

Safety Guide



For Small Tourism Businesses

A guide to help you demonstrate that you are committed to a safe environment for customers and employees

Operating a safe business has a lot of benefits. If you can demonstrate that you are doing things safely customers feel confident and safe. If they know you care enough to make an effort about safety they will know you have their interests at heart.

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1. Introduction – why bother with safety?

Operating a safe business has a lot of benefits. If you can demonstrate that you are doing things safely customers feel confident and safe. If they know you care enough to make an effort about safety they will know you have their interests at heart.

Doing things safely helps you to be organised and usually more efficient. Doing things safely is also a legal requirement.

Accidents and injuries only get in the way of good business. A prosecution for breaches of safety can put you out of business.

This safety guide is designed to assist owners and managers of small tourism enterprises to fulfil that promise and to be able to demonstrate that they are committed to a safe environment for customers and employees.

2. Legal background

You have legal duties towards people you employ and people to whom you provide a service to under the Safety, Health and Welfare at Work Act 2005. You also have a duty of care towards them. In tort or civil law, a duty of care is a legal obligation imposed on an individual requiring that they adhere to a standard of reasonable care while performing any acts that could foreseeably harm others. If you are in charge of minors you owe a greater duty of care – that of a responsible parent.

It is quite simple – you must make sure that the safety of those who work for you or use your services is protected. You must make sure that you have identified hazards that they might come up against and that you have put plans in place to eliminate or minimise the harm that could occur.

You can be prosecuted, fined or imprisoned by the Health and Safety Authority if you fail to protect employees or customers. The Health and Safety Authority can shut you down. You can end up with a criminal record. You can also be sued by an employee or a customer for any injury they may suffer if you fail to protect them or you have failed in your duty of care.

Insurance will cover you if you are sued but will not cover you if you are fined by the Health and Safety Authority. You need to be sure you are doing what is right under the Safety, Health and Welfare at Work Act (criminal law) as well as under civil law (duty of care).

3. What is a Safety Statement?

The Safety Statement is a document which sets out;

- the hazards that are linked to the work you do or the service you provide,
- what is the risk attached to the hazard,
- what you do to minimise or eliminate the risk of injury or ill health.

4. Do I have to have a Safety Statement?

Every employer is required to manage safety and health at work so as to prevent accidents and ill-health. The Safety, Health and Welfare at Work Act 2005 requires employers to;

- identify the hazards,
- carry out a risk assessment,
- prepare a written safety statement.

If you have a business but no employees you still must prepare a Safety Statement.

5. What should be covered in my Safety Statement?

Your Safety Statement must;

- name who has overall responsibility for safety (usually the owner or manager) ,
- identify the hazards linked to the activities of your business,
- estimate the likelihood of something going wrong and how bad the injury or ill health could be. This is a risk assessment,
- explain what you do to minimise or eliminate the risk, including what safety equipment you supply, what checks you carry out,
- set out your plans for emergencies including fire and man over board,
- say who looks after First Aid and what supplies you have,
- state what safety information you give to employees or customers.

We have given a sample Safety Statement in Appendix 1.

6. Can I produce my own Safety Statement?

Yes, you can produce your own Safety Statement using the example case study.

Alternatively the [Health and Safety Authority](#) has produced an online Safety Statement tool called [BeSMART](#). This tool will help you to identify the hazards in your workplace. This guided step-by-step process will assist you in generating your own risk assessment and safety statement, in consultation with your employees, as required under health and safety law. There is no cost associated with using this tool.

The case studies will help you to identify what hazards you may need to include in the Safety Statement document.

You may need to mix and match some of the hazards for your particular situation. Whether you choose to follow this document or the on line tools, in all cases you will have to make the document specific to your own business.

You will have to;

- identify hazards,
- assess the risks,
- decide on what precautions must be taken or if the ones you already take are good enough,
- record the findings.

You will have to name those responsible for safety, for carrying out safety checks or inspections and for dealing with emergencies. You will have to fill in emergency contact details. You will have to show the Safety Statement to your employees and explain their role.

At the heart of the Safety Statement is risk assessment.

7. What is a risk assessment?

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and customers or guests have a right to be protected from harm caused by a failure to take reasonable control measures.

When thinking about your risk assessment, remember;

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc,
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

There are 5 steps to risk assessment.

Step 1 - Identify the hazards

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter;

- walk around your workplace and look at what could reasonably be expected to cause harm,
- ask your staff what they think. They may have noticed things that are not immediately obvious to you,
- visit the Health and Safety Authority website. HSA publishes practical guidance on where hazards occur and how to control them. Particular advice is given in '[Guidelines on Risk Assessments and Safety Statements](#)',
- check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective,
- have a look back at your accident and ill-health records – these often help to identify the less obvious hazards,
- remember to think about long-term hazards to health (for example, high levels of noise or exposure to harmful substances) as well as safety hazards.

Step 2 - Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (for example, 'staff' or 'customer').

In each case, identify how they might be harmed, for example, what type of injury or ill health might occur. Extra thought will be needed for some hazards;

- cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time,
- members of the public, if they could be hurt by your activities,
- ask your staff if they can think of anyone you may have missed.

Step 3 - Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice (on the HSA website) and what's in this publication.

So first, look at what you're already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider;

- can I get rid of the hazard altogether?
- if not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order;

- try a less risky option (for example, switch to using a less hazardous chemical),
- prevent access to the hazard (for example, by guarding),
- organise work to reduce exposure to the hazard (for example, carry out maintenance work when there are less customers about),
- issue personal protective equipment (for example, clothing, footwear, goggles etc); and
- provide welfare facilities (for example, first aid).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Step 4 - Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after people and your business.

Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this.

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks',

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that;

- a proper check was made,
- you asked who might be affected,
- you dealt with all the significant hazards, taking into account the number of people who could be involved,
- the precautions are reasonable, and the remaining risk is low, and
- you involved your staff in the process.

If, like many businesses, you find that there are quite a lot of improvements that you could make, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of businesses that are clearly trying to make improvements.

A good plan of action often includes a mixture of different things such as:

- a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place,
- long-term solutions to those risks most likely to cause accidents or ill health,
- long-term solutions to those risks with the worst potential consequences,
- arrangements for training employees on the main risks that remain and how they are to be controlled,
- regular checks to make sure that the control measures stay in place, and
- clear responsibilities - who will lead on what action, and by when.

Remember, prioritise and tackle the most important things first. As you finish each action, tick it off your plan.

Step 5 - Review your risk assessment and update if necessary

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis. Every year or so formally review where you are, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

When you are running a business it's all too easy to forget about reviewing your risk assessment - until something has gone wrong and it's too late. During the year, if there is a significant change, don't wait.

Check your risk assessment and, where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change - that way you leave yourself more flexibility. A sample form for carrying out risk assessments is set out in appendix 2.

8. Do I have to give the Safety Statement to my customers?

No, but it is a good idea to print out the Safety Policy section, sign it, date it and frame it somewhere that your customers can see it. They will be reassured that you have thought about their safety and you have plans in place for keeping them safe. You should provide your customers with as much safety information as they need to have a safe as well as an enjoyable experience.

Providing clear and simple safety information shows you are a professional. The case study sets out in checklists what type of information you should provide and in what format.

9. What happens when I team up with other service providers?

If you team up with other service providers make sure you are satisfied that they have taken adequate safety precautions.

- Do they have a Safety Statement (ask for a copy)?
- Do they have public liability insurance?
- Are their staff members competent?
- Is their equipment in good condition?

Remember if you provide the services of someone else as part of a package your guest could seek compensation from you if something goes wrong.

Appendix 1: Case Study - Sample Safety Statement

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Lakeview Guesthouse

1. STATEMENT OF INTENT

It is our policy, in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for staff and a safe environment for guests and to enlist the active support of staff and sub-contractors in achieving such conditions.

We are committed to:

- (a) Promoting standards of health, safety and welfare that comply with the provisions and requirements of current safety legislation
- (b) Providing and maintaining a safe and healthy working environment, safe systems of work and to protect staff and guests, in so far as they come into contact with foreseeable hazards.
- (c) Providing staff with the information, training and supervision that they need to work safely and efficiently
- (d) Defining all individual responsibilities for health and safety matters.
- (e) Reviewing the procedure for hazard identification, risk assessments and associated control measures on an annual basis

Signed

Owner/Manager
Date: 26/5/XX

Lakeview Guesthouse

2. DUTIES AND RESPONSIBILITIES MANAGER/OWNER ROSE O'KEEFE

- The owner has overall responsibility for safety on the premises and will ensure that safety inspections including fire safety inspections are carried out regularly.
- The owner will take charge in an emergency.
- The owner is responsible for recording and reporting accidents.
- She will ensure that any staff including part time staff are aware of the hazards associated with their work and that they have received appropriate safety training.
- She will liaise with maintenance contractors to ensure that they do not compromise the safety of staff or guests.

STAFF

- Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- Staff must not interfere with or misuse any items of safety equipment or any safety device such as fire extinguishers.
- Staff must wear personal protective equipment such as gloves where required.
- Staff must not be under the influence of drink or drugs to such an extent that they affect their own safety or the safety of others in the workplace.
- Accidents must be reported to the owner.
- Staff must report any defects in equipment or other items that could impact on their own or guests safety.

3. HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

It is our policy to ensure that there are written risk assessments for all potentially hazardous activities or equipment used.

The manager will ensure that a hazard identification/risk assessment is conducted on all new equipment, processes, and practices.

A new hazard identification and risk assessment of a particular activity, process or area may be necessary in the following circumstances:

1. A change in activities (new activities or processes or equipment).
2. A need to improve safety performance in a particular area.
3. Changes in legislation or safety standards.
4. In the event of accidents.
5. Where hazards are reported
6. When changes to individual personnel health circumstances require it.

A record of the risk assessment will be made. This safety statement sets out the hazard identification, risk assessments and operational control measures required for all the activities undertaken by the B&B.

The manager will carry out a risk assessment for a pregnant employee as soon as the manager is told of the pregnancy by the employee. The principle hazard during pregnancy is manual handling.

The following pages set out the hazards that have been identified and the measures we take to ensure that the risk associated with them is either eliminated or reduced to the lowest level possible.

3.1 ELECTRICITY

HAZARDS

- Electric Shock
- Fire
- Trips or falls on loose trailing cables.

RISK ASSESSMENT LOW-MEDIUM

CONTROL MEASURES

The electrical circuit must be protected by trip switches. If a switch is tripped at the fuse board the fault must be investigated.

Only qualified electricians are allowed to carry out any alterations or repairs to the electrical circuits.

Basic repairs – changing bulbs, rewiring plugs may be carried out by competent staff when they have been shown the correct method.

Inspection and Testing of Electrical Appliances

The owner/manager will ensure that **visual** recorded inspections are carried out on portable electrical equipment on a regular basis.

- Double insulated equipment: hand held e.g. some floor cleaners, some kitchen equipment and irons – every 6 months – 1 year
- Double insulated equipment: NOT hand-held. Moved occasionally, e.g. fans, table lamps – every 2 – 4 years
- Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners – 6 months – 1 year
- Cables (leads) and plugs connected to the above. Extension leads (mains voltage) – 6 months – 4 years

Around 95% of faults or damage can be found by visual inspection

The things that are to be looked for on the equipment, the cable and plug, after disconnecting it, are signs of:

- damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- damage to the plug, e.g. the casing is cracked or the pins are bent;
- non-standard joints including taped joints in the cable;
- the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing;
- damage to the outer cover of the equipment or obvious loose parts or screws;
- overheating (burn marks or staining).

In addition, formal inspection could include removal of the plug cover and checking that

- a fuse is being used (i.e. it is a proper fuse not a piece of wire, a nail etc.);
- the cord grip is holding the outer part (sheath) of the cable tightly;
- the wires, including the earth where fitted, are attached to
- the correct terminals
- no bare wire is visible other than at the terminals;
- the terminal screws are tight;

- there is no sign of internal damage, overheating or entry of liquid, dust or dirt.
- This does not apply to moulded plugs where only the fuse can be checked.
- Most of these checks also apply to extension leads and their plugs and sockets

In addition certain types of earthed class 1 electrical equipment require **electrical testing** by a competent person. Earthed (Class I) equipment requires testing every year and visual inspection every six months. The tests include:

- physical examination
- earth bond test
- insulation test

3.2 MANUAL HANDLING HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc, hernias.

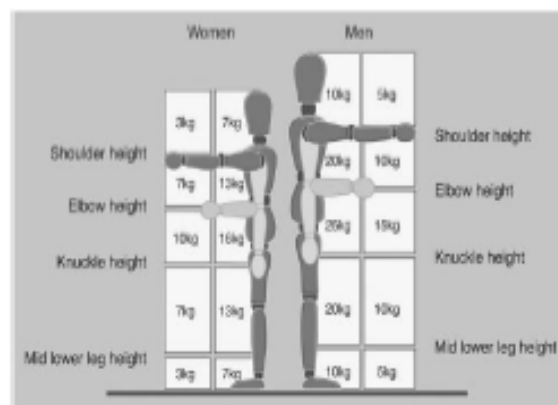
Lacerations, crushing of hands or fingers.

Repetitive strain injury, bruised or broken toes or feet, various sprains, strains, etc.

RISK ASSESSMENT: Variable depending on task and the person carrying out the task

CONTROL MEASURES

- Where possible, measures shall be taken to reduce the amount of manual handling to a minimum.
- Staff shall be trained in safe manual handling techniques.
- The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age and physical build.
- Staff members are not expected to lift beyond their capabilities and should seek assistance where a task is beyond their capacity.
- Items will be stored in such a way that excessive stretching or bending will not be required when retrieving them. Where necessary a hop up or step ladder will be provided.
- A risk assessment will be carried out for pregnant staff or staff with existing conditions which prevent or limit their ability to lift and move items safely. The diagram below is a Health and Safety Authority guide to the weights that can be safely lifted.



3.3 ACTIVITY PACKAGES

3.3.1 In association with other service providers

Activity packages may be arranged for guests. Our policy is to vet all service providers before we recommend them to our guests or provide them as part of an accommodation package. We require service providers to provide a copy of their Safety Statement (all businesses must have one even if they employ only one person). Service providers must also produce copies of their Employers Liability Insurance and Public Liability Insurance certificates.

3.3.2 Services provided by the B&B.

When activities are provided directly we will ensure that a risk assessment has been carried out and that guests are provided with sufficient information to carry out the activity safely. A written description of the activity and the information provided will be kept on file.

For example for bank fishing guests, will be given an indication of the ease of access and the equipment required.

Any equipment provided directly for guests will be checked and inspected regularly. Where transport is provided to the activity the correct car insurance will be in place.

3.4 HAZARDOUS CHEMICALS

HAZARDS

A range of cleaning chemicals, paints, solvents etc. are used on the premises. Certain cleaning chemicals can be hazardous if not used properly through contact with skin or eyes, swallowing of chemicals and inhalation of vapours.

RISK ASSESSMENT: Low

CONTROL MEASURES

- We purchase the least hazardous chemicals available for the job where possible.
- All employees will be aware of the hazards associated with specific materials and will be trained in how to use and handle these materials properly. Material Safety Data Sheets are available for all cleaning chemicals used and kept on file in case of contact.

The following precautions must be taken by all staff;

1. Do not store cleaning chemicals where food is being stored or consumed.
2. Clean all spillages instantly.
3. Information on the correct personal protective equipment (gloves, eye protection) is set out on the Material Safety Data Sheet and on the chemical container. It must be worn.
4. Never put cleaning chemicals into unlabeled containers.
5. Never mix chemical cleaners.

3.5 LADDERS

HAZARDS

Falls from a height

RISK ASSESSMENT: Low

CONTROL MEASURES

- High level cleaning must be carried out from the ground level where possible, i.e. using extendable poles for brushes or cloths.
- Where this is not possible and the cleaning task is of short duration (< 30 minutes) and is not complex, a stable A frame or step ladder should be used.
- The person carrying out the cleaning should not stand on the top rungs.
- The ladder must be held by a second person.
- The ladder must be inspected each before use. It must not be used if there are any defects.

3.6 SLIPS, TRIPS

HAZARDS

Guests and staff may slip, trip and fall as a result of a range of hazards including;

- Wet floors
- Uneven ground
- Unmarked steps or changes in ground level
- Loose flooring
- Slippery bath or shower surface
- Falls through low window openings

RISK ASSESSMENT: VARIABLE

CONTROL MEASURES

- Mats should be provided at entrances during wet weather.
- Floors should be dried thoroughly after cleaning.
- Changes in ground level or steps should be clearly visible and highlighted marked where they are not.
- Flooring should be secured and any faults, tears, holes should be repaired immediately.
- Electrical or phone cables should not run across pedestrian areas.
- A bath mat should be provided for guests' use where the bath or shower floor surface is not slip resistant.
- Low ceilings or other areas that guests may bang their head should be highlighted and warning signs erected.
- Upper floor windows should be fitted with delimiters where there is a risk of children falling out.
- Low windows, i.e. where the bottom edge of the window opening is less than 800 mm from the floor a barrier should be erected.

3.7 KITCHEN SAFETY- GENERAL

HAZARDS

A range of activities are carried out in the kitchen and a selection of equipment used, which may present a variety of hazards including;

- Cuts
- Burns & scalds
- Slips, trips and falls
- Electrocution

RISK ASSESSMENT: MEDIUM – HIGH

CONTROL MEASURES

- Training will be provided to staff in the use of each item of potentially hazardous kitchen equipment.
- New staff must be made aware of all hot surfaces and equipment that can cause burns.
- Cloths will be provided for carrying hot items.
- Kitchen equipment will be maintained and serviced according to the manufacturers' instructions. When new equipment is purchased a copy of the instructions must be kept on file in the restaurant/unit office
- Records will be kept of all servicing carried out on the equipment.
- Electrical equipment must be isolated from power (generally unplugged) before cleaning or if trying to clear blockages.
- Cables must not be allowed to trail across walkways.
- Gas cylinders must not be used indoors.
- A fire blanket will be placed close to the cooking area and staff instructed on its use.

Knife safety

- Use the right knife for each job
- Make sure knife is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip.
- The owner/manager will ensure that all knives used are in good condition. Defective knives will be removed from service immediately.
- Do not leave knives in sink or in any place where they cannot be seen easily, or where somebody might pick them up accidentally by the blade.

3.8 FIRE SAFETY

HAZARDS

Loss of life, severe injuries. Loss of property resulting from fire. Fire may start as a result of a range or combination of factors including;

- Improper use of cooking facilities
- The use of defective heating appliances
- Unsafe use of open fires
- Inadequate supervision of laundry equipment, especially dryers (not clearing lint out)
- Defective/overloaded electrical installations or equipment
- Misuse of electrical equipment
- Defective gas installations
- Improper storage or disposal of waste materials
- Damaged or improperly upholstered furniture

RISK ASSESSMENT: LOW-MEDIUM

CONTROL MEASURES

The control measures in place on these premises include the following;

Information for guests

- A notice of the procedures to be followed by guests in the event of a fire should be provided in all guest bedrooms, displayed on the back of each bedroom door. This should concentrate on evacuation of the premises when hearing the fire alarm or other warning and drawing attention to the means of escape.
- Instructions should be clear and concise and should preferably be multi-lingual to cater for foreign guests.
- As guests are unlikely to be familiar with the internal layout of the premises, the instructions should include a simple location map, indicating the escape routes relative to each room.

Action in event of a fire

The person in charge of the premises and all staff should know what to do in the event of a fire. A written procedure should be in place for the following:

- How to quickly evacuate the premises;
- Who will call the fire brigade?
- How to account for all persons on the premises.

Fire drills

- A fire drill is a rehearsal of a real fire scenario. It is not essential to involve guests in such an exercise and it is not recommended to have an unannounced fire drill, because of the risk of injury.
- A drill is an important exercise and will reassure those in charge that they are prepared, if a fire was to occur in reality.
- It should involve any staff employed and should try to be as realistic as is practicable.
- Drills should be carried out at regular intervals (twice per year) and at least at the start of the tourist season and a record kept in the fire safety register. Each drill should be reviewed to identify any shortcomings in the procedures and the procedure should be revised, if considered necessary.

Escape routes

All escape routes are clearly indicated, are not obstructed, and are available for use at all times;

- The exit doors are capable of being readily and easily opened at all times;
- The external areas at or near exits are not obstructed; and
- The security arrangements for the premises do not impede or prevent the use of escape routes.
- Exit doors from the building should be capable of being opened from the inside without the use of a key.

Fire extinguishers

Every storey of the premises should be provided with a minimum of one nine litres water type or one four kilograms general-purpose powder fire extinguisher (or a number and type of extinguishers with an equivalent rating). Kitchens should be provided with a fire blanket.

Fire alarm

A fire alarm system based on self-contained units is acceptable only in the following situations:

- In a single-storey building with not more than six bedrooms; or
- In a two-storey building with not more than four bedrooms on the first floor.

The grade of system used in guest accommodation should be at least Grade C. This grade is based on the provision of interconnected mains-powered smoke alarms (smoke detector and alarm sounder in a self-contained unit), each provided with an integral standby power supply and provided with an element of central control. The central control facility, which should be located in the entrance hallway, should provide a facility for testing the alarm system, a means for sounding all alarm units simultaneously, and means for the location of an alarm source.

The alarm system should be type LD1. The system should incorporate suitably located and interconnected mains-operated alarms (with integral battery backup) in all circulation areas that form part of the escape routes and in all habitable rooms.

Fire alarm systems should be tested regularly and maintained to ensure correct operation. Mains operated self-contained alarms should be tested at least monthly by the use of the test button provided on the units, to ensure operation of the sounders. All alarms should be tested at least once a year to ensure that they respond to fire. The person in charge can carry out the inspection and testing of the system, but arrangements for the system to be maintained should be made with a competent installation company.

Emergency Lighting

In the event of a fire, it is possible that the mains lighting system may fail and this would make evacuation of the premises difficult, if not impossible. To provide for this, it is normal to provide a system of emergency lighting to illuminate the escape routes on failure of the mains electrical supply.

To prevent nuisance activation, a kitchen should only be fitted with a heat detector. It should be noted that Grade F alarms, which are battery-powered only, are not adequate for this application.

Heating

Bedrooms should not be provided with open fires, or any type of portable fires/heaters. Individual heating appliances, where provided, should be fixed in position. They should not have an exposed flame or heating-element, which could lead to accidental ignition of combustible material. All heating appliances and installations should be in safe working order and be properly maintained.

Fire register

The fire safety register (available from fire extinguisher servicing company) contains the following information and is kept up to date by the person in charge:

- Details of premises, including the maximum number of guests accommodated and details of escape routes;
- Emergency and evacuation procedures;
- A record of evacuation/fire drills carried out;
- Details of fire safety training provided;
- Details of fire-fighting equipment;
- Details of fire alarm system and maintenance records;
- A schedule of all fire resisting doors in the premises;
- Details of emergency lighting and maintenance records; and
- Details and maintenance records of building services.

3.9 HAND TOOLS

HAZARDS

- Cuts
- Flying particles
- Dust

RISK ASSESSMENT: LOW-MEDIUM

CONTROL MEASURES

- Hand tools should be checked before each use.
- Only competent persons should use hand tools.
- No power tools or electrical equipment of greater voltage than 110 volts should be used in external locations. Lower voltage tools and lighting may be required in damp or confined situations.
- All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension.
- Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.
- Where there is a risk of particles hitting the eye, eye protection must be worn.

3.10 BOAT HIRE

HAZARDS

- Inexperienced persons using boat leading to capsizing
- Man overboard
- Failure of engine
- Failure of personal flotation device
- Damaged boat

RISK ASSESSMENT: LOW-MEDIUM

CONTROL MEASURES

- 17ft fibreglass lake boats are provided fitted with 6 hp outboard engines with kill cords, oars, anchors and rod holders.
- The boats, safety equipment and engines are visually inspected by Dan O'Keefe before each use. Damaged equipment is taken out of service.
- Engines are serviced every 6 months and records are kept.
- The following safety equipment is provided;
 - A bailer
 - A throw bag with 10m of buoyant line
 - An aerosol power klaxon
 - 2 x Thermal exposure blankets
 - First Aid Kit in a waterproof bag
 - Anchor and line
 - Knife
 - Engine Kill cord to be used by the engine operator
 - Paddle
 - 4 flares
- Inflatable automatic lifejackets are provided to our clients. The life jackets are inspected in line with Marine Notice 36 of 2005 <http://www.transport.ie/upload/general/7914-0.pdf>
- Only experienced boat handlers are allowed to hire the boat. Clients are required to confirm that they have adequate boat handling experience, are familiar with the operation of the skill cord and will wear flotation devices.
- Lone angling is not allowed.

4. ACCIDENTS AND FIRST AID

In the event of an accident or illness the following are the important contact numbers;

- Local Doctor: Dr Mary McDaid 0505 453421
- Pharmacist: Pharmacare 0505 6576577
- Local Garda 0505 6876777

There is a first aid kit on the premises. The content of the kit is as follows;

Contents	6-25 people
Adhesive Plasters	20
Sterile Eye Pads (Bandage attached)	2
Individually wrapped Triangular bandages	6
Safety Pins	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressing (approx. 20 x 8 cms)	6
Large Individually wrapped sterile Unmedicated Wound Dressing (approx. 13x9cms)	2
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x17.5 cms)	3
Individually Wrapped Wipes	8
Paramedic Shears	1
Pairs of Latex Gloves	2

Tablets such as aspirin or paracetamol must not be provided for guests use.

Accident reporting

If a member of staff suffers an injury at work which means they cannot carry out their normal duties for 3 days (not including the day of the accident) then this must be reported to the Health and Safety Authority.

If a guest suffers an injury while on the premises and requires the attention of a doctor or a hospital visit the accident must be reported to the Health and Safety Authority.

Both reports can be made online at the [HSA website](#).

For all accidents including minor accidents the accident report form must be completed.

The insurers will be informed in the event of an accident.

EMPLOYEE ACCIDENT REPORT FORM
(All sections must be completed fully and legibly)

DETAILS OF INJURED PERSON:

Name:	Sex:	Employment Status: Permanent (Full Time): Permanent (Part Time): Fixed Term:
Address:	Date of Accident:	Time of Accident:
Occupation:	Time Started Work:	Normal Time of Finishing Work:

CIRCUMSTANCES OF THE ACCIDENT:

Detailed description of what the injured person was doing at time of the accident and where exactly was the injured person:

If applicable, was the injured person wearing protective clothing at time of the accident:

Was the injured person accompanied at the time of the accident? If yes, give details:

CONDITIONS OF THE LOCATION

If slip or fall accident, indicate condition of the floor and surrounding area at time of accident:

Indicate outside weather conditions at time of accident:

DETAILS OF THE INJURY

Indicate type of Injury: (please circle one only): Indicate part of body most seriously injured:

Bruising, Contusion	Sprain	Head, except eyes	Fingers
Concussion	Suffocation	Eyes	Hip joint
Internal Injuries	Gassing	Neck	Knee cap
Open Wound	Poisoning	Back, Spine	Knee Joint, Lower leg
Abrasion, Graze	Infection	Chest	Ankle
Amputation	Burn, scald	Abdomen	Foot
Open Fracture	Effects of Radiation	Shoulder	Toes
Closed Fracture	Electrical Injury	Lower arm, wrist	Multiple Injuries
Dislocation	Other	Hand	Other

OTHER INFORMATION

Name and occupation of person to whom the accident was reported:

Name of any witness to the accident:

Action taken:

WITNESS STATEMENT (must be completed in detail)

Please complete or attach separate page(s):

Signed: _____

Print Name: _____

Date: _____

GUEST ACCIDENT REPORT FORM
 (All sections must be completed fully and legibly)
DETAILS OF INJURED PERSON:

Name:	Sex:	Address:
Date of Accident:	Time of Accident:	Phone Number:
		Location of Accident:

CIRCUMSTANCES OF THE ACCIDENT:

Detailed description of what the injured person was doing at time of the accident:
Was the injured person accompanied at the time of the accident? If yes, give details:

CONDITIONS OF THE LOCATION

If slip or fall accident, indicate condition of the floor and surrounding area at time of accident:
Indicate outside weather conditions at time of accident:

DETAILS OF THE INJURY

Indicate type of Injury: (please circle one only): Indicate part of body most seriously injured:

Bruising, Contusion	Sprain	Head, except eyes	Fingers
Concussion	Suffocation	Eyes	Hip joint
Internal Injuries	Gassing	Neck	Knee cap
Open Wound	Poisoning	Back, Spine	Knee Joint, Lower leg
Abrasion, Graze	Infection	Chest	Ankle
Amputation	Burn, scald	Abdomen	Foot
Open Fracture	Effects of Radiation	Shoulder	Toes
Closed Fracture	Electrical Injury	Lower arm, wrist	Multiple Injuries
Dislocation	Other	Hand	Other

OTHER INFORMATION

Name of person to whom the accident was reported:
Name of any witness to the accident:
Action taken:
Was a photo taken of the accident location? (If so, please attach)

WITNESS STATEMENT

Please complete or attach separate page(s):

Signed: _____
Print Name: _____
Date: _____

5. Safety Training

All new staff received the following safety training;

a. Induction training

The induction training consists of providing a copy of the Safety Statement to read, an outline of safety duties, what to do in a fire and what to do in case of an accident.

b. Manual handling training

Staff receive a 3 hour session dealing with theory and practical issues such as furniture moving, handling linen etc.

c. Safe use of chemicals

Staff will be warned of the hazards of the cleaning chemicals and what protective equipment must be worn.

d. Fire extinguisher and fire blanket use.

e. Basic Food Hygiene

At least one member of staff will have first aid training.

Training records will be signed by trainer and trainee and kept for 5 years.



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