

# HEALTH & SAFETY STATEMENT

## Broadcasting Commission of Ireland Broadcasting Complaints Commission



Broadcasting Commission of Ireland  
Coimisiún Craolacháin na hÉireann



Broadcasting Complaints Commission

# BCI/BCC SAFETY STATEMENT

## CONTENTS

1.0	Policy Statement	3
2.0	Health and Safety Objectives	4
3.0	Resources	4
4.0	Safety Representation & Consultation	4
5.0	Training	5
6.0	Responsibilities	5
6.1	BCI Responsibilities	5
6.2	Management	6
6.2.1	Director of Corporate Services	6
6.2.2	Divisional Directors	7
	Items specific to the Director of Engineering	7
6.2.3	Managers	7
	Items specific to Engineers	8
6.3	Employee Responsibilities	8
6.3.1	Employees	8
	Items specific to monitoring staff	9
	Items specific to employees with special needs	9
6.3.2	Pregnant Employees	10
7.0	Contractors and Visitors	10
7.1	BCI Responsibility	10
7.2	Visitors	10
7.3	Contractors	11
8.0	Emergency Procedures	11
8.1	Accidents	11
8.2	Fire and Evacuation	12
8.2.1	Responsibilities	12
	Employees	12
	People with Disabilities	13
	Corporate Services Section	13
	Fire Marshals	13
	Planned Absences	14
	Unplanned Absences	14

Monitoring Supervisor	14
8.2.2 Prodecures	14
Evacuating the building	14
People with Disabilities	14
Assembly Point	15
What to do if you discover a fire	15
What to do if the fire alarm sounds	15
What to do if a warning is received by telephone or post indicating a threat to the offices or to any Commissioner, staff member or visitor to the BCI/BCC	16
Contacting the Emergency Services	17
All Clear	17
8.2.3 Fire Alarm Panel	17
8.2.4 Equipment	18
Fire Safety Equipment	18
Signage	18
8.2.5 Other Information	18
Building Location	18
Car Park	18
9.0 Accident Investigation and Reporting	18
10.0 Safety Audits	19
11.0 Statutory Examination & Testing	20
14.0 Hazard & Risk assessments	20
Hazard	20
Risk	20
Overhead Office work,	22
Working in main electrical switch-room,	23
Working at height roof area,	24
Working with live electrical systems,	25
Manual handling of goods,	26
Housekeeping,	27
VDU Use,	28
Window Cleaning,	29
Kitchens,	30
Chemical substances,	31
Exposure to Non Ionising Radiation from Transmission Equipment	32
Appendices	33
A-Summary of Pregnancy Legislation	33
B-Code of Conduct for Contractors	34
C-Ergonomic Guidelines	36
D-Lone Working Policy	38

## 1.0 Policy Statement

The Broadcasting Commission of Ireland (BCI) will comply with the Safety, Health & Welfare at Work Act 1989, the Safety, Health and Welfare at Work Act (General Application) Regulations 1993, the Construction Regulations 2001 and all other relevant legislation, to ensure so far as is reasonably practicable the safety, health and welfare of its employees whilst at work, and to provide such information, training and supervision, needed for this purpose.

The BCI will protect, so far as is reasonably practicable, persons other than its employees<sup>1</sup> who may be affected by its activities.

The BCI will consult all employees on matters of health and safety. Employees are hereby notified of the BCI policy and are encouraged to comply with their duties under the relevant Acts and to notify the BCI of identified hazards in the workplace.

The BCI Safety Statement, this statement, sets out the particular arrangements to implement the BCI Policy and the allocation of duties for safety matters.

This statement will be kept up to date particularly as the organisation changes in nature and size. To ensure this, the statement and the way in which it is operated will be reviewed as necessary.

This statement is distributed to all employees and is available to all visitors on request.

All employees have a responsibility to co-operate with the BCI to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Where an employee wilfully or knowingly disregards their duty in relation to health and safety, they may be subject to disciplinary action up to and including termination of employment.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director of Corporate Services**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chief Executive**

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<sup>1</sup> Employees are all staff members of the BCI and the BCC.

## **2.0 Health and Safety Objective**

The BCI objective is to achieve maximum safety by:

- Continuously improving safety management in the BCI.
- Developing awareness among the employees of their responsibility under current legislation for their own safety, their colleagues, customers and visitors.
- Ensuring an accident free environment.
- Communicating the Safety Statement contents to all employees and ensuring their understanding of the document.
- Ensuring that the Statement is readily available to all employees at all times.
- Providing supervision, instruction and training in relevant aspects of safety.
- Regularly reviewing and updating the Safety Statement and by encouraging inputs from employees and visitors.

## **3.0 Resources**

Sufficient resources in time, money and personnel are allocated by the BCI to ensure the safety, health and welfare of employees, contractors and visitors.

Management and staff will commit to carry out their duties as allocated to them in this statement.

The BCI employs the services of a safety consultant to advise and implement safety management systems to ensure compliance with relevant legislation.

## **4.0 Safety Representation and Consultation**

Section 13 of the Health and Welfare at Work Act 1989 provides for consultation between employers and employees regarding the appointment of safety representatives. The BCI is committed to meeting its obligations under this section.

Through the Partnership Forum in September 2005, management and union agreed that all employees shall act as safety representatives and may make representation to the BCI on matters relating to health and safety, for the purpose of Section 13 of the Safety Health and Welfare at Work Act 1989. The BCI is committed to taking cognisance of any representations made to it and will act to address any issues raised as far as is reasonably practicable.

At any time, the union may seek to appoint one safety representative only. The name of this representative will be notified to the BCI by the union. The safety representative will then be afforded the necessary time off to undertake appropriate training to carry out their duties in accordance with the requirements of Section 13 of the Act.

## 5.0 Training

The BCI will make safety information and/or training available, where applicable, to employees in the following:

Safety statement	-	All Staff
Office and ergonomic safety	-	All Staff
Emergency and evacuation procedures	-	All Staff
First aid	-	All Staff (on request)
Manual handling	-	All Staff (on request)
Electrical safety	-	Engineering Staff (on request)
Working at height	-	Engineering Staff (on request)
Radiation hazards	-	Engineering Staff (on request)

It is the responsibility of Divisional Directors to ensure that staff members under their control receive all necessary training.

## 6.0 Responsibilities

### 6.1 The Broadcasting Commission of Ireland

The BCI acknowledges that it is responsible for the safety, health and welfare of its employees while at work, stakeholders, visitors and contractors while on its premises. The BCI will conduct all its business in compliance with the requirements of EU and Irish Legislation by the following:

- The preparation of a written Safety Statement.
- The management of Safety in the Workplace.
- The identification of hazards, the assessment of the risks and the implementation of control measures to reduce the risks as far as is reasonably practicable.
- The provision of a safe place of work, safe systems of work, and safe access and exits.
- The provision of evacuation plans and liaison with local emergency services.
- The provision of funding for Health and Safety management systems where required.

## 6.2 Management

### 6.2.1 Director of Corporate Services

The Director of Corporate Services has overall responsibility for safety, health and welfare within the BCI Building at 2-5 Warrington Place, Dublin 2.

The Director of Corporate Services will ensure that:

- The necessary resources are provided to safeguard BCI/BCC employees, visitors and contractors working in the building.
- Adequate arrangements exist for employees to make representations on matters of safety, health and welfare.
- All employees are held accountable for their performance in relation to health and safety and carry out their duties in accordance with this Statement.
- Specific responsibilities are delegated where appropriate.
- A specific section on health and safety will be included in the BCI annual report (under Section 158 of the Companies Act 1963.) as required under the Safety, Health and Welfare at Work Act 1989.
- Any risk to the safety or health of pregnant employees is assessed in accordance with the Safety, Health and Welfare at Work (Pregnant Employees etc) Regulations, 1994 and that all preventive and protective measures necessary are taken to avoid any possible effect on pregnancies or breastfeeding infants.
- All board decisions are made with due regard to the practical requirement of statutory regulations and are consistent with this statement.
- All accidents, near misses<sup>2</sup> and dangerous occurrences are investigated and when necessary notify to the appropriate authority.
- Corrective action is taken to prevent the recurrence of any accident.
- A register of all reportable accidents and near misses is maintained.
- Safety reviews are held as necessary and at least annually.
- An annual report of all accidents is prepared.

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<sup>2</sup> A “near miss” is any event that could have but did not result in an injury.

## **6.2.2 Divisional Directors**

Divisional Directors have overall responsibility for divisional safety, health and welfare within their area of control.

They will ensure that:

- The necessary resources are provided to safeguard their staff and any visitors or contractors who are working directly for the relevant division.
- All employees under their control are held accountable for their performance in relation to health and safety.
- All employees under their control carry out their duties in accordance with this statement.
- All decisions are made with due regard to the practical requirement of statutory regulations and are consistent with this statement.
- All accidents, near misses and dangerous occurrences that occur within their areas of responsibilities are reported to the Director of Corporate Services.

They will liaise with the Director of Corporate Services to ensure that regular safety reviews are conducted within their areas of responsibility.

### **Items specific to the Director of Engineering:**

The Director of Engineering will additionally ensure that:

- All off site activities comply with the “Construction Regulations 1995/2002” and any other relevant statutory requirements.
- Risk assessments are carried out and method statements are prepared to ensure that any work has been assessed and is safe to carry out.

## **6.2.3 Managers (all employees at HEO or higher grades and all Engineers)**

Managers have responsibility for the day to day activities of the business within their areas of responsibility. They must ensure that employees, visitors and contractors under their control are made aware of and fully comply with the company’s safety, health and welfare policy.

Managers should show, through personal behaviour, that only the highest standards of safety are acceptable.

In particular they are responsible for ensuring that:

- They are fully familiar with the BCI Safety Statement and safety management systems.

- All their personnel are fully trained and competent to carry out their duties.
- Safe systems of work are developed and implemented to safeguard their staff.
- All accidents, near misses and dangerous occurrences that occur within their areas of responsibilities are reported to the Divisional Director and the Director of Corporate Services.
- Adequate supervision of employees, visitors and contractors under their control is provided.
- Any representation about health and safety matters from his/her staff are considered, communicated and supported, where appropriate.
- Staff, visitors and contractors under their control, use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or item provided (whether for their use alone or for use by a person in common with others) for securing their safety, health or welfare while at work.
- The necessary resources are provided to safeguard their employees and any visitors or contractors who are working directly for the BCI.
- Personal protective equipment is worn where required.
- Their staff are held accountable for their performance in relation to health and safety.
- Their staff carry out their duties in accordance with this statement.

#### **Items specific to Engineers:**

The Engineers will additionally ensure that:

- All off site activities comply with the “Construction Regulations 1995/2002” and any other relevant statutory requirements.
- Risk assessments are carried out and method statements are prepared to ensure that any work has been assessed and is safe to carry out.
- All off site activities are carried out in compliance with the relevant method statement.

## **6.3 Employee Responsibilities**

### **6.3.1 Employees**

In order to have a safe place of work, the co-operation of individuals in matters relating to safety, health and welfare is of paramount importance, and the BCI expects each employee to:

- Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.

- Co-operate with their managers and any other person to such extent as will enable the BCI or such other person to comply with any of the relevant statutory provisions.
- Use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided, whether for their use alone or for use by a person in common with others, for securing their safety, health or welfare while at work.
- Report to their manager, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which an individual becomes aware.
- Ensure that they are aware of the identity of all persons responsible for securing the safety, health or welfare of employees at the building.
- Ensure the proper use of safety guards, personal protective clothing and equipment, the adherence to lifting methods and housekeeping procedures in order to maintain a safe and healthy workplace.
- Ensure they understand all emergency and evacuation procedures.
- Inform their manager and the Director of Corporate Services immediately of any injury, no matter how minor and have it recorded in the accident record book.
- Inform their manager immediately of any hazard whether it may be a machine part or dangerous behaviour on the part of an individual or individuals.

If an employee is in any doubt about action to be taken in relation to safety they must consult their manager immediately.

**Items specific to monitoring staff:**

Monitoring staff work part-time on non regular schedules. They will additionally:

- Inform their supervisor of their schedule on a weekly basis and of any planned deviations as they arise.
- Notify their supervisor and copy to the alternative supervisor of their presence in the building and of their expected time of departure.

**Items specific to employees with special needs:**

Any employee with impaired mobility or any other special need will additionally:

- Inform Corporate Services of their needs
- Assist Corporate Services in conducting a risk assessment

- Follow any procedures and use any equipment or other means or thing provided, whether for their use alone or for use by a person in common with others, for securing their safety, health or welfare while at work.

### **6.3.2 Pregnant Employees**

The BCI is required to comply with the Safety, Health and Welfare at Work (Pregnant Employees etc) Regulations, 1994.

Any pregnant employee must additionally:

- Notify Corporate Services of her condition and, at the time of the notification, provide a medical certificate confirming her pregnancy and expected date of confinement.
- Will comply with any risk assessment undertaken by the BCI and with any preventative and protective measures implemented.

A list of the relevant legislation and regulations is contained in Appendix A.

## **7.0 Contractors and Visitors**

### **7.1 BCI Responsibility**

The “BCI sponsor” is any BCI employee who invites any person to visit, use or carry out any work at the BCI premises or on behalf of the BCI.

It is the responsibility of the BCI sponsor to ensure that all contractors or sub contractors and visitors who enter the BCI building or who are working on BCI equipment at remote locations:

- Comply with this Statement while carrying out their duties or while on the premises,
- Are aware of the emergency and evacuation procedures.

Contractors or sub contractors and visitors are encouraged to highlight any issues and/or submit suggestions on any matters relating to health and safety.

### **7.2 Visitors**

All visitors must report to the front desk in the entrance lobby on arrival and must record their arrival and departure in the visitors’ logbook. The record must contain the visitor’s name, company, car registration if relevant and the name of the BCI staff member being visited.

## **7.3 Contractors**

Contractors, sub contractors, and self employed persons (including their employees) must:

- ensure they are fully aware of their responsibilities under the Safety, Health and Welfare at Work Act 1989 and all other relevant legislation appropriate to the work they are carrying out.
- comply with the requirements of this Safety Statement and co-operate with the BCI site management in providing a safe place of work, a safe system of work and the wearing of the correct PPE.
- provide their own safety statement upon request and have a member of staff with designated responsibilities for health and safety.
- provide evidence when requested, showing that appropriate Employers Liability and Public Liability Insurance is in place
- Comply with all employee responsibilities as defined in this Statement.
- ensure that all their employees and others under their care are provided with and use in an appropriate manner the correct PPE whilst working on the site.
- must attend any safety inductions / courses as requested by the BCI.
- bring to the attention of the BCI any physical, biological, environmental or chemical hazards or systems of work which may endanger the health and safety of any person who may be affected by their work.
- report any defect on any plant, system, or place of work without delay.
- get the consent of the BCI to engage persons other than their direct employees on BCI premises.

A Code of Conduct for Contractors is contained in Appendix B.

## **8.0 Emergency Procedures**

These procedures apply during core hours<sup>3</sup> of the BCI. For other periods please refer to the Working Alone Procedures contained in Appendix D.

### **8.1 Accidents**

Proper care for injured individuals is the first priority of the BCI following an accident. No matter how minor an injury may seem, it is important that the injured person receives appropriate medical evaluation

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<sup>3</sup> Core Hours are defined in the BCI Working Time Policy and are 8.30 am to 6.30 pm Monday to Friday excluding Public and other holidays.

and treatment as soon as possible. Many injuries, such as exposure to chemicals or electrical shock may seem minor at the time of the incident, but the effects from these can become more serious over time.

In the event of an accident resulting in an injury or in the event of a medical emergency, the following procedure must be followed:

- A first aider must be called to deal with any injuries or medical emergencies.
- The first aider will assume control of the incident site and will assign duties in the following areas:
  - Providing first aid.
  - Securing the area to prevent further injury.
  - Determining whether the emergency services should be called.
- The Director of Corporate Services or the Admin and HR Officer must be contacted
- The Director of Corporate Services or the Admin and HR Officer will preserve the scene as far as is reasonably practicable for the completion of the investigation.
- On arrival the emergency services will assume control of the accident site.

The following personnel have been trained in first aid and will receive refresher training as required:

- Brian Furey (2<sup>nd</sup> Floor)
- Joe Lynch (3<sup>rd</sup> Floor)
- Neil O'Brien (3<sup>rd</sup> Floor)
- Ruth-Blandina Quinn (2<sup>nd</sup> Floor)
- Sarah Traynor (3<sup>rd</sup> Floor)
- Roger Woods (3<sup>rd</sup> Floor)

First aid boxes are provided at the following locations:

- 1st Floor Kitchen
- 2nd Floor Kitchen
- 3rd Floor Kitchen

A regular check will be carried out by Corporate Services to identify any replacement stocks needed.

## **8.2 Fire and Evacuation**

### **8.2.1 Responsibilities**

#### **Employees**

It is the responsibility of all staff members to familiarise themselves with the fire safety and evacuation procedures. Individuals are responsible for their own personal safety and for ensuring that they do not endanger others. Staff should ensure that they do not create fire hazards. Where work proposed could create a fire hazard this must be discussed in advance with the Director of Corporate Services and suitable safety procedures installed.

## **People with Disabilities**

The building is designed for the use by all individuals regardless of their level of mobility. Persons who may need assistance in the event of an emergency are requested to advise Corporate Services of their individual evacuation needs in order that these may be provided for. There is a lift available to ensure access to all floors of the building. This lift must not be used during an emergency or outside the core hours of the building.

## **Corporate Services Section**

The Director of Corporate Services has overall responsibility in the event of an emergency. The Director of Corporate Services together with the Administration and HR Officer and the Security personnel are responsible for determining:

- the location and extent of the emergency by reference to the fire marshals and by reading from the fire alarm.
- the necessity to contact the emergency services.

Without placing themselves at risk, both the Director of Corporate Services or the Administration and HR Officer and the Security personnel will together proceed to the source of the alarm. Where it can be positively and safely determined that the emergency is a false alarm the Director of Corporate Services or the Administration and HR Officer will authorise the switching off and resetting of the fire alarm.

## **Fire Marshals**

Fire marshals are located on each floor of the building.

The following staff members have agreed to be fire marshals and have been trained in evacuation and emergency procedures:

Ground Floor	Security Personnel
First Floor	Andrew Robinson Teresa Kearns and Marie Murphy (Joint Deputy)
Second Floor	Ciarán Kissane Patricia Kelly (Deputy)
Third Floor	Roger Woods Michael Duffy (Deputy)

The fire marshals are responsible for:

- ensuring that each office and room is vacated and that the occupants of each room have been advised to vacate the premises in the event of an emergency.
- checking each room, in accordance with safe practice procedures, for the source of the fire alarm on their floor.
- reporting to the Director of Corporate Services or in his/her absence to the Administration and HR Officer with details of:
  - all staff and visitors evacuated
  - all staff and visitors unaccounted for
  - all planned staff absences
  - the location of any persons trapped in the building

- the location of any potential fire in the building.
- confirming to Director of Corporate Services or in his/her absence to the Administration and HR Officer that they have checked each room on their floor.

Where a fire marshal is not in their area of responsibility at the time of a fire alarm, the fire marshal should leave the building immediately by the nearest available fire escape and report to the Director of Corporate Services or in his/her absence to the Administration and HR Officer that they have been unable to carry out their functions. The fire marshal must not attempt to return to their area of responsibility. The fire marshal should then identify that all of the staff from their floor have been accounted for and that all visitors can be accounted for.

Where all designated fire marshals for a particular floor are absent from their area the following procedures will be put in place:

**Planned Absences:** Where both fire marshals have planned to be absent at the same time, i.e., on leave or at meetings, they must inform the Director of Corporate Services or the Administration and HR Officer of this and an alternate staff member on the floor may be asked to volunteer for the period of the absence.

**Unplanned Absences:** Where both fire marshals are inadvertently absent at the same time due to illness or unscheduled meetings, Reception must inform the Director of Corporate Services or the Administration and HR Officer of this and a temporary arrangement will be put in place for the period.

Where one or both fire marshals are inadvertently absent from the floor at the time of an emergency the Director of Corporate Services or the Administration and HR Officer must be informed that the floor has not been adequately checked and this will be conveyed to the emergency services.

### **Monitoring Supervisor**

The monitoring supervisor must account for the monitoring staff in the event of an emergency.

## **8.2.2 Procedures**

### **Evacuating the building**

The BCI building has two evacuation routes. The primary evacuation route is by way of the emergency stairs at the rear of the building. Staff and visitors must make their way quickly but without panic to this stairs. Once in the stairwell the only exit is by way of the ground floor external door to Warrington Lane. Staff must not re-enter the building on lower floors from the evacuation stairs. Where the primary evacuation route, or corridors leading to the primary evacuation route, is blocked or contains smoke or fumes, staff and visitors must use the secondary evacuation route. This is by way of the main stairs to the front entrance of the building. Under no circumstances should staff leave the building by way of the car-park entrance during an emergency.

### **People with Disabilities**

In the event of an emergency, people with disabilities or with impaired mobility must proceed immediately to the designated refuge areas at the nearest available evacuation stairs, see “Evacuating the building” above. Do not attempt to use the lift during an emergency or an evacuation.

There are designated refuge areas, for people with disabilities, on all stairwell landings on each floor of the building. There is a red emergency phone at each of these locations. This emergency phone will dial out to a security service automatically on picking up the receiver.

Any person with a disability should remain in the refuge area for the arrival of the emergency services. Staff members will give assistance unless it is unsafe for them to do so. The fire warden for each floor will notify the Director of Corporate Services or the Administration and HR Officer of the presence of people remaining in the refuges. The emergency services will be advised on arrival of all persons remaining in the refuges.

### **Assembly Point**

The Assembly Point is located at the end of Warrington Lane outside Scruffy Murphy's Public House. All staff members and visitors should assemble at the assembly point immediately on evacuation. A head count of all staff and visitors will be taken at the assembly point.

### **What to do if you discover a fire:**

- Sound the alarm at the nearest break glass unit.
- If the fire is containable and if you have been "trained" in the use of fire extinguishers, you should attempt to extinguish the fire using the nearest appropriate extinguisher.
- If the fire is beyond immediate control or you have not been trained in the use of fire extinguishers, you should immediately vacate the building and report to the designated assembly area.
- Report the details of the fire or emergency to the Director of Corporate Services

### **What to do if the fire alarm sounds:**

1. Immediately vacate the building by the nearest available fire exit.
  - Do not attempt to use the lift during an emergency or an evacuation.
2. Advise any staff members or visitors that you meet on your route to also vacate the building.
3. Report to the assembly point and identify yourself to the fire marshal in charge.
4. Inform the fire marshal in charge of:
  - staff members that are not scheduled to be in the building (i.e. on leave, on site, out sick or at external meetings).
  - disabled persons remaining in the building and their approximate whereabouts.
  - other persons remaining in the building and their approximate whereabouts.

### **DO NOT RELY ON OTHERS GIVING THIS INFORMATION.**

5. Remain at the assembly point until the emergency services have informed the Director of Corporate Services, or in his/her absence the Administration and HR Officer that the building is safe.

6. The Director of Corporate Services will determine whether it is possible to return to work or will advise staff that they are free to go home.
7. Under no circumstances should you attempt to return to or re-enter the building without the permission of the emergency services or the Director of Corporate Services.

**What to do if a warning is received by telephone or post indicating a threat to the offices or to any Commissioner, staff member or visitor to the BCI/BCC:**

**1. Threat by telephone:**

- If possible record in writing and in detail the exact words spoken by the caller and the following details:
  - Note any details of accent or inflection in the voice of the caller.
  - Note any background noises.
- Request the caller to repeat the details of the threat
- Request the caller to give specific details as to the nature, location and timing of the threat.
- Do not engage in other conversations with the caller.
- At the completion of the call, immediately contact the Director of Corporate Services or the Administration and HR Officer and relay the detail of the message as accurately as possible.
- The Director of Corporate Services or the Administration and HR Officer will where required:
  - contact the emergency services for advice.
  - contact the fire marshals and initiate the evacuation procedures.
  - contact the security desk to initiate a search of the offices.

**2. Threat by post:**

- Any post that is delivered to the BCI/BCC and is found to contain a threat to the BCI/BCC or any of its staff or Commission members should be given immediately to the Director of Corporate Services or the Administration and HR Officer.
- Make a note of the method and time of delivery and of any unusual aspects to the delivery.
- The Director of Corporate Services or the Administration and HR Officer will immediately contact the emergency services for advice.
- Evacuation procedures will be initiated by the Director of Corporate Services or the Administration and HR Officer where advised to so do by the emergency services.

**3. Suspicious packages**

- Any suspicious package that is delivered to the BCI/BCC should not be opened or handled unnecessarily.
- Immediately contact the Director of Corporate Services or the Administration and HR Officer and inform them of your suspicions.
- Make a note of the method and time of delivery and of any unusual aspects to the delivery.
- The Director of Corporate Services or the Administration and HR Officer will immediately contact the emergency services for advice.
- Evacuation procedures will be initiated by the Director of Corporate Services or the Administration and HR Officer where advised to so do by the emergency services.

## **Contacting the Emergency Services**

When the fire alarm is triggered, a delayed alert is issued to the emergency services. If the alarms are disarmed during this delay, the emergency services will not respond to the emergency.

The emergency services must be called in the event of the following:

1. personal injuries, that cannot be dealt with by first aid personnel
2. medical emergencies
3. fires or explosions in the premises that cannot be contained by staff of the BCI trained in the use of fire extinguishers.

In all other circumstances Director of Corporate Services is responsible for determining whether to call the emergency services. No other person is permitted to contact the emergency services without authorisation.

To contact the emergency services you must obtain an outside phone line and dial 999. The operator will request details of the location and the emergency.

### **All Clear**

Where the emergency can be safely dealt with by the relevant staff, the building will be declared safe by the Director of Corporate Services or by the Administration and HR Officer.

Where the emergency services have been called to the building staff may only re-enter the building once the emergency services have declared the building safe.

Security will silence the alarms and reset the system on the authority of the Director of Corporate Services or in his/her absence by the Administration and HR Officer or the emergency services.

### **8.2.3 Fire Alarm Panel**

The fire alarm panel is situated in the panel in the ground floor foyer. To silence the fire alarm the panel must be activated. Where the panel asks if the controls need to be activated the yes button should be pressed. A password will then be requested. This password is "1234". The silence, mute or reset buttons must then be pressed. This should silence the fire alarm. The intruder alarm will also have been activated by the opening of the fire exit. The intruder alarm must be disarmed by entering the confidential code previously distributed to staff members and pressing "Unset".

Where the building has been declared safe and all alarms have been switched off and reset; the gas system in the boiler house needs to be reset by Security. The reset button on the gas leak detector must be pressed and the gas valve immediately below the leak detector must be reset by extending the auto release valve.

## **8.2.4 Equipment**

### **Fire Safety Equipment**

Fire safety equipment has been installed in accordance with the recommendations of BCI's fire safety advisors and in compliance with fire safety and building regulations. This equipment must be regularly serviced. Any equipment that is not identified as fire equipment should not be considered appropriate or safe to use during an emergency. In cases of emergency, fire safety equipment should only be used by staff members trained in its use or by members of the emergency services. Under no circumstances should fire safety equipment be removed from the premises or relocated within the premises without the prior approval of the Director of Corporate Services.

### **Signage**

The BCI has provided signs relating to fire safety and emergency exits throughout the building. These signs are important for the safety of staff and visitors to the BCI. They should not be covered over or interfered with.

## **8.2.5 Other Information**

### **Building Location**

The address of the building is Broadcasting Commission of Ireland, 2-5 Warrington Place, Dublin 2.

We are located in Warrington Place between Powerscourt and Warrington Lane on the Grand Canal between Mount St Upper and Mount St Lower.

### **Car Park**

Vehicles in the car park must be accounted for. Staff and Commission Members are requested to notify the BCI of the registration number of their vehicles and any alterations from time to time. Visitors must notify the Security personnel of the registration number of their vehicle.

## **9.0 Accident Investigation and Reporting**

The objective of an accident investigation is to get to the "Root Cause" of the accident to prevent a recurrence. This can only be achieved by thorough investigation and delving into factors such as Training, Supervision, Management, Environment, People, Ergonomics, Equipment, Etc.

The Health and Safety Authority require that the following must be reported:

- (a) the death of any employed or self-employed person, which was caused by an accident during the course of their work.
- (b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not

normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)

(c) a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.

(d) a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

(e) a road traffic accident that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

The following persons are responsible for reporting accidents:

(a) employers (in the case of the death or injury of employees at work).

(b) persons providing training (in the case of the death or injury of a person receiving training for employment).

(c) self-employed persons (in relation to accidents to themselves).

(d) persons in control of places of work in relation to:

(i) the work-related death or injury of a person not at work

(ii) the death of a self-employed person.

(e) the next of kin (in the event of the death of a self-employed person at a place of work under that person's control).

All work place accidents must be reported promptly and the following procedures will apply:

(a) Fatal or potentially fatal accidents must be reported immediately, by telephone in the first instance.

(b) Non-fatal accidents should be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

(c) Major accidents notifiable under the major accident hazards regulations must be reported immediately, by telephone in the first instance.

The BCI will investigate all accidents and near misses. To this end it is the responsibility of all employees to report these to Corporate Services. The Director of Corporate Services is responsible for conducting all investigations.

In the event that an employee is absent from work for more than 3 days as a result of an occupational injury, their manager must notify the Director of Corporate Services, who must notify the Health and Safety Authority

Incident Reporting forms must be completed by the Corporate Services Section.

## **10.0 Safety Audits and Inspections**

To be carried out regularly by the Corporate Services.

## **11.0 Statutory Examinations and Testing**

These are to be carried out by professionally qualified personnel.

### **Steam Boilers**

N/A

### **Compressors**

N/A

### **Pressure Vessels**

N/A

### **Hoist used for window cleaning**

The hoist used for window cleaning will be tested in accordance with the requirements of “current statutory” requirements. In Particular:

The Factories Act 1955, “Sections 33, 34, 35”  
The Safety in Industry act 1980, “Section 29”.

The hoist will be inspected at 6 month intervals. The results of the test will be attached to the general register within 14 days.

In the event that the hoist need’s repairs, the examiner will notify the person responsible to this effect.

The hoist will have the safe working load (SWL) displayed at all times.

Only competent persons will operate the hoist.

## **12.0 Hazard and Risk Assessments**

### **Hazard**

A hazard is anything that has the potential to cause harm to people, property, or the environment, (e.g. Hazardous Chemicals, Electricity, Radiation, Working at Heights, Manual Handling of loads, Etc)

### **Risk**

Risk is the probability that the hazard will cause damage to people, property or the environment and takes into consideration the severity of the damage.

The first step in safeguarding Health and Safety is to identify any hazards that may exist in the BCI’s operations and implement safe systems of work to minimize the risk from such hazards. To this end the

BCI has carried out a hazard and risk assessment of its facility and a Lone Working Policy has been developed for working at remote locations.

The following hazard and risk assessments were carried out at the BCI on: 1<sup>st</sup> October 2005

# BCI:

Risk Assessment:

Assessor: J Mc Greer

Date: 7 May 02

## Work Activity / Task

OFFICE OVERHEAD WORK

## Risk factor's, Low/Medium/High:

Medium

## Specialised Training Required:

Should be competent to work from ladders

## Personal Protective Equipment Required:

Hard Hat and Safety Glasses

### Risks:

Physical / Mech / Elec.

Biolog./ Chem./ Env.

### Control Measures:

There is a risk of falling objects (E.g. Tools, equipment, ceiling tiles Etc.).

There is a risk of person's falling.

Overhead work in offices ( Where practicable ) will be done outside normal working hours, when the office is vacated.

Where work needs to be carried out when the office is inhabited the following will apply.

- 1.The area will be vacated within a radius of 3 metres and cordoned off.
2. Suitable signage will be used to alert people of the activities
3. When working above a height of 2 metres suitable means to prevent falling will be used.
4. In the first instance a suitable platform with guard rails will be used. Where this is not reasonably practicable ladders will be used and where practicable safety harnesses secured to anchor points will be used.

# BCI:

Risk Assessment:

Assessor: J Mc Greer

Date: 7 May 02

## Work Activity / Task

WORKING IN MAIN ELECTRICAL SWITCH ROOM

## Risk factor's, Low/Medium/High:

High

## Specialised Training Required:

Must be a Competent person

## Personal Protective Equipment Required:

As required when working on live systems

### Risks:

Physical / Mech / Elec.

Biolog./ Chem./ Env.

### Control Measures:

There is a risk of electrocution and burns.

Only competent persons will work on electrical systems.

The use of lock out tag out will be used at all times to isolate the system prior to any work being carried out.

The system must be de-energised before work commences and remain de-energised during the job.

In the event that it is necessary to work on live systems a detailed risk assessment and method statement must be completed prior to any work being carried out and agreed with Vector Facilities Mgmt

# BCI:

Risk Assessment:

Assessor: J Mc Greer

Date: 7 May 02

## Work Activity / Task

WORKING AT HEIGHT ROOF AREA

## Risk factor's, Low/Medium/High:

Medium

## Specialised Training Required:

Should be competent to work from ladders

## Personal Protective Equipment Required:

Hard Hat and Safety Glasses

### Risks:

Physical / Mech / Elec.

Biolog./ Chem./ Env.

### Control Measures:

There is a risk of person's falling.

There is a small parapet wall ( Approx 1 metre High ) at the perimeter of the roof

A permit to work is required for all non routine work carried out on the roof.

Only engineering and maintenance personnel will have access to the roof.

In the event that engineering personnel come within 2 metres of the edge of the roof to carry out adjustments or repairs, suitable safety harnesses fixed to a secure anchor bolt will be worn at all times

In the event of any non routine work being carried out on the roof A risk assessment and method statement will be submitted to Vector facilities management for approval prior to any work taking place

There is a risk of falling objects

Suitable precautions will be taken to ensure no objects can fall from the roof while work is being carried out.  
(Eg. lanyards, Nets Etc.)

# BCI:

**Risk Assessment:**

Assessor: J Mc Greer

Date: 7 May 02

**Work Activity / Task:**

WORKING WITH LIVE ELECTRICAL SYSTEMS

**Risk factor's, Low/Medium/High:**

High

**Specialised Training Required:**

Must be a Competent person

**Personal Protective Equipment Required:**

As required when working on live systems

**Risks:**

**Physical / Mech / Elec.**

**Biolog./ Chem./ Env.**

**Control Measures:**

There is a risk of electrocution and burns

Only competent persons will work on electrical systems.

The use of lock out tag out will be used at all times to isolate the system prior to any work being carried out.

The system must be de-energised before work commences and remain de-energised during the job.

In the event that it is necessary to work on live systems a detailed risk assessment and method statement must be completed prior to any work being carried out and agreed with Vector Facilities Mgmt

Fault finding on live systems

Fault finding will be carried out with suitably insulated tools and where necessary protective gloves and shoes

# BCI:

**Risk Assessment:** Assessor: J Mc Greer Date: 7 May 02

<b>Work Activity / Task</b>	
MANUAL HANDLING OF GOODS: IE. Lifting , Pulling, Dragging, Reaching	
<b>Risk factor's, Low/Medium/High:</b> High	
<b>Specialised Training Required:</b> Manual Handling Training	
<b>Personal Protective Equipment Required:</b> As Required: Gloves, Safety shoes, Etc	
<b>Risks:</b> Physical / Mech / Elec. Biolog./ Chem./ Env.	<b>Control Measures:</b>
Water dispenser bottles	Water dispenser bottles are delivered to the site by an outside vendor and fitted into position  In the event that water dispenser bottles need to be transported or put into the dispenser's by BCI employee's the following will apply. The bottles will be transported using a suitable trolley and lifted into position by employees who have been trained in manual handling techniques.
Filing and storage of documents	Suitable storage facilities will be provided to ensure archive file's are easily assessable and not stored at a height which will cause an employee's to reach in awkward positions to gain access.
Falling objects	Employees have a responsibility to ensure that files and documents are not stored at high level or in awkward locations above head height. Eg on the top of filing cabinets or lockers
Lifting of heavy loads	No person is expected to lift a load that would be likely to cause them injury. If in doubt contact your supervisor for assistance.  The Board Room Tables should not be lifted without suitable equipment or training.  Training in the correct manual handling techniques will be provided as appropriate

# BCI:

**Risk Assessment:** Assessor: J Mc Greer Date: 7 May 02

**Work Activity / Task**  
HOUSEKEEPING

**Risk factor's, Low/Medium/High:** Medium

**Specialised Training Required:** None

**Personal Protective Equipment Required:**

<b>Risks:</b> Physical / Mech / Elec. Biolog./ Chem./ Env.	<b>Control Measures:</b>
<p>House keeping is an integral part of good office safety. An untidy workplace can cause slips trips and falls</p>	<p>Do not store documents at high level</p> <p>Ensure electrical extension leads are not trailing on the floor</p> <p>If additional electrical socket outlets are required do not automatically reach for an extension lead, as an overloaded extension lead can over heat and cause a fire. Consult with Corporate Services.</p> <p>Do not store material on the floors in offices or aisle-ways.</p> <p>Do not leave the bottom drawer of filing cabinets open unattended</p> <p>Do not overload the top drawer of filing cabinets with heavy documents as this may cause the cabinet to topple over when the drawer is opened.</p> <p>Keep sharp objects ( Letter openers, Scissors, blades Etc) stored in a safe place</p> <p>Do not run in the office area or aisle-ways.</p> <p>Be sure you understand the emergency evacuation procedure and know what to do in the event of a fire.</p> <p>Clean up any liquid spill immediately. ( Eg Coffee, water Etc.)</p> <p>Do not block fire extinguisher locations and/or emergency exits</p> <p>Use proper steps or ladder when accessing documents at height Do not stand on chairs or cabinets</p>

# BCI:

**Risk Assessment:** Assessor: J Mc Greer Date: 7 May 02

**Work Activity / Task**  
VDU USE

**Risk factor's, Low/Medium/High:** Medium

**Specialised Training Required:** Ergonomic principles

**Personal Protective Equipment Required:**

<b>Risks:</b> <b>Physical / Mech / Elec.</b> <b>Biolog./ Chem./ Env.</b>	<b>Control Measures:</b>
There is a risk from muscular strain, Visual discomfort, stress, headaches, neck and backache when working with VDU's	Employees must complete the VDU assessment questionnaire On commencement of employment and annually thereafter.  All VDU operators will receive proper instruction in the correct operation of the VDU and the associated legal requirements  Document holders will be provided if required to minimize the risk of head, neck and eye movement.  Employees will be provided with footrests if necessary  Employees are provided with chairs which are adjustable to suit their individual needs.  Where possible desks and screens will be arranged so that any Bright lights are not reflected onto the screen. Anti glare screens Will also be provided where necessary  Reflected light from windows can be avoided by the use of blinds.
Continuous use of VDU's	Where the job entails the continuous use of VDU's. Short breaks of approximately 5 minutes each hour should be taken. In addition breaks from the VDU can be taken by doing alternative work such as filing attending meetings etc.
Bad ergonomic posture	Proper posture will reduce the problems associated with working With VDU's (See ergonomic guidelines Appendix E)

<b>BCI:</b>	
<b>Risk Assessment:</b>	Assessor: J Mc Greer <span style="float: right;">Date: 7 May 02</span>
<b>Work Activity / Task</b> WINDOW CLEANING	
<b>Risk factor's, Low/Medium/High:</b>	High
<b>Specialised Training Required:</b>	Competent person
<b>Personal Protective Equipment Required:</b>	Safety harnesses as required
<b>Risks:</b> Physical / Mech / Elec. Biolog./ Chem./ Env.	<b>Control Measures:</b>
There is a risk of falling from height and sustaining injury	<p>Only competent person will carry out window cleaning at BCI</p> <p>The building has a purpose built cradle system giving safe access to most of the external windows on the building</p> <p>The cradle system is inspected at 6 monthly intervals by a specialist contractor as required by legislation and entered into the general register</p> <p>Where cradle access is not possible, a suitable means of cleaning the windows will be agreed with the Director of Corporate Services or his/her designee.</p> <p>Where access is required to hazardous locations not reachable by the cradle, risk assessments and method statements are required prior to any work being carried out.</p> <p>Safety harnesses will be worn and secured inside the cradle at all times.</p>

# BCI:

**Risk Assessment:** Assessor: J Mc Greer Date: 7 May 02

**Work Activity / Task**  
KITCHENS

**Risk factor's, Low/Medium/High:** Low

**Specialised Training Required:**

**Personal Protective Equipment Required:**

<b>Risks:</b> Physical / Mech / Elec. Biolog./ Chem./ Env.	<b>Control Measures:</b>
<p>There is a an assortment of equipment provided for employees use</p> <p>There is a risk of electrocution, Burns,Cuts and food poisoning.</p>	<p>Never stick metal objects into the toaster to remove toast</p> <p>Never put metal objects into the micro wave oven</p> <p>Ensure all electrical leads are in good condition and report any Defects to the Director of Corporate Services.</p> <p>Do not site electrical equipment next to sinks</p> <p>Care should be taken when using the hot plates on the cooker to prevent burns.</p> <p>Always clean up after use and remove any unwanted food</p> <p>Never mixed cooked and uncooked food to prevent contamination and the possibility of food poisoning</p> <p>Any spillages must be cleaned up immediately to prevent someone slipping</p> <p>Care should be taken when using sharp utensils.</p> <p>A first aid box is provided in all Kitchens area.</p> <p>Any blood spillages must be reported to the Director of Corporate Services immediately.</p>

# BCI:

**Risk Assessment:** Assessor: J Mc Greer Date: 7 May 02

## Work Activity / Task

CHEMICAL SUBSTANCES

**Risk factor's, Low/Medium/High:** Medium

**Specialised Training Required:** Depends on chemical

**Personal Protective Equipment Required:** See MSDS

### Risks:

Physical / Mech / Elec.

Biolog./ Chem./ Env.

### Control Measures:

Due to the nature and diversity of chemical substances being used today. There can be a risk of

Tissue damage

Respiratory problems

Eye damage

Carcinogenic issues

BCI will assess each chemical substance used on the premises to ensure it is used, handled and disposed of properly.

Chemicals include

Paints

Sprays

Toners

Glues

Greases

Oils

Tippex

All chemical used on the BCI site will be assessed to determine Their constituents and any adverse effects they may have.

No chemicals will be used on site until they have been assessed using the manufacturers material safety data sheet ( MSDS)

No "new" chemicals will brought on site until the MSDS has been assessed.

All chemicals will be assessed by Vector's EHS Dept.

Compile list of all chemicals used on site

<b>BCI:</b> Risk Assessment: Joe Lynch. BCI – based on ERA Technologies course 10 <sup>th</sup> April 2001.	
<b>Work Activity / Task:</b> Exposure to non-ionising radiation, NIR, from transmission equipment	
<b>Risk factor Low/Medium/High:</b> far field risk LOW near field risk MEDIUM - HIGH	
<b>Specialised Training Required:</b> NIR hazard training	
<b>Personal Protective Equipment Required:</b>	
<b>Risks: Phys/Mech/Elec/Bio/Env:</b> Near field risks. - Overwhelming of the thermoregulatory capacity of the body from fields producing a whole-body specific absorption rate in excess of $4\text{Wkg}^{-1}$ or from fields producing a whole body temperature rise in excess of $1^{\circ}\text{C}$ , see reference <sup>a</sup> .  Far field risks - Shocks and/or burns from touching ungrounded metallic objects due to induced currents <sup>b</sup> .	<b>Control Measures</b> : If working in ‘near field’ conditions reduce exposure time near radio frequency antennas and inside any specified exclusion zone.  Ensure International Commission for NIR Protection, ICNIRP, reference levels for occupational exposure are not exceeded <sup>c</sup> .  Avoid touching ungrounded metallic or conductive objects.  Ensure ICNIRP reference levels for time-varying contact currents from conductive objects are not exceeded <sup>d</sup> .

<sup>a</sup> ICNIRP., *Guidelines for Limiting Exposure to time-varying electric, magnetic and electromagnetic fields up to 300GHz. Health Physics*, Volume 74, April 1998, pg 507.

<sup>b</sup> ICNIRP., *Guidelines for Limiting Exposure to time-varying electric, magnetic and electromagnetic fields up to 300GHz. Health Physics*, Volume 74, April 1998, pg 507.

<sup>c</sup> ICNIRP., *Guidelines for Limiting Exposure to time-varying electric, magnetic and electromagnetic fields up to 300GHz. Health Physics*, Volume 74, April 1998, Table 6. pg 511.

<sup>d</sup> ICNIRP., *Guidelines for Limiting Exposure to time-varying electric, magnetic and electromagnetic fields up to 300GHz. Health Physics*, Volume 74, April 1998, Table 8 & 9 pg 513.

Web address <http://www.icnirp.de/downloads.html>

## **APPENDIX: A**

### **Legislation Relating to Pregnant Employees**

The Maternity Protection Act 1981

The Maternity Protection Act 1994

Safety, Health and Welfare at Work (Pregnant Employees etc) Regulations, 1994

Amendment to The Maternity Protection Act 1994 with effect from 8th of February 2001 (by way of Statutory Instrument no.29 of 2001)

The Maternity Protection (Amendment) Act 2004

## **APPENDIX: B**

### **Code of Conduct For Contractors**

This document must be read and fully understood by all persons prior to carrying out works in the property of the BCI and the BCC respectively.

Contractors, sub contractors, and self employed persons (including their employees) must:

- sign the contractors log book to verify their site visit and to agree to conform to the codes of conduct while carrying out any works on this site.
- sign into the dedicated contractors log book, detailing the purpose of the visit and entry / exit times. If contractors fail to sign the book, their visit will be deemed not to have taken place.
- enter and exit the building via reception and also sign in and out while leaving the building for lunch, etc.
- return all swipe access cards and identity badges issued to security following each visit, a fee may be charged for lost cards.
- notify security of the area in which work is being carried out at all times.
- must carry current photo identification, bearing the logo of their company.
- dress in a neat and suitable manner to execute their tasks while on site.
- familiarize themselves with their nearest fire escape and external meeting point in the event of an evacuation, instruction will be given by security at sign in.
- ensure that all areas where maintenance occurred are left clean and tidy and that all redundant materials are removed from the site by the contractor.
- adhere to lock-out/ tag-out procedures while conducting work on-site in respect of all hazardous energy sources.
- report all accidents, near misses, or dangerous occurrences to Vector immediately.
- not disable or render out of use; Fire alarms, fire suppression systems, security alarms, without prior agreement and arrangement with Vector Workplace and the BCI.
- not use tables, chairs, desks, pedestals, etc for climbing. Suitable height access should be used to reach items that are not comfortably within reach.
- not leave equipment or materials un-attended within the building.

- not undertake tasks or work without a valid permit for certain tasks or works undertaken on this site where a permit to work system is operated. Areas requiring permits include:
  - Hot works
  - Fire alarm impairment
  - Security alarm impairment
  - ESB shutdown of any kind
  
- direct any issues in relation to the maintenance contract to the Vector Workplace account manager and not to the BCI.

The BCI operates a non smoking policy in accordance with the Tobacco Smoking (Prohibition) Regulations 2003.

The car-park is for the sole use of BCI and BCC employees, and shall not be available for contractors use without prior authorisation.

CCTV is used in this building for security purposes only, if you have any queries in relation to this please contact Mr. Bernard Mullarkey, Director of Corporate Services, BCI.

To ensure a harmonious working relationship with the client it is the contractors responsibility to ensure that any information in relation to the core business of BCI and BCC remain confidential at all times.

The contractor will be allowed free use of water and electricity to carry out their maintenance while on-site.

## APPENDIX: C

### ERGONOMIC ASSESSMENT GUIDELINES (Office Environment)

#### OFFICE WORK STATION SET UP

##### CHAIR ADJUSTMENT:

- Ensure feet are comfortably on the floor (or footrest) and high parallel to the floor.
- Allow adequate clearance between the back of the knee and the front of the seat
- Raise lower lumbar support to fit curve of back
- Adjust tension so back is erect or angled slightly back.
- Adjust arm supports horizontally to approximately the shoulder width
- Raise/lower supports so that shoulders are relaxed with forearms lightly supported

##### Notes

Adjust the height so that the top line of the text on the monitor is at or slightly below eye level. Adjust the viewing distance to approximately an arms length away (18 to 24 inches) larger monitors may need to be further away. Relocate the Doc Holder at the same height and focal length as the monitor

##### MONITOR ADJUSTMENT:

- Positioned at elbow height: Forearms parallel with floor, Hands not angled up or down,
- Aligned in front of the body, chair and monitor: In the “primary reach zone” arms close to the body, elbows at sides

Available accessories: Keyboard / Mouse mats, Wrist rests, etc

##### Notes

Set up keyboard and mouse in the correct position (position wrist rests in front of each wrist) Elevate the wrists when using a keyboard and mouse to avoid wrist deviation. Do not rest palms on the wrist rests during activity, keep fingers relaxed, do not grasp mouse with thumb and little finger.

##### PROPER REACH ZONES:

Primary reach zone: Within **14** inches. Anything within reach without having to extend the arms. Items used frequently should be in this area(e.g. keyboard, mouse, phone etc)

Secondary reach zone: Within **24** inches. Anything within reach by extending the arms. Items used occasionally should be in area (stapler, phone listings, reference materials etc.)

#### RISK FACTORS

AWKWARD POSTURE: Body part moved past mid-point of range of motion.

Minimise risk: Head tilted forward 15 degrees, Elbow angle 90-180deg.

Trunk & thigh 90-110deg, Hands & wrists 0-10deg flexion  
Thigh & knee 90-110deg.

**FORCE:** Effort exerted to, push, pull, or carry object

**Minimise Risk:** Light touch, Avoid tight grip

**REPETITION:** Excessive keyboard /mouse use

**Minimise Risk:** Short breaks (Every1Hr) Alter tasks (Filing, Phone calls, document filing Etc)

**CONTACT STRESS:** Pressure on sensitive areas of the body. Wrist on edge of work surface, back of legs on seat, Etc.

**Minimise Risk:** Use wrist rests, feet flat on floor, Adjust backrest, and space between back of knee and front of seat. (Width of ones fist is a minimum)

**STATIC LOADING:** When a position is held without external support with no motion for >20 Seconds

**Minimise Risk:** Change body position, frequently while sitting or standing, use wrists rests for support

### **OTHER RISK FACTORS**

**SELF** Poor Muscle conditioning, Obesity, Smoking, Stress, Home activity, Sporting activity

**Minimise Risks:** **Stretching:** Increases flexibility, Increases circulation, Improves mental health Decreases Muscle tension.  
**When:** Prior to starting work, during short breaks, Lunch Time, if tension or stress is present

General levels of fitness are a personal attribute normally not influenced by the working environment.

**MANUAL HANDLING:** Pulling, Pushing, Dragging, Reaching, Lifting, Straining,

**Minimise Risks:** Complete a manual handling course: Examine the load, bend the knees, load close to body, firm grip, straight back, Arms in front of body, Understand what you can lift comfortably.

## Appendix D: **Working Alone Procedure**

### **1. Introduction**

This policy document sets out the way in which the Broadcasting Commission of Ireland (BCI) and the Broadcasting Complaints Commission (BCC) deal with lone working on their premises and at remote facilities.

Where employees and/or contractors are required to work alone on the premises of the organisations, the BCI/BCC will take suitable precautions to minimise any risk to their health and safety.

The offices at 2-5 Warrington Place, Dublin 2 are available for the use of the Broadcasting Commission of Ireland (BCI) and the Broadcasting Complaints Commission (BCC). The BCI/BCC have core hours<sup>4</sup> and the offices are open for staff during these hours.

The BCI/BCC acknowledge the need for flexibility around working alone. This policy therefore provides guidelines for staff who may from time to time work outside the core hours, maximising protection at these times and maintaining the security of the premises. These are the only premises used by the BCI/BCC for their employees.

#### **1.1 Objectives**

The key objectives of this policy are:

- To establish how the BCI/BCC deals with staff working alone outside core hours or at remote locations.
- To ensure that the health, safety and general welfare of staff are protected at all times.
- To act as a guide for managers and staff.
- To ensure the necessary procedures (i.e. risk assessment etc.) are undertaken by managers whose staff work on their own.
- To ensure that contractors apply BCI standards to their operations within the BCI premises.

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<sup>4</sup> See Section 3 below.

## 2. Who the Policy Covers

### 2.1 Definition

The BCI/BCC defines working alone as follows:

- Working by yourself without close or direct supervision.
- Working outside the sight or sound of co-workers.

This definition covers:

- Staff members of the BCI/BCC working outside core hours
- Staff members of the BCI/BCC working offsite at remote or isolated locations.
- Contractors and their staff, working alone or without direct supervision

### 2.2 BCI/BCC Employees

This group includes BCI/BCC staff who work alone in the building, separately from others, or outside core hours. It also includes BCI/BCC staff who from time to time are required to work at remote locations.

### 2.3 Contractors

This group includes contractors and any members of their staff who visit the premises to carry out any service, commissioning, maintenance operation or new installation. (E.g. Window cleaning, Boiler maintenance, Refurbishment Etc.).

### 2.4 Note

Working alone, either on the premises or at a remote location, may mean that exposure to potential risks is heightened. It is important that these are borne in mind and taken into consideration when undertaking any risk assessment for a staff member or contractor proposing to work alone. In addition, staff members may be more prone to risk when working alone at certain times, rather than others. Examples of the situations outlined above might include, but are not limited to potential risks associated with:

- **Health conditions:** these might include pregnancy, a heart condition, a physical disability (such as a broken leg or impaired mobility).
- **Hazards:** this might include being exposed to hazards as part of the work involved, such as working in a confined space, working at heights or with electricity etc.
- **Unfamiliar surroundings:** this might include new employees or contractors who might not be familiar with the working being undertaken or the working environment.

### 2.5 Responsibility

The BCI/BCC is legally required and is committed to providing a safe place of work for all its employees and contractor staff. The organisation recognises that from time to time work carried out by its staff will necessitate working alone and in some cases, off-site or at a remote location. The BCI/BCC is also aware of the potential risks associated with working alone.

Therefore, it needs to ensure that in the case of employees or contractors working alone, all appropriate risk assessments have been carried out.

Responsibility for ensuring the safety of someone working alone rests with that person's direct line manager. In the case of BCI/BCC staff this will be at HEO or higher level. In the case of contractors or the unavailability of the direct line manager, the Director of Corporate Services or someone designated by him/her assumes this role.

### **3. Core Hours**

The core hours of the BCI/BCC Offices are 8.00 a.m. to 18.30 p.m. Monday to Friday, as defined in the BCI/BCC Working Time Policy. Security personnel open the offices at 8.00 a.m. Monday to Friday inclusive, excluding public holidays and other days where the BCI/BCC does not function. Cleaning personnel secure, lock and alarm the premises at 19.30 p.m. Monday to Friday, excluding public holidays and other days where the BCI/BCC does not function. All internal controls on access doors will be activated outside operational hours (i.e. from 18.30 p.m. until 8.00 a.m. on the following day). Therefore swipe cards will be required for access to the second and third floors during the evenings and at weekends. Swipe cards or remote controls will always be required for access to and from the car park.

### **4. Normal Security Arrangements**

With regard to normal security arrangements, the security personnel are responsible for the following:

- Checking the building on opening each day.
- Ensuring that no unauthorised entry has taken place during the alarm period.
- Being available during core hours to deal with all matters relating to security.
- Checking the building and closing all windows at 18.30 p.m.
- Notifying all personnel remaining in the building of their responsibilities in relation to the security of the building.

Staff members are asked to close their office windows on leaving each evening. The cleaning staff are scheduled to be in the building from 17.30 to 19.30 each evening.

The monitoring company (CP Bell) will expect the alarms to be set by 22.00 p.m. and not unset before 6.30 a.m. Monday to Friday. Where the alarm is not set before 22.00 p.m. or is unset before 6.30 a.m. Monday to Friday or at any time over the weekend, the monitoring company will activate a call out. Federal Security is the call out company and they will visit the building twice each night.

## **5. Out of Hours Operations**

If you, as a staff member intend to work outside the core hours as outlined earlier in this policy, you must notify your manager.

When working outside core hours, you are responsible for determining whether you are alone in the building and for ensuring its security and your safety at that time. In the event of more than one staff member being present, the most senior staff member will be responsible, or by agreement, a nominated person.

Should you wish to access the building before 06.30 or after 22.00 you will need to contact the monitoring company (CP Bell) on 01-8058300 and provide the following information:

- The location of the building (BCI Offices in Warrington Place)
- The security password (available from Director of Corporate Services).
- The approximate times you will be disarming and rearming the building
- A contact telephone number-either a mobile telephone number or a direct dial number 6441 + the extension number.

The monitoring company may make contact during the period (at prearranged times) or you as a staff member may request this.

You must also contact the monitoring company (CP Bell) on leaving the building.

It is also advisable to let someone you trust know that you are working alone in the building and to arrange for them to contact you regularly to ensure that you are safe. They may be able to contact the emergency services should you require assistance.

In the event that use of the building is required outside core hours, e.g. for a public event, launch or meeting, security can be extended to cover these times. This facility can also be availed of where a staff member requires access to the building but, by reason of disability or otherwise, cannot work alone. In these situations, 48 hours notice will need to be given to the security company to arrange cover. Please contact the Director of Corporate Services in advance to discuss any requirements.

### **5.1 Risk Assessment**

The following guidelines will be used to determine the risks to working alone.

#### **5.1.1 Procedure**

In the event that a BCI/BCC employee stays back to work late at night or re enters the building when it is not occupied, it is important to ensure that they:

- Have agreed it with their manager.
- Are familiar with the emergency procedures for fire and evacuation while working alone.
- Are carrying a mobile phone or has notified CP Bell of their Direct Dial Inwards (DDI) phone number.
- Have notified CP Bell of the approximate times they will be disarming

and rearming the building.

In the event that a contractor (or a BCI/BCC employee working at a remote location) has reason to work alone, a suitable risk assessment will be carried out and agreed with their manager. In addition it is important to ensure that the person involved:

- Is competent and a content expert on the job they will be carrying out
- Is familiar with the emergency procedures for fire and evacuation while working alone or while working at remote locations.
- Is carrying a mobile phone or has notified CP Bell of their Direct Dial Inwards (DDI) phone number.
- Has notified CP Bell of the approximate times they will be disarming and rearming the building.

### **5.1.2 Office Based Employee Risk Assessment.**

1. Has account been taken of the suitability of individual employees for lone working?
2. Is the individual a new or expectant mother?
3. Does the individual have a disability which may affect his/her ability to work alone safely?
4. Is the employee a young person (under 18 years of age) who requires specific induction, training and supervision?
5. Is the individual a new or temporary employee who requires specific induction or training?
6. Has account been taken of the fitness and medical history of the individual?
7. Is the person competent with the required expertise to carry out the work?

### **5.1.3 Contractors and (BCI Employees Working at Remote Locations) Risk Assessment**

1. Is it necessary for the work to be undertaken alone?
2. Carry out an assessment of the work to be undertaken.
3. Does the nature of the work require at least two people to be involved?
4. Does it involve work at or near live electrical conductors?
5. Does it involve entry into confined spaces?
6. Does it involve working at height?
7. Is there a risk of violence to the lone worker?
8. Is there an increased risk from the use of machinery?
9. Is there an increased risk from the use of flammable or toxic substances?
10. Has a risk assessment been carried out for exposure to non-ionising radiation (See ICNIRP guidelines 1998, as amended)?
11. Have all the hazards associated with the work been assessed?
12. Does it involve a person under 18 working with specified machinery who must be under adequate supervision?
13. Did the assessment take account of the increased hazards associated with lone working?
14. Has the person any disability which would increase the risk to working alone?

#### **5.1.4 Considerations**

If having undertaken the above assessments, an increased level of risk to the employee or the contractor is apparent then consideration should be given to:

- Reassigning the work.
- Deferring the work to a more appropriate time.
- Assigning the work to a work group.
- Implementing practices and procedures to reduce the risks.

## **6. Opening the Building**

### **Entry Procedures**

- Outside hours entry is by the back door only.
- Unlock the back door.
- Open the back door using swipe card.
- Proceed to alarm box in foyer and disarm.

### **To disarm system**

- Enter the building by the back door only.
- Alarm activates after 50 seconds.
- Enter Code (available from HR) and press “Unset” key.

## **7. Closing the Building**

Security and cleaning staff will check all floors and toilets and will ensure that all windows are closed each evening (Monday to Friday). BCI/BCC staff members working late should check with the Security and cleaning staff that this has been done and that they are then alone in the building. Staff members should satisfy themselves on leaving the building that they are the last to leave.

The following are the standard procedures:

### **Exit Procedures**

- Check all floors and toilets and ensure the building is empty and windows closed.
- Check the camera monitor at Reception or the overhead monitor to ensure that it is safe to exit.
- Arm the alarm and close the alarm box.
- Outside hours entry and exit is by the back door only.
- Check the overhead monitor before exiting to the car park.
- Lock the back door.

### **To arm system**

- Enter Code (available from HR) and press “set” key.
- Exit the building by the back door only.
- Alarm activates after 50 seconds.

The building alarm must be armed at all times when the building is unoccupied. If you are leaving the building for any reason you must set the alarms.

## **8. Alarm Activations**

Alarm activations may occur for three reasons: firstly, an alarm fault, secondly, a breach in the security and thirdly, an accidental activation by a staff member when opening or closing the building or while working outside hours. The first and second activations require the presence of the Gardaí and the key holders (Vector Workplace and Facilities Management). In the event that as a staff member you accidentally activate the alarm please follow the instructions below.

### **In the event of an alarm activation**

- Enter Code (available from HR) and press “Unset” key, and the bells should then silence.
- Observe keypad display for the cause of activation.
- Orange fault LED flashing and zone flashing.
- Enter Code and press “Unset” key and this should clear display and fault LED.
- To cancel a Garda Call Out: phone 8058300 and give the password (available from HR).

If you are unable to set the alarm for any reason or if you have forgotten your alarm code, you can call the monitoring company on (01) 8058300 and request assistance from Group 4.

### **In the event of a threat or personal attack**

When working alone it is important to always bear in mind your safety and well-being. In the event that you find yourself in a threatening situation or one which is likely to impact on your personal well-being, there are some practical measures which the BCI has put in place which may be of assistance. Should such a situation arise, try to remain calm and be aware that your health and safety is the most significant priority at all times.

#### *- In the event of a threat*

If while entering or exiting the building a threat becomes apparent, there are two ways of summoning assistance.

- The monitoring company or the Gardaí can be telephoned directly.
- There is a monitored panic button on the wall adjacent to the back door.

- *In the event of a personal attack*

Should any member of staff be confronted while entering or exiting the building outside core hours or be intimidated into opening the building, a silent alarm system has been installed. Should a personal attack happen to any staff member, the following are the steps that can be taken:

- Open the building as normal. However activate the silent alarm using the code **6441** in place of the normal code. This will disarm the alarm system while sending a silent distress code to the monitoring company.
- The Gardaí will be immediately alerted by the monitoring company.

## 9. Emergency Procedures

The normal emergency and evacuation procedures will apply during core hours in the BCI/BCC offices. These can be found in the BCI/BCC Health and Safety Statement.

If you intend to work alone in the building outside core hours for any reason, you must remember that you alone are responsible for ensuring your own personal safety in an emergency. You should have your swipe card and keys for the building and a mobile phone (if available) with you at all times.

If an emergency arises when you are working alone you must do the following:

### **If you discover a fire:**

- Sound the alarm at the nearest break glass unit.
- If the fire is containable and if you have been trained in the use of fire extinguishers, you may attempt to extinguish the fire using the nearest appropriate extinguisher.
- If the fire is beyond immediate control or you have not been trained in the use of fire extinguishers, you should immediately vacate the building, using the standard evacuation routes.
- You should wait for the arrival of the emergency services. You should wait as close as is safely possible to the front entrance. Please remember if there is a fire, there is a possibility that windows will explode outwards.
- If there is more than one person in the building, you should ensure that everyone has evacuated and you should all remain together outside the building.
- You should identify yourself to the emergency services and inform them of the:
  - Location of the emergency
  - That the building is unoccupied, or if you are aware of others unaccounted for, their likely location.

### **If the fire alarm goes off:**

- You should immediately vacate the building using the standard evacuation routes.
- You should wait for the arrival of the emergency services. You should wait as close as is safely possible to the front entrance. Please remember if there is a fire, there is a possibility that windows will explode outwards.
- If there is more than one person in the building, you should ensure that everyone has evacuated and you should all remain together outside the building.
- You should identify yourself to the emergency services and inform them of the:
  - Location of the emergency
  - That the building is unoccupied, or if you are aware of others unaccounted for, their likely location.

### **If you have an accident**

If you have an accident, you may become incapacitated. It is essential to let someone know that you are injured and that you need help. This may be vital in saving your life. It is essential that the emergency services are called and that they know that you are alone and where you are, both the location of the building and your location within the building.

### **The following procedures may assist:**

- Call the emergency services using:
  - Your mobile or office phone.
  - Activating the fire alarm.
  - Calling from a red telephone in one of the refuges.
- Give them the details of the building and your location in the building.
- Tell them that you are alone and that they may need to break in.
- Call CP Bell and let them know what has happened.

### **Working away from the office:**

The BCI/BCC is responsible for your safety and security, while on BCI/BCC business regardless your location.

### **Working at another location:**

When working away from the BCI offices, you must follow the lawful requirements of the site owner. The site owner and/or his or her representative are responsible for ensuring the safety and security of all visitors and for dealing with emergencies that occur at the site. If you have concerns for your own safety or security, you should:

- Inform the owner or representative and inform them of your intention to leave the site.
- Leave the site as quickly as possible without further endangering yourself.
- Contact your direct line manager or the Director of Corporate Services as soon as you are in a safe place and inform them of your actions.

**Working alone at remote locations:**

When working alone at remote locations, you are responsible for ensuring that you do not place yourself in peril. You must carry out a risk assessment in accordance with the requirements of this policy and of the BCI/BCC Health and Safety Statement. You should also have the following details available:

- The exact address of your location (including the Townland name for rural locations)
- Directions to your location from a nearby landmark.

If you have concerns for your own safety or security, you should:

- Leave the site as quickly as possible without further endangering yourself.
- Contact your direct line manager or the Director of Corporate Services as soon as you are in a safe place and inform them of your actions.

If you become incapacitated for any reason, particularly if you are injured, it is essential to let someone know that you that you need help. This may be vital in saving your life. It is essential that the emergency services are called and that they know where you are and that you are alone.

**The following procedures may assist:**

- Call the emergency services.
- Give them the details of your location; an exact address and directions may be required.
- Give them the details of any injuries that you have received.
- Tell them that you are alone.
- If it is possible contact the BCI reception or your manager and inform them of the circumstances.

## 10. Security

It is always important that staff members ensure their own personal safety and security when working alone in the building, and when accessing and leaving the building outside core hours. The security arrangements that have been put in place are designed to minimise risks to staff members and enhance their safety.

**Some points to note and remember when working alone**

1. Staff members are advised to store the number of the monitoring company in their mobile phones.
2. It is advisable to notify a colleague or a family member of your whereabouts and of a time when you expect to be out of the building. The monitoring company may also be used for this purpose.

3. It is advised that you check the security monitor in reception or the overhead monitor prior to leaving the building. If for any reason a threatening situation exists outside the building, you should not leave and you should call for assistance.
4. Park in a location that is highly visible on the cameras.
5. Look out onto the road from upstairs windows and on the cameras, particularly outside the car park before leaving the building.
6. Open the car park gate from the inside using a remote control or a swipe card on the inside of the car park. **Do Not** put your arms through the gate to attempt to open it.
7. When exiting the car park, wait until the gate closes behind you, to ensure that no one accidentally gets trapped in the car park, or that no unauthorised access is made.

## 11. Safety

Staff members are asked to pay particular attention to safety while working alone either in the building or at remote locations. The BCI Safety Statement also applies at these times. The Emergency Procedures in the Safety Statement should be used where possible, otherwise the procedures outlined in this policy may be used. *In particular the lift should not be used outside operational hours. Work on the roof, with electrics, on ladders or lifting heavy objects should not be carried out while alone in the building, please note the risk assessments above.*

## 12. Notifications

- CP Bell Alarm Monitoring Company (01) 8058300
  - Password required
- Vector After Hours Helpdesk (01) 4067566
- Gardaí Harcourt Terrace (01) 6669500

## 13. Car Park

The BCI/BCC staff car park is available for the use by staff and members of the BCI and the BCC. All staff members have been issued with access cards for the car park. There are no alarm systems in the car park. The car park is monitored during operational hours by security cameras and recordings are made for the entire 24 hour period. These recordings are kept for one month. The overnight recordings are reviewed by security on a daily basis.

## 14. Disclaimer

The BCI will take all reasonable steps to ensure the safety of persons using the building. However staff and visitors are required to be familiar with the safety and evacuation procedures operating in the building and are required to follow these in the event of an emergency. Staff and visitors are also required to take precautions to ensure that they do not cause an emergency and that they activate the alarms immediately on discovering a fire or other emergency.

## **Check List for Lone Working**

### **If you are planning to work alone, please carry out the following:**

- ❖ Notify your direct line manager (in their absence, the Director of Corporate Services)
- ❖ Carry out a Risk Assessment

### **Opening the Building**

#### **Entry Procedures**

- ❖ Outside hours entry is by the back door only.
- ❖ Unlock the back door.
- ❖ Open the back door using swipe card.
- ❖ Proceed to alarm box in foyer and disarm.

#### **To disarm system**

- ❖ Enter the building by the back door only.
- ❖ Alarm activates after 50 seconds.
- ❖ Enter Code and press “Unset” key.

### **Closing the Building**

The following are the standard procedures:

#### **Exit Procedures**

- ❖ Check all floors and toilets and ensure the building is empty and windows closed.
- ❖ Check the camera monitor at Reception or the overhead monitor to ensure that it is safe to exit.
- ❖ Arm the alarm and close the alarm box.
- ❖ Outside hours entry and exit is by the back door only.
- ❖ Check the overhead monitor before exiting to the car park.
- ❖ Lock the back door.

#### **To arm system**

- ❖ Enter Code and press “set” key.
- ❖ Exit the building by the back door only.
- ❖ Alarm activates after 50 seconds.

#### **In the event of an alarm activation**

- ❖ Enter Code and press “Unset” key, and the bells should then silence.
- ❖ Observe keypad display for the cause of activation.
- ❖ Orange fault LED flashing and zone flashing.
- ❖ Enter Code and press “Unset” key and this should clear display and fault LED.
- ❖ To cancel a Garda Call Out: phone 8058300 and give the password.

### **Notifications**

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