

**St John
Ambulance**

Organisational Safety Statement

Policy No: 001-004

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Record of Amendments

Revision	Date	Description	Completed by
1	June 2020	Initial Safety Statement	Martin O' Sullivan

INTRODUCTION

1.1 Overview of the organisation

St John Ambulance Ireland is an organisation dedicated to the ideal that everyone should have immediate access to first aid no matter where they are or what they are doing at the onset of illness or injury.

With humble beginnings in Guinness's Brewery in 1903, the organisation has been at the forefront of acute care and training throughout Ireland for over 100 years.

St John Ambulance Ireland pro-actively responds to changes in the pre-hospital field, working alongside voluntary and statutory bodies, including the Pre-Hospital Emergency Care Council (PHECC) and QQI.

The organisation is run by unpaid volunteers at all levels, up to and including our Commissioner, the de facto Chief Executive Officer. St John Ambulance members are self-selecting from all walks of life, and with various levels of pre-hospital training, both before they join and once they are members.

Most join with no experience and through lifelong learning, become highly skilled pre-hospital practitioners. Indeed, quite a few of our members have joined as cadets (aged 11-17) and, through an interest fostered from a young age, have gone on to careers in the health service.

The organisation is governed by a Board, made up of unpaid volunteers, as well as by the Commissioner. We also have a small number of employees who are full & part time and are based in our National HQ in Dublin where they support the coordination of SJAI activities across the country.

Opportunities exist for members to get involved in many aspects of running the organisation, whether it is running our individual divisions, advertising, administration, stores management, vehicle maintenance, event controlling, fund raising, communication or maintaining our web presence. Though the emphasis is on providing first aid, there is a large logistical operation constantly in progress to support our primary activities.

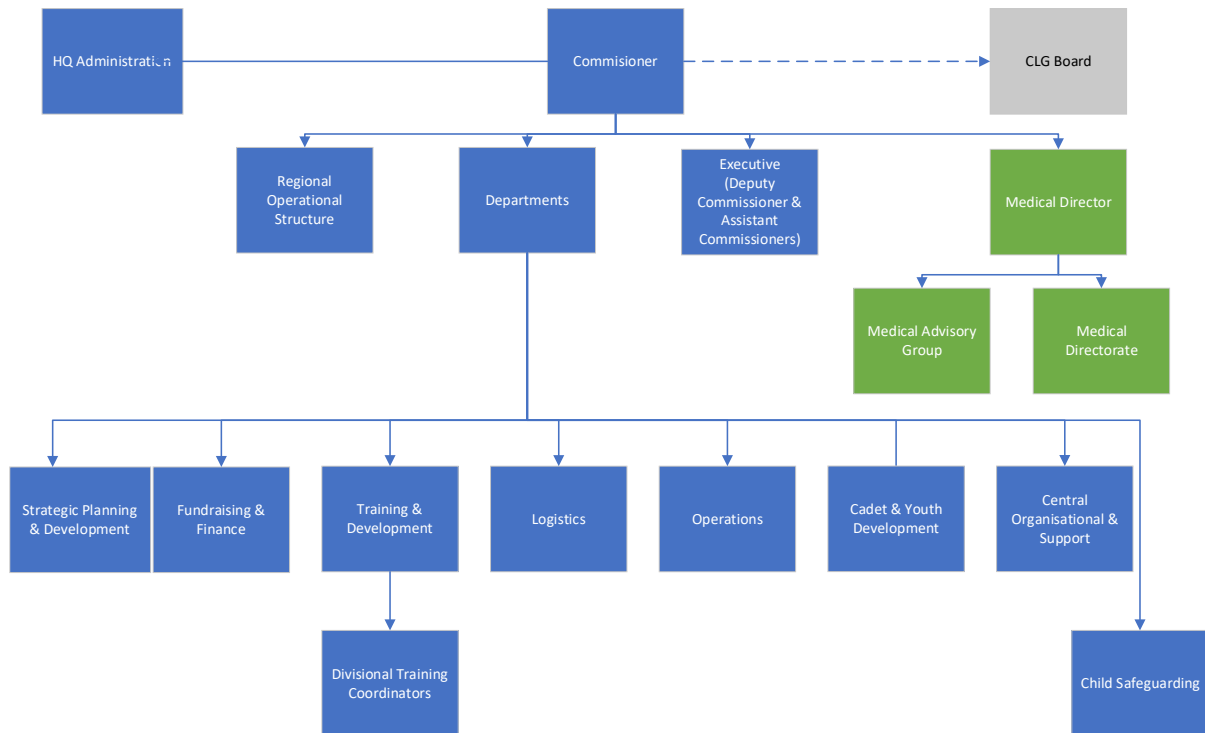
St. John Ambulance is a registered charity and receives no State funding. The organisation is entirely dependent on contributions from the public and donations made by event organisers for services rendered by our volunteer members.

1.2 Locations

Operationally and geographically, St. John Ambulance is organised into a number of local units known as "divisions", each headed by a Divisional Superintendent / Member in Charge and typically consisting of 10-30 members. Superintendents are assisted by Divisional Officers, Sergeants, Corporals and Lance Corporals, who form middle management.

Division
Ballyfermot
Cavan
Cork City
City of Dublin
Cabinteely
Castleknock
Clontarf
Crumlin
Drogheda
Dundrum
Foxrock
Glanmire
Glenageary
Hammond Lane
Headquarters
Knocklyon
Glasnevin
Limerick
Meath South
North Kildare
Ongar
Raheny
Swords
Tallaght
Walkinstown
Mayo

1.3 Management of Health and Safety at St. John Ambulance Ireland



2.0 ST.JOHN AMBULANCE IRELAND SAFETY POLICY

St.John Ambulance Ireland (SJAi) is committed to placing people at the centre of the organisation. In line with this commitment we consider that the management of safety, health and welfare is of fundamental importance in continually improving the quality of the services that we provide, as this is intrinsically linked to the provision of a safe work environment and the operation of safe systems.

In striving to continually improve quality and safety, we recognise and accept our responsibilities for safety, health and welfare. We believe that injuries and illnesses are preventable, and as a consequence we are committed to ensuring the safety, health and welfare of our staff and those affected by the work activities of SJAi.

It is the policy of SJAi to comply fully with the Safety, Health and Welfare at Work Act, 2005 to ensure so far as is reasonably practicable the safety, health and welfare of all employees, volunteers, clients, course participants, patients and others at our places of work.

SJAi commits to provide appropriate instruction, training and supervision to employees and volunteers in relation to their safety, health and welfare during SJAi activities. This Safety Statement is a plan to minimise the risk of injury and ill-health during SJAi activities.

SJAi shall also comply with all other legislation applicable to club activities e.g. the Safety, Health and Welfare at Work (General Application) Regulations (SI 299 of 2007). It is also the policy of SJAi to protect, so far as is reasonably practicable, persons not members of this organisation who may be affected by our activities.

In pursuance of the general statement of safety policy, the organisation will provide and maintain a safe place of activity, safe equipment and safe systems of work. Our approach to our activities is risk-based where we shall carry out a detailed hazard identification exercise, risk assessment and implement control measures as required for each premises in use. Resources shall be made available as necessary.

All employees and volunteers have the responsibility to co-operate with officers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. It is the policy of this organisation to consult all members on matters of health and safety and members are hereby notified of the organisation's policy and are encouraged to comply with their duties under the 2005 Act to notify the organisation management of identified hazards in the workplace & event cover. The allocation of duties for safety matters and particular arrangements to implement the policy are set out in the safety statement.



SIGNED:
John Hughes
SJAi Commissioner
Date: 05 June 2020

3.0 SAFETY RESPONSIBILITIES

3.1 Commissioner

The Commissioner is in overall control of all safety matters for both office and divisional units nationally. Therefore the Commissioner is responsible for the establishment and maintenance of an effective policy on Health, Safety and Welfare at work at St.John Ambulance Ireland. This responsibility and the related activities and authority are delegated by him through the Organisation Management structure (**Appendix 1**).

Some of the Commissioner's responsibilities include:

- Reviewing and endorsing the Safety Statement.
- Ensuring organisational structures exist to ensure the proper management of health and safety.
- Ensuring that the appropriate staff and resources are made available to meet the requirements of the safety policy.
- Ensuring the Safety Policy is implemented throughout the organisation.
- Being regularly updated on matters relating to health and safety management within the organisation.
- Providing volunteers with suitable welfare facilities.
- Ensuring that adequate plans and emergency procedures are in place and revised as necessary.
- Ensuring accidents, incidents, near misses and dangerous occurrences are reported to the relevant people as required and are investigated to establish the root cause and learnings.
- To delegate specific responsibilities within the organisational structure.
- Obtaining the services of a competent person when required for ensuring the safety, health and welfare of employees and members
- Ensuring the organisation safety statement is brought to the member's & employees attention on commencement of joining SJAI, following any amendments and at least annually.
- Ensuring relevant accidents and dangerous occurrences are reported to the HSA as required or the relevant government designee and the organisation safety representative.

3.2 District Officer

There are a number of District Officers who are responsible for safety, health and welfare at work within SJA I at their specific Area Level.

Some of the District Officer's responsibilities include:

- Reviewing and endorsing the Safety Statement.
- To ensure the development, implementation and communication of the Safety Statement within their respective areas
- To ensure that within their area of responsibility that accountability for safety, health and welfare has been defined and a clear line of accountability has been described to include roles and responsibilities.
- To ensure the systems, processes and resources necessary to manage safety, health and welfare are in place within all sites/services within his area of responsibility.
- To ensure that Safety, health and welfare is integrated into all activities of his area of responsibility.
- To ensure that the SJA I Safety Statement and its related obligations are communicated throughout their area of responsibility.
- To ensure that a robust incident management system is in place in his area of responsibility.
- Escalate identified risks where resources cannot be made available or where the risks cannot be managed within his area of responsibility
- Reviewing the risk assessments of each Division under their remit at least annually.

3.3 Superintendent / Member in Charge

The day to day responsibility of safety management within each Division of St. John Ambulance Ireland will be with the Superintendent / Member in charge. They are the person with daily contact with personnel within the organisation.

Although they may delegate tasks to Divisional Officers and other members, they will have primary responsibility for safety and welfare within their Division.

Some of the Superintendent / Member's responsibilities include:

- Reviewing and endorsing the Safety Statement.
- Ensuring officers are actively involved in the management of health and safety.
- Promoting communication in terms of commitment to health and safety.
- Ensuring legislative requirements are achieved.
- Including health and safety on meetings when required and in the Divisional AGM.
- Obtaining the services of competent persons and parties when required for ensuring the safety, health and welfare at work of volunteers.
- Ensure that adequate plans and emergency procedures are in place and revised as necessary and at least annually.
- Ensure accidents, incidents, near misses and dangerous occurrences are reported as required and fully investigated.
- Ensuring the safety statement will be brought to contractors, clients, visitors and volunteer's attention on induction, following any amendments and at least annually.
- Having responsibility for contractors while on site and ensuring appropriate documentation is received from contractors (See contractors section).
- Give / source advice on all general matters relating to health and safety within the Division.
- Ensure first aid supplies are restocked as required.
- Ensure all equipment within their control is safe to use and properly maintained.
- Ensure that good housekeeping standards are maintained and in particular, that fire exits are maintained and kept unobstructed.
- Listen to safety concerns from volunteers and take appropriate actions based on these.
- Ensure a risk assessment is completed annually for the Divisions training premises and sent to Division's District Officer.
- Escalate identified risks to the District Officer where resources cannot be made available or where the risks cannot be managed within his or her area of responsibility

3.4 Duties of Volunteers and staff members

Must read Safety Statement and Risk Assessments applicable to their work & volunteer activities



Must Report Accidents/illness/incidents defects to plant or equipment or any Health and safety related matters to their Manager, Superintendent or Member in Charge



Not engage in horseplay



Ensure that he or she is not under the influence of an intoxicant



Attend training where required



Promote a safe culture



Work in a safe manner to you and others around you

A volunteer shall:

- Comply with the relevant statutory provisions as appropriate and take reasonable care to protect their own safety, health and welfare and that of any other person while volunteering for SJAI who may be affected by their acts or omissions while volunteering for SJAI .
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare while volunteering for SJAI or that of any other person.
- Co- operate with his or her Superintendent / Member in Charge or any other person in so far as is necessary to enable his or her Superintendent / Member in Charge or other person to comply with the relevant statutory provisions, as appropriate.
- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare while volunteering for SJAI or that of any other person.
- Attend such training and as appropriate, undergo such assessment as may reasonably be required by his or her Superintendent / Member in Charge, or as may be prescribed relating to safety health and welfare while volunteering for SJAI, or relating to the work carried out by the volunteer.
- Having regard to his or her training and instructions given by his or her Superintendent / Member in Charge, make correct use of any article or substance provided for use by the volunteer while volunteering for SJAI or for the protection of his or her safety, health and welfare at work, including protective clothing equipment.
- Report to his or her Superintendent / Member in Charge or to any other appropriate person, as soon as reasonably practicable-
 - i) Any activity being carried on or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the volunteer or that of any other person.
 - ii) Any defect in your divisional premises, systems of work, any article or substance which might endanger the safety, health and welfare of the volunteer or that of any other person.
 - iii) Any contravention of the relevant statutory provisions which may endanger the Safety Health and Welfare of the volunteer or that of any other person, of which he or she is aware.

A volunteer may not

- mis-represent himself or herself to a Superintendent / Member in Charge with regard to their level of training
- interfere, misuse or damage anything provided for the safety, health and welfare of volunteers
- place at risk the safety, health and welfare of persons in connection with SJAI activities

Volunteers are encouraged to make suggestions, or raise concerns and are consulted initially on health and safety matters.

3.5 Employees

Legal Duties of Employees

Section 13 of the Safety, Health and Welfare at Work Act of 2005 outlines the general duties of employees in matters related to safety, health and welfare at work.

- Comply with the relevant statutory provisions as appropriate and take reasonable care to protect his / her safety, health and welfare and that of any other person at work who may be affected by their acts or omissions at work.
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- If reasonably required by his or her employer, submit to any appropriate, 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 his or her employer or any other person so far as is necessary to enable his or her employer or other person to comply with the relevant statutory provisions, as appropriate.
- 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 such training and as appropriate, undergo such assessment as may reasonably be required by his or her 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 instructions given by his or her 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 equipment.
- Report to his or her employer or to any other appropriate person, as soon as reasonably practicable
 - i) Any work being carried on or likely to be carried on, 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 and 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.
- Employees shall not misrepresent himself / herself to an employer with regard to their level of training.

4.0 MANNER FOR SECURING SAFETY

4.1 Commitment to Safety

St. John Ambulance Ireland is committed to providing an injury free and safe place of work, safe equipment and safe systems of work to protect the health safety and welfare of all persons employed by and volunteering for the organisation and also for all contractors, clients and visitors either working at or visiting HQ or the Divisional premises. This will be demonstrated through a process of continuous improvement and also through the provision of adequate resources. Health and safety will be seen as a key priority of St. John Ambulance Ireland.

4.2 First Aid

Due to the nature of the organisation, there is a significant number of first aid trained personnel in each Division.

Persons within the premises who sustain an injury are to report it immediately to the officer in charge at that time.

Dedicate First Aid supplies (not used for training) must be available in the premises. First aid kits will be restocked when required i.e., when depleted or if item's expiry date has been reached. The responsibility for monitoring first aid stocks lies with each superintendent / member in charge, although this may be delegated to a specific officer.

All incidents requiring the provision of first aid treatment must be recorded in the organisation accident / incident report form as soon as reasonably possible after the incident and the Superintendent / member in charge notified immediately. Each first aid scenario must then be followed up with an accident investigation using the organisation accident investigation form, see SOP 002-026.

4.3 Electrical Safety

In order to reduce the risk from electrical hazards the following precautions are made:

- Residual Current Devices (RCD's) are fitted.
- Clear warning signs are displayed near electrical hazards
- Installations undergo preventative maintenance and testing and test certs are kept on file
- Good housekeeping practices are maintained and monitored

4.4 Fire Safety

Fire extinguishers are provided in various locations in all premises. A fire blanket should be located in the canteen, where provided. There are various manual call points in place, smoke detectors and emergency lighting throughout the premises used regularly by the organisation. All premises in use by the organisation for training, etc must be fitted with a fire detection and warning system.

Fire equipment is maintained as legally required and is the responsibility of the building owner. Where the building is owned by SJAI it is the responsibility of the superintendent / member in charge to ensure that a fire register is maintained and that all active and passive fire systems are maintained as required and that this is recorded in the fire register.

Where the building is not owned by SJAI but it is in use, any defects or lack of maintenance should be noted in the premises risk assessment and reported to the building owner for immediate resolution. A copy should also be sent to SJAI National HQ.

No SJAI activity should be undertaken where the premises risk assessment determines the fire risk is too high.

Fire Training

Portable fire extinguisher training should be completed for members at each premises.

Evacuation

An evacuation plan should be in place for each premise. This should include details of emergency exits, escape routes, assembly points, arrangements for calling emergency services, persons with emergency roles and how occupants in the building are accounted for.

A sign in system in use at each premises, allows for a roll call to be used in the event of evacuation.

4.5 Accident Reporting

Report forms are available on the SJAI Shared Drive in H+S folder to report on any accidents, incidents or injuries sustained at the premises.

4.6 Hazard Reporting

All volunteers are encouraged to report (as required by legislation) any hazards in the premises used to their superintendent / member in charge.

4.7 Medical Fitness

- Volunteers should not undertake any activities which are beyond their level of fitness;
- Volunteers should not attend for duties and/or training if medically unfit;
- Where volunteers are signed off sick from their normal employment, volunteers should not attend for duties and/or training without first discussing with the Superintendent / Member in Charge. A risk assessment may be required to be completed.

- SJAI may require that volunteers or potential volunteers obtain certificates of medical fitness from a doctor;
- Volunteers should advise their Superintendent / member in charge if an illness or medical condition places themselves or anyone else at risk. The Superintendent / member in charge will deal sympathetically and discreetly with any information received;
- A volunteer may be asked to retire on health grounds, or be placed on restricted duties, where their illness or condition might in the view of a doctor put the volunteer or other persons at risk and/or affect their ability to perform their duties. Final decisions on such cases rest with the Commissioner of SJAI.
- If a volunteer becomes pregnant, she is advised to discuss her SJAI activities with her doctor. Any safeguards suggested by the doctor/medical staff must be strictly adhered to. When appropriate she shall inform her Superintendent / member in charge.

4.8 General Training

All persons shall be trained and competent in the task(s) assigned to them. In the event that they have insufficient experience then extra supervision will be given, pending demonstration of competence.

New members receive orientation and induction training to ensure they fully understand the potential hazards of their respective activity and the safety precautions and emergency preparedness required.

Training will also be given on the job in specialised areas where personnel may require the skills to ensure the high level of safety is maintained. These specialised areas may include:

- First Aid training
- Driving Training
- Manual Handling
- Patient Handling
- Emergency Procedures
- Fire Extinguisher Training
- Safe Ergonomics at DSE (VDU) workstations
- Safe Guarding of children and vulnerable people

4.9 Contractors

A contractor is a business / organisation that is employed directly or indirectly by St. John Ambulance Ireland to complete a specific task but does not consider St. John Ambulance Ireland its permanent place of work. Examples of this are repairs and maintenance of divisional premises, painting etc.

The superintendent / member in charge's role with contractors will include:

- Briefing any contractors on safety requirements prior to work starting.
- Ensuring that all contract personnel required to work on site read the organisation safety statement and are aware of emergency procedure.
- Ensure that contractors provide adequate documentation before they present for work. This may include;

- Safety Statement
 - A detailed method statement
 - Training records
 - Equipment test certificate(s)
 - Material safety data sheet(s)
 - Other specific items as requested.
- Ensuring appropriate supervision of the contractor while on site.

4.10 Information and Instruction

Adequate information will be made available by way of Notice Boards, email, internet and written instruction from Officers. Records of safety training will be kept on file. Information such as lessons from accidents that occur will be brought to volunteers' attention by Officers.

4.11 Welfare facilities

In accordance with the Safety, Health and Welfare at Work Act, 2005 the organisation commits itself to providing welfare facilities for all its volunteers. If colleagues find that any of our amenities are not to standard or in need of maintenance, they should report this to their Superintendent / member in charge. While using properties not owned by SJA I the members must adhere to the premises safety guidelines.

Facilities consist of:-

- Adequate and convenient WC's with wash hand basins,
- Soap dispensers,
- Paper towels,
- Canteen facilities (where applicable)
- Adequate First Aid facilities

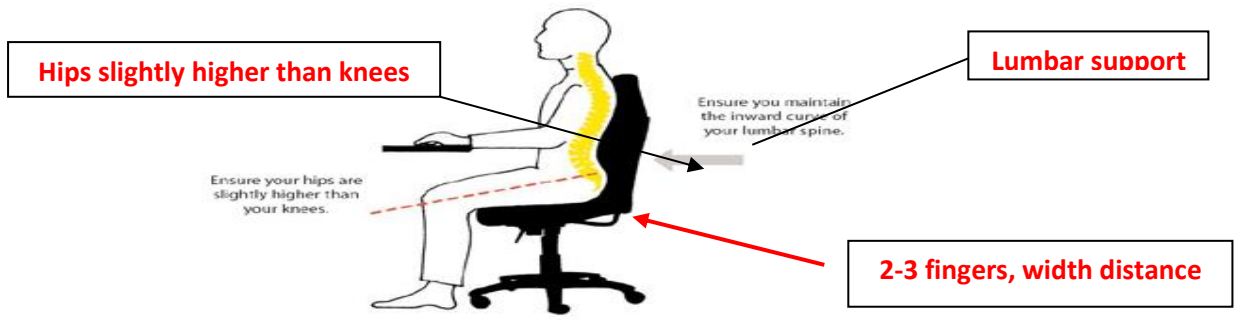
4.12 Ergonomics

The below guidelines, give suggested methods to ensure an ergonomically suitable workstation. Any discomfort or injury resulting from your chair / workstation set up should be reported to the Superintendent / member in charge.

Workstation Guidelines – For Office Staff

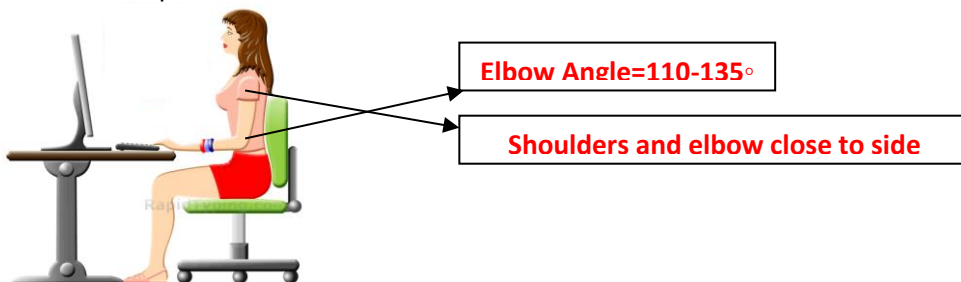
Your Chair

- Check that all adjustments are working on your chair - seat height, seat back in height and tilt, seat pan.
- Ensure you are sitting deep into the chair with your lower back supported by the chair's back rest.
- Ensure your feet are flat on the floor, with your hips slightly higher than your knees.
- Angle between hip & knees should be at 90-110°.
- Ensure there is sufficient space between your knee and front of chair, two-three fingers width distance.



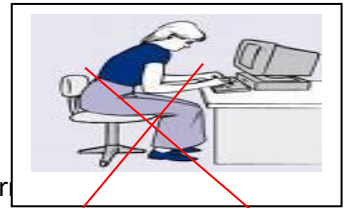
Typing Posture

- Adjust chair so that your elbows are at the same height of your desk or keyboard tray.
- Elbows should be at approximately 110-135° angle when working at your desk & your forearms parallel to the floor.



Ensure your shoulders and elbows fall naturally close to your side and that they remain in this position when typing and using your mouse.

- Your lower back and shoulders should remain supported by the chairs back rest, when typing at your desk.
- Avoid leaning in to your desk
- Ensure your arm rests are positioned in the same direction of your forearm
- Adjust your armrests so they do not prevent access under your desk.



Workspace Layout

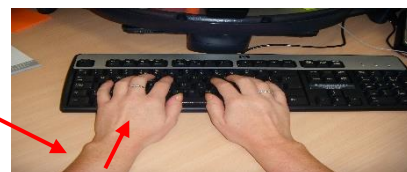
- Items that are frequently used should be within your primary reach zone eg: keyboard, mouse and phone (if the use is frequent)



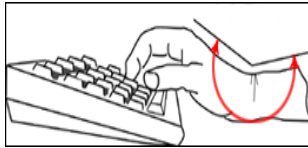
Your Wrists

- Wrists should remain in straight alignment to your forearm when typing.

Wrists and forearms in alignment=Neutral Wrist



- Avoid bending the wrist up (extension) or down (flexion) or too the side (deviation) when typing.



Wrist Extension



Wrist Deviation

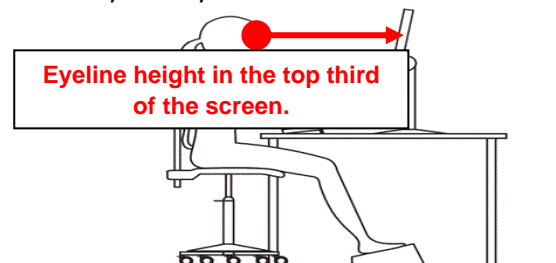
Your Keyboard and mouse

- Elbows should be at or slightly above height of keyboard.
- Ensure your mouse and keyboard are positioned close to each other, at the same level and within easy reach.
- Position keyboard and mouse so that your upper arms can stay in a relaxed position, elbows at 110-135° and arms close to your side.
- Do not deviate/ bend wrist when using your mouse, your wrist should remain in straight alignment to your forearm.



Your Monitor

- Your Monitor should be positioned at approx. an arms length (20-40") from you when sitting at your desk and should be placed directly in front of your keyboard.



- Eye level should be one to three inches from the top of your screen.
- Ensure your monitor is free from reflections and glare and that your brightness and contrast features are working.
- Take frequent breaks from your monitor, practice 30/30 rule: every 30 minutes take 30 second break & focus on an object in the distance (30m).

4.13 Plant and Equipment

All work equipment used by personnel shall:

- Comply with the relevant legislation/standards (e.g. CE, EN IS/BS, Machinery Regulations etc...)
- Be suitable for the task
- Be used by trained and competent persons
- Be properly maintained to the manufacturers requirements or to industry best practice requirements

- Be replaced or repaired when defects are found
- Have statutory inspection certification (where appropriate)
- Not be modified or changed in such a way as to cause a hazard to users
- Not be misused or abused in such a way as to cause a hazard to users (e.g. inappropriate storage or usage)
- Supplied with the appropriate PPE (where required)

Maintenance of Work and Safety Equipment Maintenance of workplace equipment shall be conducted to statutory requirements under Irish and European legislation and/or to the manufacturer's requirements.

4.14 SJAI Vehicles

Maintenance of SJAI vehicles is carried out as recommended by manufacturers.

4.15 Driving

The organization is committed to meeting its legal obligations under the main legislation governing road safety law in Ireland, these include:

- Road Traffic Act 2014
- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Construction Regulations 2013
- EU rules on Driving

All volunteers and staff whilst driving the organisation's vehicle or private vehicle on SJAI activities are to comply with traffic legislation, be conscious of road safety, demonstrate a commitment to safe driving and conduct themselves in a safe manner during SJAI activities.

Responsibility as a driver:

This applies to all drivers either driving a SJAI vehicle or using a private vehicle while on SJAI duty.

All Drivers will:

- Ensure they hold a current valid license for the class of vehicle they are driving and that a copy of this is provided to division superintendent / member in charge.
- Immediately notify their superintendent/ member in charge if their driving license has been suspended, cancelled or has limitations placed on it.
- For ambulance driving, drivers should adhere to the Ambulance Driving Policy.
- Be responsible and accountable for their actions when driving a vehicle.
- Familiarize themselves with the vehicle prior to use on duty.
- Comply with traffic legislation.
- Check all vehicles prior to the journey to ensure that vehicles are within safe operating conditions, checks should include;
 - Proper inflation and thread of tyres

- Clean windows
- Mirrors properly adjusted
- Brakes, lights in working order
- Windscreen wipers and wash in working order.
- Do not use a mobile phone or any other electronic devices (laptops ,tablet's) while driving. Park in a safe spot before use.
- Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post journey commitments.
- Your vehicle should have a high viz jacket, a warning triangle, torch and first aid kit.
- Report any accident or near miss incident including those that do not result in damage or injury.
- Ensure you are medically fit to drive and you should have your eyes tested regularly. If you do have to wear glasses for driving, make sure to always wear them when driving and keep the lenses clean and scratch free.
- Avoid getting into conflict with another driver. If confronted with potentially violent situation, remain in the vehicle with the windows closed and door locked. Stay calm and think logically. If necessary, call for help on a mobile phone (not while driving).
- Do not smoke in the vehicle.
- When taking equipment (laptops etc....) in a vehicle, please keep it in the back at all times, as items left in view on seats may not be insured.

Drivers of SJAI vehicles shall:

- Report vehicle defects before the start of journey (unless journey starts prior to the working day, then as soon as reasonably practicable).

Driver of own Vehicles shall:

- If an employee or volunteer is using their own vehicle for the purpose of regular SJAI activities the onus is on that person to disclose the fact they are using the vehicle for SJAI activities to their insurer who will rate according to the disclosed use of vehicle.
- Ensure your vehicle has an up to-date NCT/DOE cert and road Tax and are displayed in the vehicle.
- Ensure the vehicle is in good order and road worthy.

Responsibility of Superintendent / Member in Charge

SJAI will not require staff or members to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

We will do this by:

- Ensuring that staff and volunteers are aware of their responsibility to check the vehicle prior to use,
- Collation of statistics on accidents and near miss incidents to ensure continuous improvement of driving policy.
- Regular review of policy and procedures to ensure the development and quality of the driving policy.
- Provision of driving training for each Division.

4.16 Bullying, Stress and Harassment

Volunteers have a responsibility to 'not engage in improper conduct or behaviour that is likely to endanger his or her own safety, health and welfare at work or volunteering or that of any other person. The HSA define 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. Any member who believes they are being bullied should immediately contact their Manager / Superintendent / Member in Charge.

There is a Critical Incident Stress Management Policy which details the arrangements and supports in this regard. SOP 002-010

4.17 Pregnant Employees & Members

If a volunteer becomes pregnant, she is advised to discuss her SJAI activities with her doctor. Any safeguards suggested by the doctor/medical staff must be strictly adhered to. When appropriate she shall inform her Manager, Superintendent / Member in Charge.

Once notified, a pregnancy risk assessment should be completed by her Manager, Superintendent / Member in Charge. If the risks are significant (e.g. for specific duties / for patient handling), the pregnant or new mother shall be re-assigned to other activities for which the risks are assessed as not significant.

4.18 Hazardous Substances

Where substances hazardous to health are used, the following arrangement will be made:

- Training
- Information on the handling of hazardous substances Safety Data Sheets (SDS) for all chemicals used are kept on site
- Correct labelling of chemical
- Use of PPE

Hazardous substances may include: Fuels (petrol and diesel) Cleaning agents Oils Lubricants Paints and coatings. Special care will be taken with the storage of chemicals, particularly those which may react together and should not be stored in the same location.

Chemicals should be stored in their original (or suitable) containers, labelled appropriately and used according to manufacturer's recommendations.

Hazardous substances should be included in the premises annual risk assessments where necessary to protect personnel from potentially hazardous exposure. Training and information shall be provided to any personnel involved in the use of hazardous substances in the workplace as per the requirements of the Safety Health and Welfare at Work (Chemical Agents) Regulations, 2001 and associated Code of Practice, 2007. Each Division should keep copies of the relevant Safety Data Sheets (SDS) in its office and provide them for users where applicable.

4.19 Personal Protective Equipment (PPE)

It is the policy of SJAI to provide whatever protective equipment appropriate to the activities concerned (e.g. helmets / nitrile gloves / aprons etc), as determined by risk assessment, and to replace when worn or defective. Advice and assistance shall be sought from the manufacturers and/or suppliers or other competent persons. SJAI shall regularly review and update all PPE as required. PPE shall be provided as per the requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 and amendments.

Additionally, all volunteers are required to provide their own black steel toe capped shoe or boot & hi-viz for wear at duties. Personnel without correct PPE are not permitted to attend duty.

An inspection is carried out annually for each Division by the Commissioner or his assigned delegate, where full uniform inspection including PPE is carried out.

4.20 Child and Vulnerable Adult Protection

All members should familiarise themselves with the organisation safeguarding procedure and Garda vetting procedures. SJAI is committed to ensuring the safety and wellbeing of children and vulnerable adults participating in activities through regular monitoring and codes of conduct. It is compulsory for all members to be Garda vetted. SJAI has a code of conduct for those working with children. Code of Conduct promotes the idea of "Loco Parentis" (in place of a parent). It identifies to volunteers what they can and should do and when. It is as much about saying what is acceptable as what is not. Good practice Guidelines include:

- Supervision of minors at all times while in the care of the organisation
- Adult members may not spend time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of the child's guardian or parents
- Design training programmes that are within the ability of the individual child.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.
- In an emergency situation, which requires this type of help, parents/guardians and person in charge should be fully informed.

In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parent / guardian; this includes hospitalisation.

Children within SJAI are encouraged to realise that they have responsibilities to treat other children and leaders with fairness and respect.

4.21 Monitoring and Auditing

Work areas and divisional units shall be monitored on an ongoing basis for safety by the SJA management. Inspections and certification as required under regulations shall be carried out by competent persons and copies kept on file. Under section (13) of the Safety, Health and Welfare at Work Act, 2005, employees are obliged whilst at work to report without delay any defects or unsafe practices which might endanger safety or health. The same standard will be expected from divisional units so we have a safe place for our members to train and meet on a regular basis.

5.0 EMERGENCY PLANNING

Premises owned or Leased by SJAI:

Premises are fitted throughout with automatic fire detection and alarm system, emergency lighting and has evacuation staircases and evacuation doors which lead to the external areas.

Fire drills are conducted throughout the premises twice annually.

5.1 Details of fire and emergency arrangements include

- Location of the Emergency Assembly Point
- Emergency Exit routes
- First Aid arrangements

6.0 SAFETY CONSULTATION

The general organisational list of the Organisation is shown in **Appendix 1** of this document and will be constantly updated to take account of the changes in personnel in the organisation.

The Commissioner of St. John Ambulance Ireland, is in overall control of all safety matters for both NHQ office and Divisional units. The Superintendent / MIC is responsible for the establishment and maintenance of an effective policy on Health, Safety and Welfare in their Divisional premises. This responsibility and the related activities and authority are delegated by him through the Organisation Management structure.

The Superintendent / Member in Charge shall be responsible for the day to day safety of all volunteers and visitors.

The Superintendent / member in charge will monitor all aspects of safety and health in the workplace. They will keep themselves advised on the implementation of this policy and on any revisions required.

7.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT METHOD

7.1 Hazard Identification and Risk Assessment:

It is recognised that hazard identification and risk assessment is at the core of a safety management system and St.John Ambulance Ireland commits that so far as is reasonably practicable all hazards in the workplace of our volunteers are identified and our workforce are informed of the dangers and the controls as necessary.

7.2 Hazard Identification Policy

Hazard identification shall be carried out by using (i) safety audits / risk assessment and (ii) volunteer hazard reporting.

(i) Safety Auditing Policy

Safety auditing shall be a recognised method for assessment of safety issues (i.e. hazard identification) in the St.John Ambulance Ireland such as fire doors not closing, over loaded power points, access to fire exits and equipment etc. and other issues. The Responsibility for co-ordinating safety audits shall rest with the Superintendent / MIC.

(ii) Volunteer Hazard Reporting

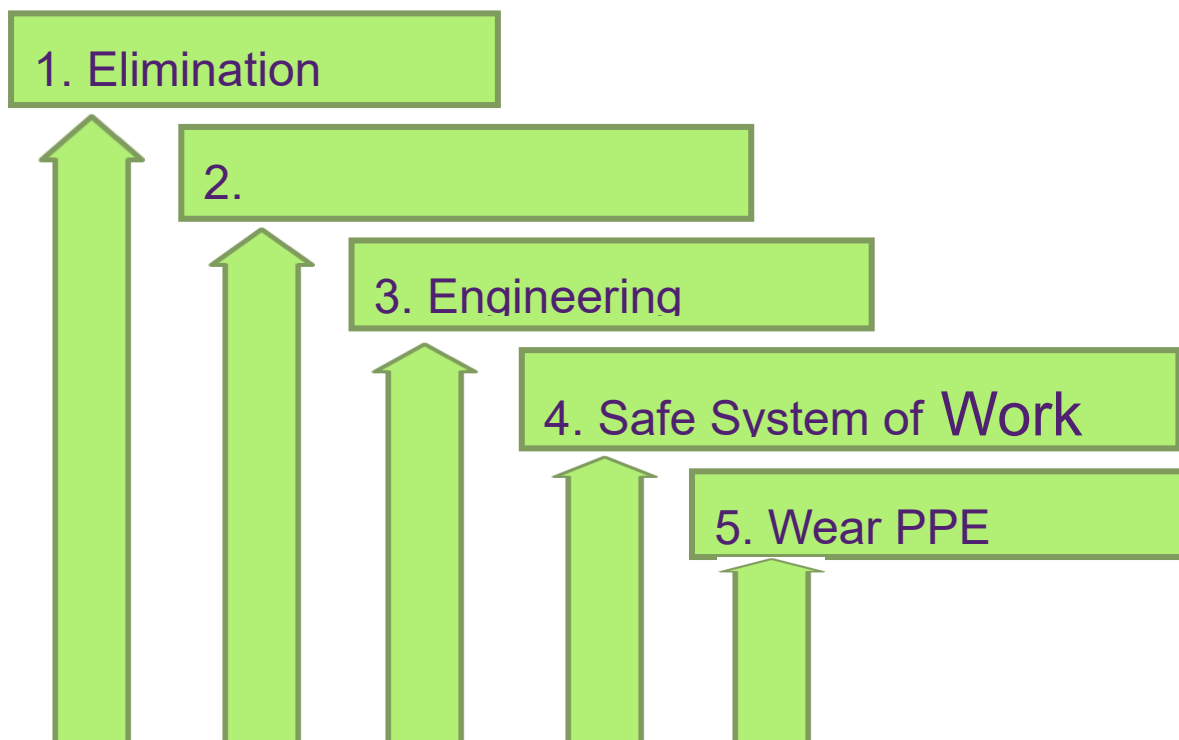
All volunteers shall notify their Superintendent / MIC of any hazardous aspect of the workplace, equipment, procedure or activities of personnel, both in our Divisions and event cover, which they feel, might result, as a minimum in an incident. Volunteers shall be actively encouraged to report potential hazards.

7.3 Hazard Control Measures

Where hazards cannot be removed it is necessary to secure the safety of volunteers and others by putting in place hazard control measures to reduce the risk inherent in each identified hazard to an acceptable level. This shall take account of standards laid down by EU directives, National Acts, Regulations, Codes of Practice, Guidelines, Irish Standards and custom and practice within the Voluntary sector.

Where it is reasonably practicable the organisation commits itself to dealing with identified hazards by use of the following Hierarchy of Risk Controls in conjunction with the Superintendent / member in charge responsible for the area concerned in the case of a premises hazard.

7.4 The Hierarchy of Risk Control



8.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT METHODOLOGY

A risk assessment is based on the linking of the probability of occurrence (**Likelihood**) with the **Severity** of loss and /or injury. When the risk assessment identifies hazards, it is necessary to rank them so that they can be controlled in an orderly way.

The risk of a hazard is a measure of the likelihood or probability of an accident, coupled with the severity of the injury or loss.

A safety audit assesses the risk of each hazard by ranking according to the categories described below prior to the implementation of control measures.

Risk Rating = Likelihood X Severity

Likelihood

- 1. Negligible
- 2: Rare
- 3: Unlikely
- 4: Possible
- 5: Probable

Severity

- 1: Insignificant
- 2: Minor
- 3: Moderate
- 4: Significant
- 5: Catastrophic

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Severity					

RISK RATING KEY	
INTOLERABLE	There is an absolute duty to lower the rating, regardless of cost, before commencing activities
HIGH	All reasonable steps should be taken to lower the rating before commencing activities
MEDIUM	No additional controls required. Future initiatives should include effective risk reduction
LOW	No action required

9.0 ACCIDENT REPORTING AND INVESTIGATION

9.1 Reporting of Accidents, Near Misses and Dangerous Occurrences

All accidents, near misses and dangerous occurrences shall be reported as per the requirements of SI 44 of the Safety, Health and Welfare at Work (General Application) Regulations, 1993 (Part X) which requires that accidents resulting in missing >3 consecutive days from work must be notified to the Health and Safety Authority. Reports to the HSA will be made using the HSA online web based system by the SJA Business Manager.

The Accident / Incident report form, as shown in (Appendix 5) can be found on the SJA Shared Drive in the Health and Safety Folder.

The Organisation commits itself to controlling risks to an acceptable level so far as is reasonably practicable. This approach will take into account good practice and the standards and guidelines where these are available.

9.2 Accident, Injury, Incident Investigation Policy

The accident investigation policy of the St.John Ambulance Ireland shall include the following procedure at a minimum. The St.John Ambulance Ireland will hold a file on each accident, incident, near miss or ill-health report.

The SJA Business Manager will ensure that the following details are recorded as soon as possible following each accident, incident, near miss or ill-health report.

1. Location.
2. Name of individual.
3. Date of accident, incident, near miss or ill-health report.
4. Employment description. (for staff only)
5. Description of accident, incident, near miss or ill-health report.
6. Severity of injury or ill-health.
7. Root cause and contributory factors.
8. Suggested controls (short-term and/or long-term).
9. Necessary changes to the policy, procedures, guidance or supervision required to prevent a reoccurrence.

One of the key purposes of such reports shall be to prevent the recurrence of similar incidents or injuries in the future.

The First aider will collate the information 1 to 9 in the organisation accident record. All accident, incident, near miss or ill-health reports will be examined by the SJA Business Manager and Senior Management Team. Any trends shall be seen and corrective actions taken if required.

The Accident Register of the St.John Ambulance Ireland shall be maintained on SJA Shared Drive in a secure folder as per the SJA GDPR Policy 002-011.

10.0 REVISION

The safety statement will be reviewed when there is any significant changes occur e.g., legislative, or when the risk assessments are thought to be no longer valid.

Representations made by volunteers through the consultation process will be considered and, if approved, will be incorporated in the review.

Performance and direct action, where required, will be reviewed by the Commissioner in conjunction with the departmental managers.

Resources and training needs will be revised by management of the organisation

11.0 APPENDICES

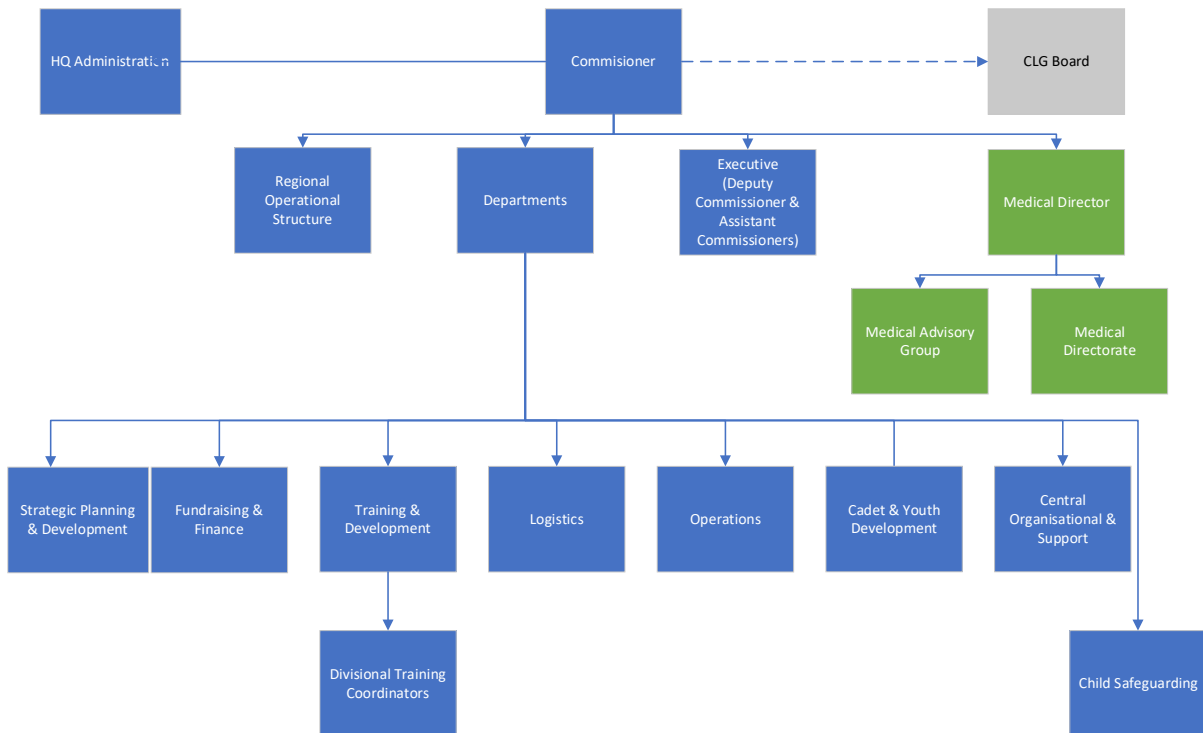
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Appendix 1

St. John Ambulance Ireland

Organisation Chart



Appendix 2

St. John Ambulance Ireland

Emergency Numbers

Emergency Services	Contact Details
Ambulance	112 / 999
Fire Brigade	112 / 999
ESB Emergency	1850 372 999
Gas Networks Ireland Emergency	1850 205050
Cork University Hospital	021 - 4546400
Blackpool Medical Centre	021-4505118
South Infirmary Cork	021 - 4926100
Mercy Hospital Cork	021 - 4271971
St James Hospital Dublin	01 - 4103000
Blanchardstown Hospital Dublin	01 - 6465000
Mater Hospital Dublin	01 - 8858888
Tallaght Hospital Dublin	01 - 4142000
Beaumont Hospital Dublin	01 - 8093000
Mayo University Hospital	094 - 9021733
Limerick University Hospital	01 - 4103000
VHI Swiftcare	1890 866966
Mater Private Hospital	021-4396955
Health and Safety Authority	1890 289 389
National Poisons Information Centre	01 8092166

Appendix 3

References to other relevant Safety Policies

- **Hazard Identification and Risk Assessment SOP-002-056**
- **Pregnancy Risk Assessment SOP 004-003**
- **Accident Near Miss reporting policy SOP 002-026**
- **Safety Audit Template SOP 002-055**

Appendix 4

COVID-19 Risk Assessment for restarting Training in Divisional premises

SJAI ‘phased’ return to Divisional Training / Meetings during the COVID-19 Pandemic

OVERVIEW:

Guidance for Divisions June 2020

The purpose of this guidance document is to aid Divisions in a phased return to Divisional Meetings / Training during the COVID-19 pandemic. It is important that regular communication is in place between the divisional officers and their members to keep members informed of issues during this time of COVID-19. As we follow the national guidelines of social distancing etc, it is very easy for members to become disconnected from their divisions.

Where possible, routine divisional training sessions should be carried out on-line using Microsoft Office Teams which is on the SJAI – Microsoft 365 platform. All members have access to these programmes through their SJAI email. There may be requirements to carry out certain practical skills training, to ensure there are enough members to support any requirements for the division, if a request for help is required from the Health Service Executive as per the Framework for Major Emergency Management (2006). It is critical that these physical training sessions are minimised and are managed in a controlled environment.

This guidance document is to give divisional officers practical considerations and recommendations on how training can be implemented with minimum risk to members and at all times following the COVID-19 guidelines from the Health Protection Surveillance Centre (HPSC), Health Service Executive (HSE), An Roinn Sláinte.

A guiding principle is that no member should be put into an unsafe training environment.

MANAGING RISK:

Objective:

To reduce the risk to the lowest reasonably practicable level by taking preventative measures in order of priority.

Divisional Superintendent / Member in Charge should make every reasonable effort to enable divisional training / meetings to be facilitated via Microsoft Teams. Where practical skills training is required, the Divisional Superintendent / Member in Charge needs to take all mitigating actions possible to reduce the risk of transmission between members when training. Some of the mitigating actions include:

- Keeping activity time as short as possible (Limiting)
- Increasing the frequency of hand washing and surface cleaning
- Use of screens if required to facilitate correct physical distancing between members
- Minimise the numbers of members at a training session

The recommendations in this document are ones you should consider as you go through this risk assessment process.

Each division needs to translate this document into an action plan. This is a general document and some items may not be appropriate to your division. Some premises are owned / leased by SJAI and others are owned by other organisations such as schools, community halls etc.

It is very important that divisions who use schools, community halls etc, discuss with the property owner about the risk associated with restarting limited divisional skills training, as they are the legal owners of these properties. If these SJAI divisions are allowed back into these premises then the risk assessment should be done by both parties.

Members who are at a high risk of contracting COVID-19, should follow government advice on returning to SJAI in consultation with their Superintendent /Member in Charge. Clinically vulnerable members should not be allowed to attend any practical skills training or support any event cover until further clarity is given on this topic.

A member of the division should be assigned the task of Divisional Infection Control Officer. They should support their division in coordinating the COVID-19 measures and also monitoring compliance of these measures. If members are not complying with the guidelines put in place then the Divisional Infection Control Officer should raise these concerns to their divisional officers. It is crucial that all members follow the set guidelines in the division to minimise the spread of infection. The Divisional Infection Control Officer will coordinate Infection Control activities with the NHQ Infection Control Lead. The Divisional Infection Control Officer and the Superintendent / MIC may not be the same person but the overall responsibility is with the Superintendent / MIC.

No Division may resume meetings / training withing their Divisional premises until the name of the Divisional Infection Control Officer has been notified to the NHQ Infection Control Lead and the Risk Assessment lodged with him/her.

The protocols for the Cadet Divisions must be agreed with the Director of Cadets and Youth Development prior to holding any meetings and a Risk Assessment carried out.

Risk Assessment: _____

Division Name: _____

Date Completed: _____

Hazard: Spread of COVID-19 Coronavirus

TASK	CONTROLS REQUIRED	ADDITIONAL CONTROLS REQUIRED	ACTION BY WHOM	ACTION BY WHEN
COVID-19 Facilitator	Assign a Divisional Infection Control Officer			
Cleaning	Are existing cleaning arrangements fit for purpose?			
Cleaning	Have contact points been identified for more frequent cleaning?			
Cleaning	Are cleaning materials appropriate for use?			
Cleaning	Are Hand Sanitisers provided at appropriate locations?			
Cleaning	Limiting or restricting use of high-touch items and equipment e.g. whiteboard etc			
Cleaning	If you are cleaning after a known or suspected case of COVID-19 then you must follow the specific HSE guidelines. Have you the procedure and equipment required?			
Cleaning	Is appropriate PPE available for general cleaning of the premises?			
Cleaning	Hot and cold water should be available for members to wash their hands			
Cleaning	Paper Hand Towels should be used rather than electric hand dryers & appropriate disposal protocols in place			
Cleaning	Are COVID-19 posters erected in key locations to inform members of hand hygiene and respiratory etiquette			
Cleaning	Waste bins are to be available at key locations for disposal of gloves, wipes etc as required			
Cleaning	Have you a nominated person/persons for equipment cleaning			
Social Distancing	Have you agreed the maximum capacity of your divisional premises and erected a notice to inform members?			

TASK	CONTROLS REQUIRED	ADDITIONAL CONTROLS REQUIRED	ACTION BY WHOM	ACTION BY WHEN
Social Distancing	Have you a register in place to track all attendances in the divisional premises. This must be a soft copy as members should not be requested to sign in.			
Social Distancing	Have you put notices across the premises to highlight social distancing. On walls and floors as required.			
Social Distancing	Is there a note on the external divisional premises requesting people not to enter unless given permission?			
PPE	Nitrile gloves (all sizes) must be available in the divisional premises for members to use as required			
Building Facilities	Sanitising wipes are to be available in all toilet facilities			
Building Facilities	Windows should be opened when possible during training sessions to encourage ventilation			
Building Facilities	The premises should not be used for a minimum of 48hrs between training sessions – cleaning before and after training?			
Building Facilities	Prior to entering the premises, the member should be checked for symptoms of COVID-19, the member's temperature should be taken where possible. If above 37.8 °C, they should be requested not to attend training			
Building Facilities	Restricting access to all areas not required for divisional training			
Building Facilities	Remove soft furnishings and other non-critical equipment and stored away			
Wellbeing	Members are to be made aware of support if it is required. They should be aware of the SJAI CISM policy			
Wellbeing	Are procedures in place in the event a member becomes symptomatic			

TASK	CONTROLS REQUIRED	ADDITIONAL CONTROLS REQUIRED	ACTION BY WHOM	ACTION BY WHEN
Wellbeing	Is there a procedure in place to contact a member prior to attending a session to clarify <ul style="list-style-type: none"> If they're living with or have been in contact with anyone who has symptoms of COVID-19 Any recent on-set of COVID-19 symptoms 			
Wellbeing	Is there a procedure in place to keep a record of members on each training session in case someone becomes symptomatic as a mechanism to aid contact tracing			
Wellbeing	Procedure in place to ensure that all members complete mandatory training on the SJA I MOODLE platform for donning and doffing of PPE plus hand hygiene. Verification must be made before they can attend any training session			
Wellbeing	Communication made to all members that there must be no congregation of members before and after training			

Audit Completed By:

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Reference:

HSE Risk Assessment Prompt sheet, www.hsa.ie, www.hseni.gov.uk/publications, ECDC technical Report.

