



LOCATION(S)

Eircode(s):

**This document must be read in conjunction with the
HSE Corporate Safety Statement,
the MLM CHO Safety Statement,
Site Specific Risk Assessments & and any Site Specific PPPG's.**

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Document Control

Development Date:	Jan 2022	Developed by:	
Approval Date:	Jun 2022	Approved by:	
Review Date :	Jun 2023	Responsibility for Review:	Specify Responsible Persons Name Here
Implementation Date:	Jun 2022	Responsible for Implementation:	All Staff in LOCATION
Audit Date:		Implementation & audit by:	

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11.1 Background / Purpose / Function of Department

This Safety Statement is for the use of the staff in the offices of Location /Service in the following location(s):

- | | |
|-------------|---------|
| 1. Location | Eircode |
| 2. Location | Eircode |

The staff in these areas are – specify types of staffs, administration / clinical / maintenance etc. who provide the following services to this cohort of people and report to Head of Service, Head of Discipline, Community Network Manager, Senior Manager, or Line Manager.

This section does not need to be any longer than 1 page.

11.2 General Safety Policy

Reference: **Safety Statement MLM CHO**
 Section 1 Safety Policy of the HSE
 Section 2 Safety Policy of the MLM CHO 8

It is the policy of the **Named Manager & Title** to do all that is reasonably practicable to prevent injury or ill health to staff, service users and others who interact with our activities.

This will be achieved in line with the policy statements in Section 1.0 Safety Policy and Section 2.0 Safety Policy of the HSE Corporate Safety Statement and the Safety Statement of MLM CHO.

In recognition of our responsibilities under the Safety, Health and Welfare at Work Act, 2005 and other legislation relevant to our operations, The **Named Manager & Title**, is committed to providing and maintaining safe and healthy working conditions by the following measures:

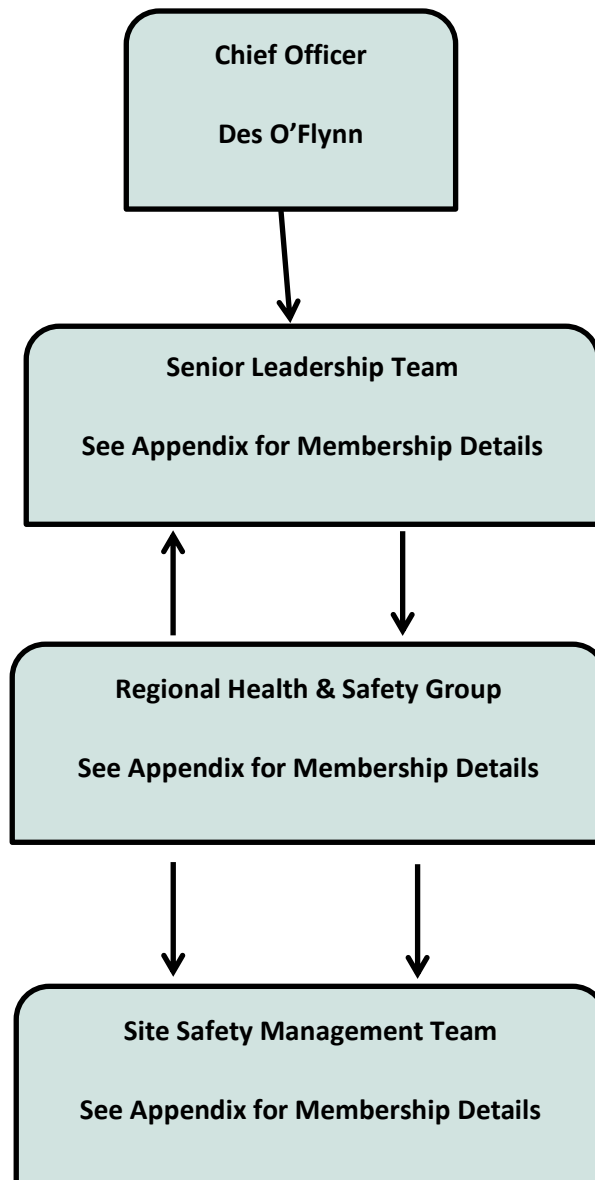
- All location(s) listed on Page 1, will have a Site Safety Management Team (SSMT) to ensure the effective delivery of the MLM CHO, Safety Management Programme. This team will work closely with Regional Health & Safety Committee, MLM CHO and Senior Leadership Teams to implement national and local strategies devised by the HSE, the

Health & Safety Authority and best practices. Details of the Site Safety Management Team are detailed in Appendix 2.

- Promoting standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other statutory provisions and codes of practice.
- Providing and maintaining safe, healthy working environments, safe systems of work and to protect staff, service users and others such as visitors and contractors, in so far as they meet foreseeable hazards.
- Information, training and supervision will be provided to all staff to develop safety awareness, enabling them to work safely, efficiently and effectively.
- Identify and define all individuals responsible for Health and Safety arrangements.
- Encourage full and effective joint consultation on all health and safety matters.
- Provide financial and / or staff resources required in so far as is reasonably practicable.
- Review this safety statement annually or in the event of new developments or experiences.

This Safety Statement will be brought to the attention of all Staff and Contractors who interact with our services and will be freely available if requested from Business Managers and on site in the **State LOCATION**

The safety and health of our staff is an important service objective. All staff are required to familiarise themselves with the safety policy and emergency procedures of our facilities and each work site, to take reasonable care, to seek advice if in doubt and to report incidents or any defective equipment promptly to the local management team.



Senior Leadership Team, Regional Health & Safety Group and Site Safety Management Team membership details are contained in the Appendices.

11.4 Roles & Responsibilities

Reference: **Safety Statement MLM CHO**
 Section 3.0 Organisational Roles
 Section 3.5 Responsibilities of ECD's/CD's, Heads of Discipline, Directors of
 Nursing, Senior Managers & Line Managers
 Section 3.6 Responsibilities of Employees

11.4.1 Responsibilities of Senior Managers & Line Managers

Your Role and Responsibility for Managing Risk

- Ensuring that adequate and appropriate arrangements are in place to implement, disseminate and communicate the HSE Corporate Safety Statement and the Site / Service Safety Statement at local level e.g. Department / Unit
- Ensuring that a hazard identification and risk assessment process is completed that reflects the specific work activities of employees and others in the place of work
- Ensuring that the Site / Service Safety Statement and associated risk assessments are reviewed and updated on a regular basis, at least annually, and in the event of any significant change in the work activity or place of work
- Reporting all safety, health and welfare risks identified that are not within their ability to control to the relevant Local Senior Manager for escalation to the risk register
- Ensuring that suitable arrangements are in place to facilitate effective consultation on matters pertaining to safety, health and welfare
- Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and without risk to health as far as is reasonably practicable
- Promoting the integration of safety, health and welfare into all activities within their area of responsibility i.e. departmental/service team meetings, procurement etc.
- Empowering employees within their area of responsibility to take ownership of safety, health and welfare risks and promote best practice in the management of these risks
- Monitoring the performance of the safety, health and welfare programme through performance indicators and audit and ensure the outcomes of the monitoring process are acted on through the development of appropriate action plans
- Ensuring:
 - That a training needs assessment based on risk assessment is used to determine the appropriate training required for all employees within their area of remit
 - That employees have access to, and facilitate their attendance at, safety, health and welfare training appropriate to their role
- Maintaining a record of each employee's training
- Ensuring that a comprehensive incident management process is in place for all incidents occurring within the department/service
- Managing and conducting work activities to prevent any improper conduct or behaviour likely to put the safety, health or welfare at work of employees at risk
- Ensuring that all safety related records are maintained and available for inspection

- Undertaking walk about safety audits or inspections of respective departments, and document the findings while following up on any corrective action required to manage any deficits identified
- Drawing up suitable emergency precautions for area of responsibility and ensure that fire and evacuation drills are carried out
- Estimating the resource allocation and budget requirements for the implementation of the safety management programme within area of remit
- Seeking advice from health and safety professionals and risk advisors/managers as and when required

Risk management professionals are available to support, facilitate and advise line managers on the technical aspects of the risk management process.

Resources and tools are also available on the HSE Website on <https://www.hse.ie/eng/about/who/nqpsd/qps-incident-management/>

11.4.2 Responsibilities of Employees

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

- Take reasonable care to protect their own safety, health and welfare and that of any other person who may be affected by their acts or omissions at work
- Ensure they are not under the influence of any intoxicant.
- If reasonably required by his or her employer, submit to any reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed
- Co-operate with their employer or any other person in so far as is necessary to enable their employer or the other person to comply with the relevant statutory provisions, as appropriate.
- Employees play a vital role in the Health & Safety Programme of the Mental Health Service and must participate in the development of Site Specific Safety Statement, risk assessments and other documentation relating to them or their workplace.
- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person
- Attend all necessary training and, as appropriate, undergo such assessment as may reasonably be required by their employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee
- Having regard to his or her training and the instructions given by their employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment
- Report to their line manager or to another appropriate person, as soon as is practicable
 - (i) any work being carried out, or likely to be carried out, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person
 - (ii) any defect in the place of work, systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person
 - (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware
- On entering into a contract of employment, not misrepresent themselves to an employer with regard to the level of training

Not intentionally, recklessly or without reasonable cause:

- Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the health, safety and welfare of those at work
- Place at risk the safety, health or welfare of persons in connection with work activities.
- Comply with the HSE Incident Management Policy and Procedure with regard to identifying, taking any immediate action required and reporting incidents to their Line

Manager and partaking, if required, in incident investigations relevant to them or their service area

- Comply with relevant HSE and local Policies, Procedures, Protocols and Guidelines
- Make themselves familiar with the contents of the Safety Statement and seek clarification from their manager if they are unclear about any aspect of the Safety Statement that is relevant to their work activity
- If pregnant, notify their line manager so that a pregnancy risk assessment can be carried out.
- Utilising preventive measures and strategies provided to minimise risks that might compromise their safety e.g. emergency response procedures and HSE Policy on Lone Working
- Being familiar with local procedures for raising the alarm and securing assistance in the event that their safety, or that of others under their care, is compromised
- Informing their line manager if they have concerns about the content of this Policy or if they experience any difficulties during the implementation stage of this policy.

Improving quality, safety, health and welfare within the HSE is incumbent on all employees, inclusive of clinicians, frontline staff, managers and administrators.

The successful implementation of the Safety Management Programme will greatly depend on the full co-operation of each employee. Failure to comply with the terms of the Safety Statement may result in disciplinary action.

11.5 Hazard Control Strategies

Reference: **Safety Statement MLM CHO**
 Section 4 Safety, Health & Welfare Policies

It is the policy of **LOCATION**, to comply fully with the Safety Statement of MLM CHO which provides guidance to ensure the safety of staff, clients, residents and service users. This Site Safety Statement provides the template for local arrangements and is supplemented by the Site Specific Risk Assessments contained in Section 11.12 of this document.

LOCATION, is committed to an ongoing process of Risk Assessment and will document additional risk assessments as they are carried out. This process is based on a safety partnership of MLM CHO, **LOCATION** and Staff working together to develop hazard control strategies. To aid in this process consultation will take place between the Site Safety Management Team and staff to ensure a fair and equitable system of work is devised that protects all stakeholders.

Hazard identification and risk assessment is the process of examining what can cause harm to people in the workplace so that an informed decision can be made as to whether sufficient arrangements and precautions are in place or additional measures are required to prevent an injury or ill health. To ensure compliance with Section 19 of the Safety, Health and Welfare at Work Act, 2005 each HSE site/ service manager has responsibility to:

- Identify the hazards, and assess the risks in the workplaces under their control
- Identify current controls that are in place to manage the risk
- Evaluate the risk using the HSE Integrated Risk Management Policy - Part 2 Risk Assessment and Treatment to assist in prioritising subsequent additional controls required
- Identify what additional controls if any, are required to eliminate the risk or reduce it to as low as is reasonably practicable
- Identify and assign a responsible person who has responsibility for ensuring these additional controls are implemented and agree a time frame for implementation
- Review the risk assessment and make appropriate changes when necessary
- Escalate risks that cannot be controlled locally to senior management for entry on to the appropriate Service risk register

11.5.1 Covid-19 Return to Work Protocols

Reference: Safety Statement MLM CHO
Return to Work Safely Protocol, Covid-19 Specific National Protocol for Employers & Workers,

Ensure that the documents listed below are considered when preparing the site specific Covid 19 Response Plan for your location. The Covid Response Plan which is completed should be included with this Site Specific Section of the Safety Statement.

PS:039:00 Covid 19 Returning to Workplace Safely

PS:036:00 Social Distancing Working Environment - 'HR Circular 014/2020: Social Distancing in the Health Sector' and 'HR Circular 017/2020: update re social Distancing in the Health Sector' and 'HR Circular 019/2020 Essential Service under new Public Health Guidelines COVID-19'

CF:055:00 Covid 19 Pre-Return to Workplace Form

CF:056:00 Covid 19 Contact Log

Risk assessment Prompt Sheet- Infection Prevention and Control

Midlands Louth Meath Return to Work COVID Preparedness Checklist

Latest HSE & HPSC guidance is available on the internet by accessing these links:

<https://healthservice.hse.ie/staff/covid-19-staff-support/>

<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/>

11.6 Risk Management Process

Reference: Safety Statement MLM CHO
Section 5 Risk Management

LOCATION Risk Management Process follows the National HSE Risk Management System and will form the basis of our Risk Management Strategies which are localised for the operation of **LOCATION**

A Risk Assessment is a systematic and critical examination of the workplace for identifying hazards, assessing the risk and recommending controls of the hazard where appropriate. Where hazards cannot be eliminated, control measures will be recommended to reduce the risk to an acceptable level in line with the General Principles of Prevention.

"Risk" is a measure of the probability of the event occurring and the severity and extent of the injury, ill health or damage it may cause if it did occur.

A "hazard" is *"any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff or service users or any other stakeholder interacting with Health Services MLM CHO"*.

It is the policy of Health Services MLM CHO to identify **hazards** in the workplace, assess the **risk** to safety and health and control these risks as far as is reasonably practicable.

11.7 Consultation Process

Reference: Safety Statement MLM CHO
Section 6 Consultation Arrangements

In line with Section 25 of the Safety, Health & Welfare at Work Act 2005 staff consultation is key to ensuring the effective delivery of a Safety Management Programme. **LOCATION** is committed to ensuring this consultation process is open and effective and the Safety Representatives elected to the position will become an integral part of the Site Safety Management Team. Name of the Safety Representative is listed in Appendix 1.

11.8 Safety Resources

Reference: Safety Statement MLM CHO
Section 7 Resources

LOCATION in consultation with Health Services MLM CHO, will deliver on its localised Safety Management Programme by deploying the necessary resources including the provision of an adequate time frame for work to be done, support and supervision for members of the Site Safety Management Team – via internal and external sources, an appropriate budget for maintenance and remedial works in line with Health Services MLM CHO budgets.

11.9 Access & Distribution of Site Specific Safety Statement

Reference: Safety Statement MLM CHO
Section 8 Distribution / Access to the Site / Service Safety Statement

It is **LOCATION**, policy that the Site Specific Safety Statement is considered a living document and will be updated and reviewed in line with best practice, advice from Health Services MLM CHO and from input provided by support e.g. HSE National Policies.

A hard copy of the Safety Statement will be available in the **Mangers Office**, **LOCATION** a copy will be held by each member of the Site Safety Management Team and a copy will be held by Head of Service of the respected division within MLM CHO.

Any persons who wish to see the Safety Statement may do so by contacting a member of the Site Safety Management Team who can detail the arrangements in place.

11.10 Revision of Site Specific Safety Statement

Reference: Safety Statement MLM CHO
Section 9 Review of the Safety Statement

It is the policy of **LOCATION**, to carry out regular reviews of its Safety Statement based on the operation of the service, national policies and strategies developed by the HSE, service input from Health Services MLM CHO, staff consultation and advice received from external agencies. A formal review will be carried out in January every year or in the event of any changing legislation or recommendations from investigations and informal reviews will take place at Site Safety Management Team Meetings which are scheduled on a monthly basis.

All changes will be noted and communicated to staff in a timely manner.

11.11 Emergency Planning

Insert details of:

Emergency Procedures
Plans / Maps
Interaction with other Emergency Plans (Shared Buildings)
Emergency Contact Numbers

Cover:

Fire
Flood (Internal & External)
Electrical Outage
Gas
Suspicious Packages / Bomb Threats
Severe Weather

Include:

Details of Who to contact & How

11.12 Index of Risk Assessments	
{LOCATION/SERVICE} MLM CHO Date:	
RA 1	
RA 2	
RA 3	
RA 4	
RA 5	
RA 6	
RA 7	
RA 8	
RA 9	
RA 10	
RA 11	
RA 12	
RA 13	
RA 14	
RA 15	
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RA 29	
RA 30	
RA 31	
RA 32	
RA 33	
RA 34	
RA 35	
RA 36	
RA 37	
RA 38	
RA 39	
RA 40	

Insert copy of each Risk Assessment for your location here.

Ensure each Risk Assessment has the correct location, date and is signed!

Appendix 1

Organisation Structure Details. Add / Delete to reflect the organisation structure in the specific location referred to in this Safety Statement.

Nursing:	ADON	Name
	CNM 3	Name
	CNM 2	Name
	CNM 1	Name
	Staff Nurses	Number
Allied Health:	OT	Insert name of lead and number of others
	Phycology	
	Social Work	
	CAMHS	
Administration:	Business Manager	
	Medical Secretaries	
	Other	
Support Staff:	Support Staff Supervisor	
	HCA's	
	MTA's	
	Others	
Safety Representative:		

Appendix 2

Add / Delete to reflect the make-up of the Site Safety Management Team in the specific location referred to in this Safety Statement.

Site Safety Management Team

Business Manager / Representative
Medical Representative
Assistant Directors of Nursing
Clinical Nurse Manager
Clinical Nurse Manager
Allied Health Professional Representative(s)
Safety Representative
Catering Representative
CAMHS Representative
Administration Representative

11.14	Additional Information
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Insert Equipment List for your location here (List IT Equipment & Other Equipment)

Covid Response Plan

Signature Sheet

I have read, understood and agree to adhere to this Safety Statement and the associated supporting documentation.

Location: **LOCATION**

[illegible]