participation in matters of safety and health. Management shall facilitate the professional staff election of a Safety Representative and will consult with them on matters of occupational safety and health. The Safety Advisory Team shall advise the CEO and Corporate Services Department on matters relating to Safety and Health for the professional staff and for all scouting activities. This includes:

- the appointment of persons to deal with emergencies and any prevention measures
- the carrying out of any enterprise risk assessments and the preparing or revision of the safety statement
- the provision of safety and health information for employees
- the planning and organisation of safety and health training
- introduction of new technologies which can affect safety and health.

Any revised or new instruction or advice relating to safety and health shall be brought to the attention of any relevant centres of competence before becoming Scouting Ireland policy, procedure or guidance. Any changes to safety and health instruction shall be communicated to the relevant staff or volunteer section through the normal channels. This includes:

- the protection of people visiting the workplace,
- the provision and use of personal protective equipment,
- the protection of pregnant employees and young people in the workplace, and
- the promotion of dignity in the workplace and control of work related stress.

Professional staff, Volunteers and members are actively encouraged to feedback to Scouting Ireland any concerns or suggestions for improvement in relation to safety and health in scouting.

7. Safety Information, Instruction, Training and Supervision

Scouting Ireland is committed to providing appropriate health and safety information, instruction, training and supervision for all employees, volunteers and members. All parties will receive adequate safety, health and welfare training relating to their job or activity.

Scouting Ireland Professional Staff shall receive Safety Induction training. They shall also receive training associated with their work activities. This may include Display Screen Equipment workstation safety and health training, Use of plant and machinery, use of Chemicals, Emergency response.

Scouters and Scouts receive training associated with the locations and activities they participate in. These are incorporated into the Scouter Woodbadge training scheme for Scouters and the Adventure Skills for Scouters and Scouts.

Additional training on Fire Safety Management in Dens and meeting places, and Activity specific risk assessments is undertaken by programme scouters.

Scouting Ireland employee training will not be at any financial cost to the employee nor impact upon their remuneration.

Details of Hazards and associated risk assessments shall be brought to the attention of employees, volunteers, contractors, scouters and others who may be affected by them. This will include the protective and preventive measures to be taken to prevent harm to individuals.

The names of competent persons and any safety representatives shall be brought to the attention of employees.

The Safety Statement shall be brought to the attention of employees and others affected annually.

a. Employee Induction Training

All employees of Scouting Ireland - whether employed on a permanent or a temporary basis - will receive induction training prior to commencement of employment. The following health and safety elements will be addressed:

1. The location of the Safety Statement.
2. The relevant parts of the Safety Statement, including Risk Assessments.
3. A tour of the premises, including location of exits and assembly points.
4. The measures to be taken in an emergency - the names of any fire wardens, and first aiders
5. The specific task to be performed by the employee - special occupational qualifications or skills required, potential hazards and risks to safety health and welfare identified by risk assessments, protective and preventative measures, and any increased specific risks the work may involve.
6. Details of the consultation procedures for safety, health and welfare and the names of any Safety Representative(s).
7. Health surveillance (if applicable).
8. Any other relevant health and safety information.

Employees are requested to sign a record sheet to confirm that they have received and understood this information. Induction is also given to existing employees in the following circumstances:

- In the event of the transfer of an employee or change of task assigned to an employee.
- On the introduction of new work equipment or changes in existing work equipment.
- On the introduction of new systems of work or changes in existing systems of work.
- On the introduction of new technology.

b. Contractor training

Contractors will be given information and instruction concerning hazards and risks identified by the relevant risk assessments, any protective and preventative measures and the names of fire wardens, first aiders and safety representatives, if any, upon entry to the premises.

8. Personal Protection Equipment (PPE)

Where workplace hazards likely to cause harm to employees cannot be controlled by other means Personal Protective Equipment (PPE) will be provided at no cost to the employee. This must be CE marked and capable of providing the desired protection to the individual users. A record of to whom PPE has been issued must be maintained. (see Section 3: Forms PPE). Some PPE requires training before first use. Where this is required and training delivered it shall be included in the PPE register.

9. Welfare Facilities & Arrangements

Scouting Ireland recognises the need to provide and maintain facilities and arrangements for the welfare of their employees at work. Scouting Ireland will provide adequate and suitable sanitary and washing facilities, access to facilities for boiling water and taking meals and an adequate supply of potable drinking water. Rest rooms suitably furnished will be provided for relaxing during breaks. Scouting Ireland will also ensure that the place of work is maintained in a clean and hygienic condition.

10. Arrangements for safety of vulnerable groups

Vulnerable groups include any of the following workers: New, Young, Old, Disabled, Pregnant, Lone workers. Risk Assessments, Induction, Training, Instruction and Supervision shall take into account any vulnerable workers and put in place suitable control measures to mitigate any risks associated with their being classified as vulnerable.

11. Prevention of Improper Conduct or Behaviour

Scouting Ireland is committed to providing a workplace free from improper conduct or behaviour, including violence, bullying, harassment or horseplay, which is liable to harm the safety, health or welfare of those engaged in Scouting Activities.

Professional staff, volunteers and members of Scouting Ireland have the right to participate in work and activities associated with Scouting Ireland free from bullying, harassment or sexual harassment. Bullying, or any form of harassment, constitute grounds for disciplinary action.

All those involved in Scouting Ireland must be mindful at all times of their duty to care for the young people in their charge. Scouting Ireland's Safeguarding Children and Young people (Code of Good Practice) is available at [SID-39-05-Code-of-Good-Practice](#)

Management at the highest level will not tolerate any form of improper conduct or behaviour and will take appropriate steps to resolve any issues that may occur, including through the implementation of disciplinary action up to and including dismissal.

12. Accident Reporting and Investigating

All injuries associated with the work of Scouting Ireland or scouting activities must be reported to Scouting Ireland. Serious and life threatening injuries must be reported immediately by phone. All other injuries must be recorded on the Accident/ Incident Report Form and sent to the Scouting Ireland national office within seven days. Minor injuries should be investigated by the local Centre Manager, Campsite warden, local group/ scouter in charge of an activity to determine what can be done to prevent such injuries in future. Serious and life threatening injuries and incidents shall be investigated by Scouting Ireland.

13. Emergency Response

Procedures and measures will be put in place and maintained in the case of an emergency or serious and imminent danger.

Risk Assessments have determined that the following Emergency situations are likely to occur if all identified controls are not implemented and maintained:

1. Fire in National Campsite building, Den or meeting place
2. Road Traffic Collision
3. Injuries sustained while at work or participating in scouting activities
4. First Aid
5. Safeguarding Incident [Safeguarding Risk Assessment](#)
6. Bullying, Harassment or Sexual Harassment.

1. Fire in National Campsite building, Den or meeting place

SI Risk Assessment for Emergencies highlights the risk of fire is a den or other meeting place.

[The Fire Safety Guidelines for Scouting Ireland Dens and Meeting places](#) describes the controls required in such places to reduce the risk of fire to a reasonable level. This includes the use of a [Fire Register](#) to record all inspections and maintenance of fire safety provisions.

2. Road Traffic Collision

SI Risk Assessment for Driving highlights the risk of injury while travelling on scouting business. This is a risk for Scouting Ireland staff and volunteers who drive for while at work on behalf of Scouting Ireland. It is also a risk for scouters, scouts and others who volunteer to bring scouts and equipment to and from camps, meetings and events. All collisions other than those that occur while:

- a. Professional staff are commuting from their home to their normal place of work and
- b. Parents or volunteers are bringing scouts to and from regular meetings

must be reported to Scouting Ireland on the Accident/ Incident Report Form. Collisions that result in serious injuries must be communicated to Scouting Ireland as soon as is practicable. Scouting Ireland insurance does not cover road traffic collisions. It is important that the driver of any vehicle intending to carry scouts, scouters, scouting equipment or trailers has the appropriate licence and insurance for such activities.

3. Injuries sustained while at work or participating in scouting activities.

Minor Injuries are those where the injured parties are expected to make a full recovery.

Serious injuries are those where the injured parties will or may not make a full recovery.

In both cases First Aid must be provided initially and depending on the severity of the injury

Advanced medical care may be required.

All accidents and dangerous occurrences, however small, must be reported to the National Office using the Accident/ Incident report form

Reportable injuries and dangerous Occurrences are those which must be reported to the relevant statutory authority. Details for reporting are in the links below:

Republic of Ireland

[https://www.hsa.ie/eng/Topics/Accident and Dangerous Occurrence Reporting/Accident and Dangerous Occurrence Reporting.html](https://www.hsa.ie/eng/Topics/Accident_and_Dangerous_Occurrence_Reporting/Accident_and_Dangerous_Occurrence_Reporting.html)

Northern Ireland <https://www.hseni.gov.uk/report-incident>

4. First Aid

An adequate number of suitably equipped, marked and easily accessible first-aid kits must be provided at each Scouting Ireland location, Den, meeting place and at scouting activities. Suitably qualified First Aiders should also be available to respond to any request for first aid.

- a) First Aid boxes/ equipment are to be checked regularly and restocked where necessary to ensure an adequate supply of materials.
- b) Access to First Aid Boxes/ equipment should be maintained at all times.
- c) At SI National Centres, all employees have a duty to ensure that First Aid boxes are not tampered with.

5. Safeguarding Incident

The Scouting Ireland Code of Good Practice [SID-39-05-Code-of-Good-Practice](#) details how child and young person safeguarding is provided and maintained. It details the steps to be taken following any suspicion of a breach or any disclosure.

5. Bullying, Harassment or Sexual Harassment.

The Scouting Ireland Code of Good Practice [SID-39-05-Code-of-Good-Practice](#) details how to prevent bullying and also how to address it should an allegation of bullying be made.

14. Risk Assessment

The Scouting ethos of “Be Prepared” is directly manifested by conducting risk assessments. Scouting Ireland recognises the importance of being prepared by using risk assessments to prevent accidents and ill health from its activities. In order to be prepared, risk assessments will be required for all buildings, venues, events, activities and societal issues such as pandemics. Enterprise level risk assessments are available from Scouting Ireland and can be adapted for use by local groups.

Scouting Ireland recognises the expertise of its volunteers and professional staff relating to specialist activities such as water sports, mountaineering, exploration and endurance activities as technical safety regarding chemical physical biological and human factor risks. Where specialist activities need to be risk assessed or specialised advice is required, Scouting Ireland will provide the necessary expertise.

15. Buildings and other premises used by Scouting Ireland

The responsibility for building safety within individual premises venues and scout centres, remains with the owners of the premises. National building standards are applicable in all cases and will be adhered to. Scouting Ireland, will maintain building standards within all National Scout Centres for suitability by participants. It will also prioritise these premises for all necessary construction works required to bring these premises and venues up to applicable national legislative standards.

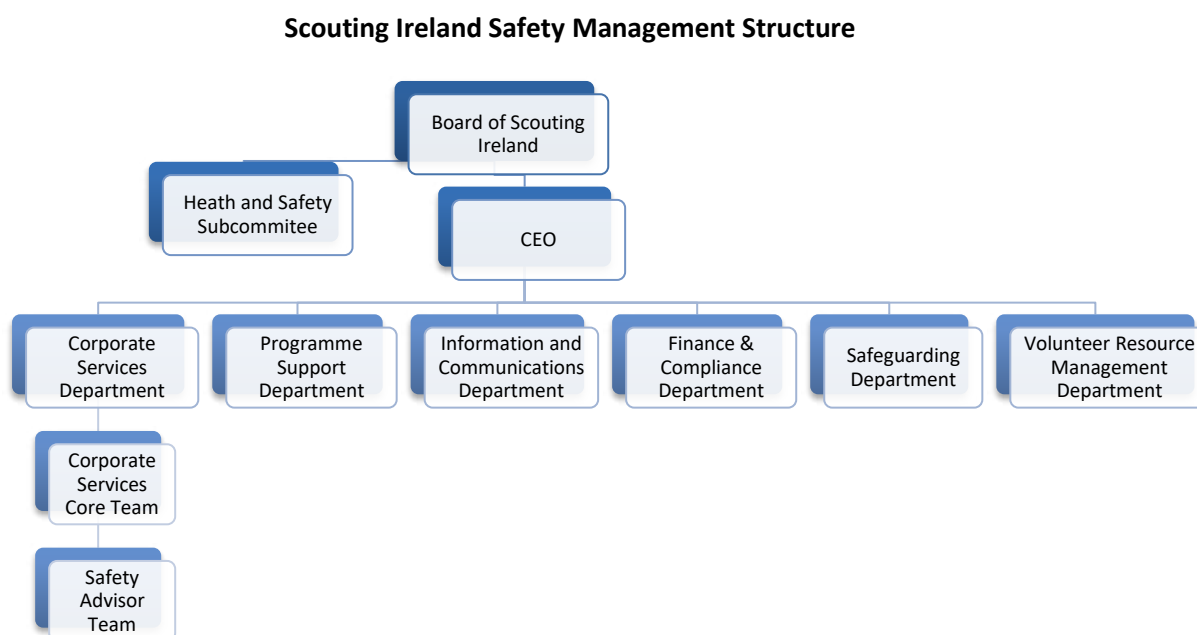
Local groups are expected to ensure that building standards are maintained in their local Dens and meeting places.

Scouting Ireland requires all incidents of scouting based accidents, ill health and dangerous occurrences or any events that contravene the Scouting Ireland dignity policy to be reported to Scouting Ireland by using incident report forms available on the Scouting Ireland website.

16. Roles and responsibilities in relation to safety and health

1. Safety Management Structure

The following is the Safety Management Structure within the organisation. Note that this safety statement is intended to address the statutory duties of the professional arm of the organisation and to establish guidance for the voluntary arm. Each person in the organisation must make themselves aware of their position within the structure and must ensure the effective implementation of the Safety Statement in their area of responsibility.



Managerial Responsibility

The Board of Directors of Scouting Ireland is ultimately responsible for ensuring the safety of all work and activities carried out in Scouting Ireland. This responsibility, together with the resources required, has been delegated to the CEO for the operation of the Scouting Ireland safety management system.

The Chief Executive Officer has overall responsibility for ensuring the health, safety and wellbeing of the employees of Scouting Ireland as well as other interested parties. This

commitment is demonstrated by the provision of adequate resources for the effective implementation and maintenance of an effective safety management system.

The day to day responsibility for safety, health and welfare management is delegated to the Manager Corporate Services department as a direct report of the Chief Executive Officer.

A Safety Advisory Team is established and maintained by the Corporate Services Department to provide advice to the Department on Safety, Health and Welfare. The safety Advisory Team is currently the 'Competent Person' as described in safety legislation.

A Board Safety Sub-committee provides oversight and direction to the Board on matters of Safety, Health and Welfare in Scouting Ireland.

2. Local Scout Group Management Responsibilities

The day to day responsibility for providing a safe environment for our activities rests with the Group Council and Group Leaders. Specifically these responsibilities are:

- To provide and maintain a safe and healthy environment for youth members, Scouters and visitors.
- To carry out risk assessments of the building, equipment, and activities carried out, so as to identify hazards and put in place appropriate measures to eliminate or reduce risk. Guidance on carrying out risk assessments is available on the Scouting Ireland intranet site.
- To implement the requirements of the [Fire Safety Guidelines for Scouting Ireland Dens and Meeting places](#)
-
- To provide and maintain safe means of entering and exiting the building.
- To ensure that all works or repairs to the building and contents are carried out promptly and only by competent persons with adequate insurance cover.
- To ensure that all activity equipment used is safe for the purpose and properly maintained where required.
- To provide, where necessary, adequate and appropriate safety equipment.
- To provide any training required to enable Scouters and Scouting Ireland Members etc. to carry out activities safely. To maintain an ongoing interest in all Health and Safety matters relevant to its members.

3. Agents of Scouting Ireland

Agents of Scouting Ireland include the professional management and staff, volunteers who have specific roles in the Scouting Ireland Organisation including National, Provincial, County and Local level. Agents of Scouting Ireland have safety and health responsibilities towards any Scouts, Scouters, other volunteers, employees, contractors, landlords or co-tenants. These are listed in Section 1: Health and Safety Policy.

In addition Agents of Scouting Ireland shall ensure that suitably competent persons are engaged and management structures put in place to oversee any work undertaken under the Construction Regulations (ROI), and Construction (Design and Management) Regulations (NI).

4. Department Managers

Department Managers are responsible for ensuring that hazards associated with their department are brought to the attention of the CEO and that Department staff, Core teams and Project teams are consulted on measures designed for the safety and health of all employees or participants.

5. Provincial Support Officers (PSOs)

Provincial Support Officers are responsible for:

- Acting as a liaison between the Scouting Ireland organisation and individual Group Councils.
- Following up on the completion of action items arising from risk assessments or accident investigations carried out a local group level.

6. Members and Visitors Responsibilities

Members and visitors also have a responsibility in relation to Health and Safety and have an obligation to:

- Cooperate with the Group Council to maintain the safety and wellbeing of all.
- Take reasonable care for their own safety and that of others who may be affected by their actions.
- Report without delay any potential hazards or defects in physical structure, equipment, or tasks that might present an unacceptable risk to any person.
- Report without delay any accidents or dangerous occurrences.
- Use correctly any safety equipment provided.
- Ensure that good housekeeping practices are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed;
- Ensure that they make themselves familiar with the emergency plans and procedures in place and that they participate in any practice drills.
- Ensure that they fully understand the safety policy and their own responsibilities within it.
- Ensure that they are aware of and follow the procedures as set out in Scouting Ireland's Code of Good Practice.

7. Duties to Third Parties

It is the policy of Scouting Ireland to take reasonable care in ensuring that persons who are not Scouting Ireland employees or members, but who may either be affected by their activities or who may avail of the group's premises for other purposes, are not exposed to undue risks to their safety and health.

8. Contractor safety procedures

Contractors working on behalf of Scouting Ireland in any of the Scouting Ireland National Centres or other premises leased or owned by Scouting Ireland are obliged to observe all Scouting Ireland's safety procedures. Any instructions given by personnel who enforce the Scouting Ireland Safety Statement must be observed at all times by those contractors working on site.

Contractor types

Contractors may provide services such as construction work or maintenance of plant and machinery. These are known as Work Activity Contractors.

Contractors may also provide consultancy such as engineers, architects, and training providers. These are known as Professional Service Contractors.

Requirements

Work Activity Contractors shall not work on the premises unless covered by adequate employers (where they have employees) and public liability insurance. Contractor Insurance Policies, Safety Statements, Work specific risk assessments and Method Statements shall be requested and held on file by Scouting Ireland for examination prior to commencing work to ensure that they conform to the group's requirements.

Professional Service Contractors must provide Professional Indemnity Insurance prior to being engaged by Scouting Ireland.

Contractors must also provide the appropriate certificates of competency for all employees and sub-contractors.

All Contractors must be given appropriate Safety Induction prior to commencement of work on Scouting Ireland premises or assets. This must include an appraisal of the risks that the contractor may encounter on the site, the expected control measures and emergency procedures.

The contractor must advise the Scouting Ireland representative of the proposed method statement for the work to be carried out and proposed controls for any safety risks identified for the activity.

Once satisfied that the Contractor is appraised of the safety risks on site and that the additional controls proposed by the contractor are adequate to protect the safety of the contractor and others who may be affected by his/ her activities, the Scouting Ireland representative shall issue the Contractor with a Permit to Work.

Safety Statement

Some Work Activity Contractors that are either self employed or have up to three employees may use the HSA BeSMART.ie online Risk Assessment and Safety Statement tool to assist them comply with the requirement for risk assessments and a safety Statement. www.besmart.ie

9. Employees

Employees of Scouting Ireland (professional staff) have the following legal duties under the Safety, Health and Welfare at Work Act 2005, the Health and Safety at Work (Northern Ireland) Order 1978 and other associated legislation:

1. Take reasonable care of their own safety, health and welfare and that of others.
2. Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
3. Co-operate with their employer or any other person as appropriate.
4. They must not engage in improper conduct or behaviour (including bullying/harassment).
5. Attend and take account of all necessary training.

6. Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
7. Report to their next in command as soon as practicable:
 - (i) Any activity which may endanger the health and safety of themselves or others.
 - (ii) Any defects to systems, articles or substances.
 - (iii) Any breach of health and safety legislation of which he or she is aware.

Employees must not:

1. Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
2. Place anyone at risk in connection with work activities.
3. Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.
4. Misrepresent their level of training on entering into a contract of employment.

8. Volunteers

All volunteers are assigned the following duties:

1. Take reasonable care of their own safety, health and welfare and that of others.
2. Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
3. They must not engage in improper conduct or behaviour (including bullying/harassment).
4. Attend and take account of all necessary training.
5. Use safety equipment or clothing provided, or other items provided for their safety, health and welfare.
6. Report to their next in command as soon as practicable:
 - (i) Any activity which may endanger the health and safety of themselves or others.
 - (ii) Any defects to systems, articles or substances.

Volunteers must not:

1. Interfere with, misuse or damage anything provided for securing the health, safety and welfare.
2. Place anyone at risk in connection with activities undertaken.
3. Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure safety health or welfare

Section 3: Forms and Records

Emergency Information

Assembly Point is located at	
Occupational First Aider	
Location of First Aid Box	
Nearest Hospital/A&E Local Doctor	
Emergency Services • Ambulance • Fire Brigade	112
Garda Station	
ESB Networks	1850 372 999
NIE Networks	03457 643 643
Bord Gáis	1850 205 050
Northern Ireland Gas Emergency number	0800 00 20 01
Scouting Ireland	+353 (0)1 4956300
Health & Safety Authority (ROI)	1890 289 389
Health and Safety Executive (NI)	0800 0320 121

Sample Fire Action Notice

(more details available in the [Fire Safety Register](#))

ACTION IN THE EVENT OF FIRE	
Insert Centre Name Here	
IF YOU DISCOVER OR SUSPECT A FIRE <small>NO MATTER HOW SMALL</small>	
	SOUND THE ALARM IMMEDIATELY BY BREAKING THE GLASS OF THE NEAREST MANUAL CALL POINT
ON HEARING THE FIRE ALARM	
	CHECK THE FIRE ALARM PANEL TO DETERMINE THE LOCATION OF THE FIRE
	SHOUT FIRE, FIRE, FIRE & LEAVE THE BUILDING BY THE NEAREST AVAILABLE EXIT
	DIAL 999/112 TO CALL THE FIRE BRIGADE AND INFORM THE PERSON IN CHARGE
	FIGHT THE FIRE IF IT IS SAFE TO DO USING SUITABLE FIRE FIGHTING EQUIPMENT
	REPORT TO PERSON IN CHARGE OF ASSEMBLY POINT AT <input type="text"/>
DO NOT	
	RE-ENTER THE PREMISES UNTIL INSTRUCTED BY SENIOR SCOUTER IN ATTENDANCE DO NOT OPEN DOORS IF YOU SUSPECT THERE IS A FIRE ON THE OTHER SIDE

Induction Topic Checklist

- The location of the Safety Statement.
- The relevant parts of the Safety Statement, including Risk Assessments.
- A tour of the premises, including location of exits and assembly points.
- The measures to be taken in an emergency - the names of any fire wardens, and first aiders
- The specific task to be performed by the employee - special occupational qualifications or skills required, potential hazards and risks to safety health and welfare identified by risk assessments, protective and preventative measures, and any increased specific risks the work may involve.
- Details of the consultation procedures for safety, health and welfare and the names of any Safety Representative(s).
- Health surveillance (if applicable).
- Any other relevant health and safety information.

Employees are requested to sign a record sheet to confirm that they have received and understood this information.

Training Register

Name of person receiving training/ instruction	Training/ Instruction required		Who will deliver training and how	Scheduled date	Complete
	Induction				
	Induction				
	Induction				
	Induction				

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	Induction			
	Induction			

Personal Protective Equipment (PPE) register

Name of employee	PPE Item	PPE instruction/ training provided	Issue date

Accident/ Incident Report Form

https://my.scouts.ie/includes/download/uploads/files/Official%20Documents/Official%20Forms/SIF%2010_05%20-%20Accident%20Incident%20Report%20Form.pdf

Any relevant chemical safety data sheets

Section 4: Risk Assessments

See www.scouts.ie for details of all risk assessments.