



GAISCE
THE PRESIDENT'S
AWARD

Safety Statement



Our mission is to provide opportunities for young people to realise their potential through personal challenges, facilitating the transition from young person to young adult and enhancing their potential and contribution as active participants in society.

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Introduction

Gaisce - The President's Award recognises its responsibilities under the Safety Health and Welfare at Work Act 2005, the General Application Regulations 2007, and relevant Codes of Practice and Guidelines.

Gaisce acknowledges its role in the provision of safe places of work and safe systems of work for Gaisce employees and all those who interact with Gaisce. Gaisce commits to communicating and consulting with all employees and to providing as far as is reasonably practical safe systems and safe places of work for those employees and others as appropriate as may arise.

Gaisce expects that its employees and those others who interact with Gaisce will likewise commit themselves to the maintenance of safe places of work, safe systems of work, and to pro-actively work with the Chief Executive in the maintenance of their own good health and safety.

Gaisce will endeavour to continually improve its processes in the area of health and safety and to the ongoing identification and adherence to new legislation, codes of practice, and guidelines.

Gaisce will, as far as is reasonably practical, provide all training needs in the area of health and safety for employees.

Should any employee or other person wish to contact Gaisce on an issue of health and safety such communication would be welcome.

This Safety Statement will be reviewed annually and copies will be provided to all Gaisce employees and volunteers via the Gaisce website (www.gaisce.ie).

Responsibilities

An organisation diagram is provided at Appendix A to this safety statement.

Council

1. Act in the best interests of Gaisce. This responsibility extends to health, safety, and welfare at work.
2. Ensure that the Chief Executive is competent to implement the requirements of health, safety, and welfare at work legislation and best practice within the organisation.
3. Have practical consideration for their own health and safety.

Chief Executive

1. Take a direct pro-active interest in the provision and maintenance of safe places and safe systems of work.
2. Identify and apply new health and safety legislation and best practice as appropriate, and update the Safety Statement as required.
3. Communicate / consult with all employees and take account of their concerns and recommendations.
4. Identify training needs and endeavour to provide same as far as is reasonably practical.
5. Ensure risk assessments for significant hazards as are completed as identified.
6. Ensure that Safety Statements are reviewed annually and are verifiably communicated to employees and those others as may be necessary.
7. Complete accident / incident investigations as required.

Director of Development

1. Take a direct pro-active interest in the provision and maintenance of safe places and safe systems of work, and work closely with the Chief Executive in all aspects of health and safety with particular emphasis on the areas covered in this statement.
2. Identify and apply new health and safety legislation and best practice as appropriate.
3. Communicate / consult with all employees and take account of their concerns and recommendations.
4. Identify training needs and endeavour to provide same as far as is reasonably practical.
5. Provide written basic risk assessments for significant hazards as are identified.
6. Complete accident / incident investigations as required.

Office Manager, Assistant & Interns

1. Ensure the safe operation of the Dublin office and the safety of staff therein, including volunteers and visitors in so far as is reasonably practical.
2. Ensure that any deficiencies / hazards are recorded, appropriate action is taken, and that incidents are reported to the Chief Executive.
3. Have practical consideration for their own health and safety.

Regional Development Officers & Project Manager

1. Ensure that safe operation of their work places, motor vehicles, and the safety of staff therein, including volunteers and visitors in so far as is reasonably practical.
2. Ensure that any deficiencies / hazards are recorded, appropriate action is taken, and that incidents are reported to the Chief Executive.
3. Have practical consideration for their own health and safety.
4. Provide safety induction at each PAL Training.
5. Ensure that safety guidelines for operation of the Award are communicated to PALs and their participants.
6. Ensure strict compliance with guidelines issued by Gaisce and particularly Gaisce's Child Protection Policy available on the Gaisce website (www.gaisce.ie).

President Award Leaders (PALs)

1. Fulfil their responsibility to protect their own health and safety, as well as that of their participants and other volunteers.
2. Ensure that any adverse occurrences / hazards are recorded, appropriate action is taken, and the incidents are reported to Gaisce.
3. Ensure strict compliance with guidelines issued by Gaisce and particularly Gaisce's Child Protection Policy available on the Gaisce website (www.gaisce.ie).

Participants

1. Adhere to instructions relating to health & safety outlined by their President's Award Leaders in relation to taking part in the Award programme.
2. Have practical consideration for their own health and safety.
3. Follow any safety guidelines provided by Gaisce on its website, in particular relating to the Adventure Journey or Residential Project.

Other Volunteers

1. All volunteers have an individual responsibility to protect their own health and safety, as well as that of participants and other volunteers.
2. Ensure that any adverse occurrences / hazards are recorded, appropriate action is taken, and that incidents are reported to Gaisce.
3. Ensure strict compliance with guidelines issued by Gaisce and particularly Gaisce's Child Protection Policy available on the Gaisce website (www.gaisce.ie).

Gaisce Policies

Child Protection

1. Gaisce is committed to safeguarding the well-being of participants in the Award programme. In all matters concerning child protection, the welfare and protection of a young person is paramount and a Child Protection Policy is available on Gaisce's website (www.gaisce.ie).

Bullying

1. Gaisce is committed to providing an environment free from bullying. A procedure to deal with bullying is specifically provided for in Gaisce's Child Protection Policy document which is available on Gaisce's website (www.gaisce.ie).
2. Any employee who believes that they have been subjected to bullying should report the matter to the Chief Executive or the Chairperson of Gaisce, both of whom can be contacted at Gaisce's Dublin office.

Harassment / Sexual Harassment

1. Gaisce is committed to providing an environment free from harassment / sexual harassment.
2. A procedure to deal specifically with harassment / sexual harassment is provided in Gaisce's Employee Handbook which is issued to all employees.
3. Any employee who believes that they have been subjected to harassment / sexual harassment should report the matter to the Chief Executive or the Chairperson of Gaisce, both of whom can be contacted at Gaisce's Dublin office.

Stress

1. Gaisce is committed to providing an environment free from undue stress.
2. A procedure to deal specifically with stress is provided for in Gaisce's Employee Handbook which is issued to all employees.
3. Any employee who believes that they has been subjected to undue stress should report the matter to the Chief Executive or the Chairperson of Gaisce, both of whom can be contacted at Gaisce's Dublin office.

Smoking

1. Gaisce is committed to providing premises and workplaces that are smoke free in accordance with current legislation.
2. A smoking free environment is to be strongly encouraged at all Gaisce events.

3. Any person who wishes to raise an issue relating to smoking in public places as it relates to Gaisce activities should address the matter to the Chief Executive or the Chairperson of Gaisce both of whom can be contacted at Gaisce's Dublin office.
4. The use of tobacco should be actively discouraged and Gaisce staff and PALs should not smoke in front of participants.

Use of Alcohol

1. Where children are involved in Gaisce activities and alcohol is available to adults present it should be consumed in a responsible manner and not made available to children.
2. The laws governing the purchase and consumption of alcohol and tobacco should be observed at all times.
3. Use of alcohol or tobacco by participants is not to be tolerated.
4. Any person who wishes to raise an issue relating to the consumption of alcohol as it relates to Gaisce activities should address the matter to the Chief Executive or the Chairperson of Gaisce both of whom can be contacted at Gaisce's Dublin office.

Illegal Substances and Substance Abuse

1. The possession or use of an illegal substance, and the abuse of any substance, is forbidden at Gaisce activities.
2. Any person who wishes to raise an issue relating to the possession or use of an illegal substance, or the abuse of any substance as it relates to Gaisce activities should address the matter to the Chief Executive or the Chairperson of Gaisce both of whom can be contacted at Gaisce's Dublin office.

Facilities

1. Gaisce is committed to providing and maintaining facilities that are hazard free in so far as this is reasonably practical.
2. Any person who identifies possible hazards is required to take immediate action to address them and to report same to the appropriate people.

Use of mobile phones and other devices

1. It is company policy that employees switch their mobile phones off or over to voicemail while driving (even where there is a hands free facility) and should only make or return calls at the end of the journey or when they are able to stop the vehicle in a safe place which will not compromise driver or vehicle safety.

Driving

1. All Gaisce staff should be aware, at all times, of the dangers of driver fatigue and take the necessary steps to avoid it. The only way to address fatigue is by sleeping. Make a choice not to drive when tired or follow these guidelines to prevent fatigue:
 - get a good night's sleep before heading off on a long trip,
 - don't travel for more than eight to ten hours a day,
 - take regular breaks - at least every two hours,
 - don't travel at times when you'd usually be sleeping,
 - take a 15 minute power-nap if you feel yourself becoming drowsy.
2. Gaisce requires all persons who use their vehicles in the course of Gaisce business to adhere fully with the Road Traffic Acts and the Rules of the Road and to ensure that their vehicles are in a good state of repair at all times.
3. Use of a personal car for the purposes of carrying out Gaisce's business, including travel to and from meetings with PALs, must be covered by insurance.
4. Employee must notify their motor insurer of the extent they use their personal motor vehicle on the business of their employer so that the appropriate Class of Business Use to be covered can be determined and arranged i.e. Class 1, Class 2 or Class 3.
5. Motor insurers are to endorse the current Certificate of Motor Insurance under Persons or Classes of Persons whose liability is covered specifically noting an indemnity to the Gaisce - The President's Award as the employer. Employees are obliged to ensure this is in place and to provide a copy of this insurance if requested to do so.

The Adventure Journey

1. Gaisce is committed to ensuring that all of its events are organised and delivered in a safe manner.
2. Personnel organising events are required to ensure that venues are suitable and that people participating in the events are safe in so far as is reasonably practical.
3. Personnel who are in doubt as to the suitability of venues or organisational arrangements should take immediate reasonable steps to ensure that no one is put at risk and inform the appropriate people.

Reporting & Investigation

1. Gaisce requires that all accidents / incidents and near misses (where chance alone prevented injury) be immediately verbally reported to Gaisce, and be formally recorded with a written report being submitted without undue delay and within 72 hours.
2. If during a Gaisce event a threat to the good health and safety of participants and volunteers becomes apparent, the activities should as far as possible be stopped or altered to ensure the safety of those involved.

The matter should be reported to Gaisce, and be formally recorded with a written report being submitted within 72 hours using the form at Appendix B.

3. Where Gaisce deems it necessary, a formal investigation will be completed by a competent person, where the root cause(s) will be identified, controls to militate against re-occurrence identified, and such controls and any other recommendations communicated and implemented.

External Contractors

1. Gaisce is committed to providing certified external contractors in the completion of such works as may become necessary.
2. Gaisce personnel employing contractors should strive to ensure that such contractors are qualified, appropriately affiliated, insured, and tax compliant.
3. Personnel in any doubt should contact the Gaisce office at 01 617 1999 or mail@gaisce.ie.

Insurance

1. Gaisce has in place a public liability policy which includes staff, council, participants, PALs, and the Gaisce Alumni Network.

Training

1. Gaisce will provide training to employees as is appropriate.
2. Gaisce will provide training workshops at which PALs are required to attend before taking on the duties and responsibilities of a President's Award Leader.

Communication / Consultation

1. Gaisce policy is to communicate openly with all stakeholders and in that context the Chief Executive is available to Gaisce employees.
2. Gaisce operates an inclusive consultative policy within the organisation with regard to the development and revision of procedures and activities. Suggestions and inputs from all interested sources are welcome.
3. All Gaisce employees are required to take a pro-active interest in health, safety, and welfare matters and to communicate any ideas or concerns they may have to work colleagues and the Chief Executive.

Discipline

1. Compliance with health, safety and welfare at work legislation and guidelines is a condition of employment for all Gaisce employees.
2. Failure to comply with health and safety requirements may lead to the application of Gaisce disciplinary procedures as are stated in the Employee Handbook which is issued to all Gaisce employees.

First Aid

Gaisce provides First Aid - Basic Life Support / AED - Training to all employees.

Gaisce provides first aid kits at Gaisce owned or operated premises.

Gaisce provides and is trained to operate a defibrillator at the Dublin office.

Risk Assessments

Note: Gaisce employees' work activities are generally office or institution based, i.e. schools and the promotion of a personal development programme for young people. Work normally engaged in by Gaisce employees does not generally entail activities with particular intrinsic hazards.

All Gaisce employees who engage in any form of Gaisce related activity should always conduct a basic hazard analysis and risk assessment, including what could go wrong, the probability of it going wrong, and the consequences of it going wrong. The object of a hazard analysis and risk assessment is to remove the hazard if possible or reduce the risk if the hazard cannot be removed.

Gaisce is committed to monitoring processes, policies and procedures to maximise the safety of the Award programme for all participants and volunteers. Depending on the participants chosen activity, all sections of the Award may contain an element of risk that needs to be fully assessed and properly managed. This risk assessment and risk management should be done jointly by the PAL and participant in conjunction with the activity supervisor and the participants' parents. Further detail on this is available in the Gaisce Handbook. A risk assessment template is provided in Appendix C of this document.

Appendix A: Organisation Chart

Appendix B: Accident / Incident Report Form

Appendix C: Template for Risk Assessment

Award Activity: _____

Who may be harmed?					
Staff		Volunteers		Other	
Employees		Participants			

Significant Risks	H	M	L

H = High Risk M = Medium Risk L = Low Risk

Control Measures

Information, Instruction, and Training

Personal Protective Equipment Equipment required to support the activity

Remember: PPE is always a last resort

Appendix D: Manual Handling Risk Assessment Checklist

Check	Yes	No
Is the load is too heavy?		
Is the load is too large?		
Is the load too difficult to grasp or unwieldy?		
Does the load need to be held away from the body?		
Is the physical effort too strenuous?		
Is the physical effort only achieved by a twisting movement of the trunk?		
Is the physical effort likely to result in a sudden injury?		
Is the physical effort made with the body in an unstable posture?		
Is there enough room to carry out the activity?		
Is the floor uneven, slippy, or unstable?		
Is there adequate ventilation and suitable temperature?		
Is there over-frequent or overly prolonged physical effort involving the spine?		
Is there sufficient rest or recovery period?		
Is there excessive lifting, lowering or carrying distances?		
Other questions as appropriate		

Appendix E: Fire Hazard Risk Assessment Checklist

Check	Yes	No
Is an emergency plan in place for the workplace?		
Are regular fire drills conducted and monitored to put improvements in place?		
Are the extinguishers suitable for the purpose and of sufficient capacity?		
Are there sufficient extinguishers sited throughout the workplace?		
Are the right types of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?		
Are signboards or a safety colour (or both) used to mark permanently the location and identification of fire-fighting equipment?		
Have the people likely to use the fire extinguishers been given adequate instruction and training?		
Is the use of fire-fighting equipment included in the emergency plan?		
Are all fire doors and escape routes and associated lighting and signs regularly checked?		
Is all fire-fighting equipment regularly checked?		
Is all other equipment provided to help means of escape arrangements in the building regularly checked?		
Are there instructions for relevant employees about testing of equipment?		
Are those who test and maintain the equipment properly trained to do so?		
Are the extinguishers suitable for the purpose and of sufficient capacity?		
Are there sufficient extinguishers sited throughout the workplace?		

Ratra House
North Road
Phoenix Park
Dublin 8

01 617 1999
mail@gaisce.ie