

# BEaT Centre

BALBRIGGAN ENTERPRISE & TRAINING CENTRE CLG

**Head Office**

**Safety Statement**

**And**

**Risk Assessments**

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# 1 Introduction:

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Balbriggan Enterprise and Training Centre Clg is a non for profit, community initiative helping Small to Medium size business bloom and grow within a thriving modern enterprise centre.

BEaT GLG is a 22,000 sq ft modern facility designed especially for the start-up / developing business.

Comprising of individual office / workspace and light industrial units, with a centralised reception office.

The Centre opened its doors to its first clients in 2000 and since then has housed over 150 start-up business, many of which developed into strong businesses, bring employment and sustainability to the local area.

The Centre is overseen by a voluntary Board of Directors, who were sourced from the Local Enterprise Board, Fingal County Council, Prominent Local Businesses, Local Community Representatives, Solas and Local Credit Union. Each giving their invaluable time and experience to create a sustainable Centre to help promote and encourage new and exciting ventures.

The Centre offers the following to new and start-up Companies.

- Workspace and premium office space (ranging from 120 sq. ft – 2,000 sq ft)
- Own door units with 24-hour access
- Training Rooms / Meeting Rooms for hire on a day by day or contract agreement
- E- Fibre Broadband
- Wi-fi
- Direct dial phone system with full range of voice mail options
- Full-time reception
- Free car parking
- Disabled access to all areas of building
- Fully compliant with Health and Safety building regulations
- Central Fire Alarm
- Canteen Facilities in Training Unit
- C.C.T.V. in operation throughout the Centre

## 2 Safety, Health and Welfare at Work Policy

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The Safety, Health and Welfare at Work Act, 2005 requires both employers and employees to consider safety as a joint responsibility. We seek your co-operation in ensuring that safe working and good housekeeping becomes an instinctive habit.

It is the policy of BEAT CENTRE MANAGEMENT, in recognising that its human resources are its most valued assets, to provide appropriate conditions for work, consistent with statutory obligations and which secure the highest standards of health, safety and welfare within our working environment.

Management is committed to conducting its business without exposing employees, so far as is reasonably practical, to hazard at work, by adhering to the provisions of the Safety, Health & Welfare at Work Act, 2005 and SI No.299 of 2007.

The Safety Policy of this Company is based on the following points:-

- a) Standards of safety, health and welfare must be maintained to the highest level
- b) The statutory obligations are the minimum standard for which all employees are responsible and the aim must be to attain higher standards
- c) An integral part of effective management in our business is an awareness that high standards of safety, health and welfare are required
- d) Should an employee be found to have been culpable negligent in the matter of health and safety, or have contributed to an accident through personal neglect, then they may be subject to disciplinary procedures which could result in dismissal (See Section 7).
- e) The Safety Statement shall be reviewed on an annual basis and its operation monitored.
- f) Employees at all levels, shall receive sufficient training in the safety, health and welfare aspects of their work, to ensure that they are aware of potential hazards and the action required to overcome them.
- g) It is a legal requirement of the Act, that all employees co-operate to prevent injury to themselves and to others.

Signed

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Date:

### 3 Management's Responsibilities

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The responsibility for the achievement of acceptable health and safety practices, rests with management and to that extent an Organisational Structure has been prepared

**The Manager of the BEaT Centre, on behalf of the Employer has the following responsibilities:**

- That adequate resources are made available, in terms of time, finance and personnel, in order that the Safety Policy may be carried out effectively.
- That all staff under his/her control are fully aware of their responsibilities in relation to occupational safety and health
- That all staff under his/her control are accountable for their performance in relation to occupational safety and health
- That risks to Employees are assessed and managed.
- That all staff under his/her control receive adequate training in health and safety including any specialist training that they might require, i.e. manual handling etc.
- That safe systems of work are incorporated in all appropriate activities
- That all equipment will receive routine inspection and maintenance in accordance with legislative standards and good practice. Records will be maintained of these facts.
- That all dangerous parts of machinery are adequately safe guarded
- That there is an adequate and workable disciplinary procedure in existence which can be used objectively to deal with wilful breaches of safety rules and regulations.
- That all employees understand that health and safety information is available as a right under the Act.
- That a comprehensive fire and emergency plan is prepared and communicated to all employees
- That adequate procedures are in place for consultation regarding safety, health and welfare with employees
- That the content of the Safety Statement is communicated to all employees by their supervisor and that the up-to-date Safety Statement are always available to employees through their supervisor
- That all incidents and dangerous occurrence are fully investigated and prompt action taken to prevent recurrence. (See Accident Reporting)
- That trained first aiders are available at all times, commensurate with employee numbers
- Finally, but very importantly, BEAT CENTRE MANAGEMENT recognises that it is his obligation to actively promote the Safety, Health & Welfare at Work Act, 2005 and is committed to this.

## 4 Supervisor and Line Manager responsibilities:

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- Supervisors are in an effective position to inspire and maintain the safety consciousness of the employees and they shall in particular:-
- Maintain safe working conditions and practices by being alert to and immediately correcting unsafe conditions
- Communicate with personnel under their supervision regarding the Safety Policy, procedures and conditions
- Investigation and report all accidents for cause, including those which result in minor injury, or where potential for serious injury was present (section 5 of this document)
- Be open to discussions with employees regarding suggestions on improving any safety standards or protocol in place.

## 5 Employee Obligations (Section 13 of The Safety, Health and Welfare at work Act 2005)

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- All Company employees are expected to co-operate fully with all provisions taken by the Manager or their supervisor for ensuring the safety, health and welfare of employees, non-employees and customers
- To take reasonable care of their own safety and health and also that of other workers who might be affected by their actions or omissions whilst at work
- To immediately report all incidents, dangerous occurrences, unsafe conditions and unsafe acts to a supervisor or a Company
- Check all equipment prior to use. If any faults are identified report to management, label as out of use and seek suitable replacement.
- Employees are expected to adhere to all safe systems of work, wear personal protective equipment (PPE) provided and use all safety equipment.
- Not to intentionally or recklessly interfere with or misuse any equipment or appliance or PPE which is provided for securing the health and welfare of persons at work
- Employees who do not adhere to the safety rules may be subject to disciplinary action
- Assist in the compilation of accident reports and any investigation being carried out as a result of an occurrence or accident
- You are reminded that employees have specific Statutory Responsibilities laid out under the Safety Health & Welfare at Work Act, 2005
- It shall be the duty of every employee, taking into account training and instruction given by Management, to make correct use of all store equipment, apparatus and substance

## 6 Safety Representatives

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- Employees have the right to make representative to and consult their employer on matters of safety, health and welfare in their place of work.
- Under the Act, employees have the right to select from amongst their number, a representative, to represent them in consultation with management
- A Safety Representative shall have the right to such information from management as is necessary to ensure, so far as is reasonable and practical, the safety and health of employees
- The Safety Representative shall, as far as reasonably practicable, have time off without loss of pay, to acquire the knowledge necessary to discharge their function whilst at work
- They will whenever possible, promote safe working practices amongst fellow employees and will where possible report and/or correct any unsafe acts observed
- The safety representative will be immediately informed when an inspector of the Health & Safety Authority visits the premises and will be facilitated in every possible way with the discharge of their functions. They will not suffer any disadvantage of these functions.

## 7 Accident Investigation

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- All accidents to persons, whether or not in the employ of BEAT CENTRE MANAGEMENT, resulting in injury, however slight, must be recorded in the Accident Report book. In addition, accident forms must be completed fully, witness statements recorded and photographs taken of the scene of the accident (where applicable).
- All accidents and dangerous occurrences will be investigated.
- Any accident that prevents a person from working for three days or more must be identified to the Health & Safety Authority.
- All employees are obliged to co-operate with these investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident.
- The Accident Investigation form is available through the Safety Statement Folder

## 8 Disciplinary Proceedings

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- We believe that, except for any case of gross negligence of the safety regulations, which may warrant instant dismissal, the employee should be warned of any short comings and given a reasonable opportunity to right them.
- Should it be necessary to take formal action, because minor or persistent breaches of safety regulations, a verbal warning will be given. This warning will indicate the specific regulation in which has been breached, how it is to be rectified and the time limit which it has to be achieved in. It will be entered into the employees personal file.
- If the required improvement is achieved, the employee will be informed and this will be entered into their personal file.
- Should the required improvement not result within the desired period, a written warning will be given. This warning will indicate that continued failure to meet the required standards within a further stated time may result in dismissal. This warning will be conveyed in writing to the employee.

## 9 Consultation with Employees

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- BEAT CENTRE MANAGEMENT fully acknowledges Section 13 of the Act as being an integral component of the Safety Policy, and will be responsible for co-ordinating consultation with the workforce and provide appropriate information to the workforce.
- The principle mechanism for consultation with the workforce will be via BEAT CENTRE MANAGEMENT. As already mentioned in Section 4 of this document, the employees have the right to elect a person from their body, to act as safety representative and communicate on their behalf with the management of BEAT CENTRE MANAGEMENT.
- Each employee will be afforded the opportunity to make representation on any topic of concern with regard to safety, health and welfare in the workplace. This consultation may be with BEAT CENTRE MANAGEMENT or the Safety Representative as appropriate.
- Management will as far as reasonably practical, take account of any representations made by the employees and/or Safety Representative on matters concerning safety, health and welfare.
- Management will share information gathered regarding risk assessments.

## 10 Health & Welfare

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- Employees having contact with anyone suffering from a contagious disease should at once inform BEAT CENTRE MANAGEMENT
- Any employee aware that a fellow worker may have been exposed to disease or contamination, should bring this matter to light.
- All certified and short term absence should be reported to BEAT CENTRE MANAGEMENT or supervisor as soon as possible.
- Facilities are provided for employees to partake of refreshments, such as coffee and tea, along with foodstuffs they supply themselves. It is in everybody's best interest to maintain these areas free from uneaten or discarded food. Crockery and cutlery is to be returned to the kitchen and stored correctly after use.
- Sanitary and washing facilities are on hand within the office and are serviced and hygienically maintained on a daily basis.
- Employees must maintain a high degree of personal hygiene at all times.
- Certified training in first aid will be carried out to allow at least one staff member to be on duty at all times.

## 11 Safety Audits

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- A safety audit will be carried out on a regular basis and a record maintained of same
- Procedures or work practices as laid out in this Safety Statement may be changed as a result of these audits.
- Each identification hazard will have a written risk assessment carried out, based on the frequency of employee exposure to the hazard and the severity of the probable injury.
- The initial hazard identity and risk assessment will be carried out in conjunction with contract Consultant experienced in this field and who may be used in future audits/assessments.
- Safety audits shall consider the following areas: -
  - Slip hazards in kitchens and toilets
  - Office work
  - Lifting objects that could lead to back strains
  - Electrical equipment defective leads
  - Fire extinguishing equipment condition and location
  - Emergency lighting condition
  - Stair and step carpet/tile condition
  - Utility room housekeeping
  - Storage of objects
  - Housekeeping

## 12 Risk Assessment

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Section 19 of the 2005 Act requires that the safety statement be based on an identification of hazards and an assessment of risks to safety and health at the workplace.

A **hazard** is defined as anything that can potentially cause harm and includes, human injury, damage to property, and damage to the environment or a combination of these. (e.g. lifting heavy loads, chemical contact, and hot surfaces).

- All foreseeable hazards associated with the work are identified in a systematic manner using various techniques including inspections of all areas, formal and informal employer/employee/client discussions, job safety analysis etc. All hazards will be identified, where risk assessment and control measures will be included and detailed.
- In order to address specific hazards a risk assessment is completed.

**Risk** is a combination of the likelihood of an accident or case of ill-health happening and the consequences of such an accident (e.g. back injury, chemical burn). **Risk assessment** is the process of evaluating the magnitude of the risk to the health and safety of workers at work.

- Wherever possible, risks are eliminated and designed out of the workplace if reasonably practicable or reduced to an acceptable level by control measures and resources to safeguard health and safety.
- As part of the risk assessment each risk is examined and categorised according to the probability of the undesired event and the possible consequences, the control arrangements made and resources provided and the reliability of the controls, to ensure a tolerable level of risk.
- Risk assessments are included in the appendices

## 13 Contractor Safety Management

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- Prior to engagement, BEAT CENTRE MANAGEMENT shall assess the competence of all contractors who are to be engaged to undertake work.
- The assessment of Contractors will include as a minimum the following:
  - i. That the Contractor has an appropriate safety Statement and risk assessments
  - ii. That the Contractor staff is competent to undertake the role required of them and has appropriate training
  - iii. That the Contractor has adequate insurance
- It is acknowledged recognised that the presence of employees from contract companies who are not employees may give rise to hazardous situations.
- We wish to ensure the safety of contractors and non-employees from hazards existing within these premises.
- To ensure that the safety needs of both parties are anticipated, all contractors and non-employees, engaged in work related to these premises, contractors will be inducted into existing site rules, with formal records of induction maintained.
- Two way communications with contractors is vital in order to identify possible hazards and implement suitable control measures.
- Occasional visitors e.g. potential contractors or repair companies will be accompanied by a member of staff at all times. This staff member will make the visitor aware of the Fire & Evacuation procedure and will verbally warn the visitor of other hazards relevant to the nature of the visit.
- Under no circumstances will contractors use BEAT CENTRE MANAGEMENT electrical or access equipment (ladder, steps etc.) without the express permission of the Management.

## 14 Emergency Plans

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- A co-ordinated Fire & Emergency Plan has been drawn up to ensure a co-ordinate response to any emergency such as fire or bomb threats. This is available for the building as a separate document.
- Once the evacuation scheme is operating effectively the additional structures necessary for the Fire and Emergency Plan will be put into place.
- The Fire & Emergency Plan will be reviewed on a yearly basis.
- The evacuation plan includes the naming of designated employees who are in charge of implementing measures to ensure the safe evacuation of all personnel from the premises.

### **Evacuation Plan**

Training in evacuation shall take place twice per year. All employees, without exception, shall take part in this or any other safety exercise as BEAT CENTRE MANAGEMENT sees fit.

Where an employee is unsure as to their specific role or action in an emergency, they must notify the management who will take whatever steps are necessary to rectify this situation.

## 15 Training

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- All staff employed by BEAT CENTRE MANAGEMENT will receive induction training on commencement of employment.
- Employees may receive, during time off from their duties, without loss of remuneration, to receive adequate safety and health training.
- Where tasks are entrusted to an employee, his/her capabilities in relation to safety and health are taken into account.
- Additional training will be carried out as areas of weakness are identified.
- Management personnel will receive all necessary training to ensure that they have the required skills and knowledge to manage their areas safely and without risk to health.
- A training record is maintained by management on all personnel employed by BEAT CENTRE MANAGEMENT. This record shows the type, duration and certification attained by employees.

## 16 Resources

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- BEAT CENTRE MANAGEMENT, in its obligations to secure the safety, health and welfare of his employees commits to the provision of training and the improvement of existing facilities as required
- The services of independent consultant will be made available as necessary.
- BEAT CENTRE MANAGEMENT, in fulfilling their obligations towards safety, health and welfare will ensure that no financial cost is involved by any employee.
- BEAT CENTRE MANAGEMENT shall supply, free of charge, personal protective equipment, where the use of such equipment is exclusive to that place of work.

## 17 Revision

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- The Health & Safety Statement will be reviewed on an annual basis by BEAT CENTRE MANAGEMENT and at the monthly safety meetings if required.
- Revisions will be required should the names of people change, risks differ or legislation occurs.

<b>Revision No.</b>	<b>Date</b>	<b>Description</b>
1		
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## 18 First Aid

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### 18.1 First aid box stock

The first aid boxes are checked regularly, and the contents include:

- Box of adhesive plasters
- 1 sterile eye pad with bandages
- 2 X 3" roller bandages
- 2 X 2" roller bandages
- 2 triangular bandages
- 2 burn bandages
- 2 sterile dressings – 10 X 8cm.
- 2 sterile dressings – 13 X 9cm.
- 1 sterile dressing – 28 X 17.4 cm.
- 1 packet cotton wool
- 1 packet white lint would be dressing
- 1 paramedic shears
- Box of antiseptic wipes
- 1 pair of medical gloves
- 1 sterile water pack (eye wash)
- 1 packet of safety pins
- 1 isolate face shield

## **18.2 First aiders**

Our occupational first aiders are found on all staff notice boards and are

**Paula Howath**

**Ria Stubbs**

**First aiders must not dispense tablets or medication. Under no circumstances is a supply of Panadol, Aspirin or any other form of medication be kept in the first aid boxes.**

<b><u>EMERGENCY CONTACT</u></b>	<b><u>CONTACT INFORMATION</u></b>
<b><u>Organisation Address</u></b>	BEaT Centre Stephenstown Industrial Estate Balbriggan Co. Dublin
<b><u>Medical Emergency</u></b>	Emergency dial 999 or 112
<b><u>Fire</u></b>	Dial 999 or 112  Local Fire Brigade: Tara Street
<b><u>Electrical</u></b>	ESB      1850-372-999
<b><u>Gas (leaks etc.)</u></b>	Bord Gáis Eireann (BGE) 1850-200-550
<b><u>Organisation Emergency Contact</u></b>	Ria Stubbs
<b><u>Occupational First Aid</u></b>	•Paula Howath
<b><u>Fire Wardens</u></b>	
<b><u>Evacuation Chair Trained</u></b>	

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## 19 Essential Health and Safety Policies

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### 19.1 Dignity at Work

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BEAT CENTRE MANAGEMENT is committed to providing a work environment which is free of harassment, bullying and any other inappropriate behavior and will implement and promote measures to protect the dignity of employees and encourage respect for all in the workplace. A work environment free from harassment, sexual harassment, bullying, racism and disrespectful behavior is to be achieved by clearly outlining what type of behavior is not tolerated by BEAT CENTRE MANAGEMENT and prohibiting such behavior. Furthermore, should such behavior occur, BEAT CENTRE MANAGEMENT will seek to prevent its recurrence by dealing effectively with any complaints lodged alleging such conduct.

BEAT CENTRE MANAGEMENT also aims to protect the dignity of employees by welcoming diversity and promoting employment equality in all its dealings with employees.

**AIM:**

This policy sets out a non-exhaustive list of behaviors that may constitute bullying, harassment or inappropriate behavior, and the procedures available should an employee wish to make a complaint with regard to inappropriate conduct. The policy applies to all employees whether permanent or fixed-term, full-time or part-time, and irrespective of length of service. All employees must be aware of the effect their own behavior may have on others. Everyone in BEAT CENTRE MANAGEMENT has a responsibility to prevent bullying and harassment and to report any instances that they are a party, or a witness, to.

Bullying or harassment can involve employees in many different work situations and at all levels:

- Company to employee;
- Employee to Company;
- One employee to another or group to group;
- Customer or business contact to employee;
- Employee/Company to customer or business contact.

The policy applies to non-employees also such as agency workers, contractors, clients, suppliers and other service providers.

The policy extends to improper behavior on BEAT CENTRE MANAGEMENT premises and anywhere else while on company business, and to work-related events including training, conferences and social events.

There is a particular responsibility on management to ensure the prevention of incidents of bullying/harassment, and to take action should any incidents be brought to their attention. Furthermore, Managers are required to act if they suspect any form of harassment, bullying or inappropriate behavior, even if no complaint has been made.

Any allegations of bullying, harassment or other inappropriate conduct will be taken seriously and dealt with in a sympathetic, efficient and effective manner. An individual will decide what behavior is acceptable - not what the perpetrator, employer or another colleague finds acceptable.

BEAT CENTRE MANAGEMENT reserves the right to use the disciplinary procedure, up to and including dismissal, where a complaint of bullying or harassment is upheld.

BEAT CENTRE MANAGEMENT will, provide training for all employees on the prevention of bullying and harassment in the workplace.

### **Rights and Responsibilities**

Employees who feel that they are being bullied or harassed in any way in the workplace are encouraged to approach their line Manager. All complaints of bullying/harassment will be dealt with sensitively and in the strictest confidence as far as is reasonably practicable. Complaints will be investigated promptly and in an impartial manner.

Only if incidents are reported or observed can BEAT CENTRE MANAGEMENT ensure that action is taken to correct the situation. BEAT CENTRE MANAGEMENT reserves the right to take steps to prevent suspected bullying/harassment even if a complaint is not submitted.

An employee who makes a complaint, or is otherwise involved in an investigation, must not be victimised for doing so. If it is found that an employee is being victimised, the disciplinary procedure will be invoked.

Furthermore, if an employee is found to have made a malicious or vexatious complaint, the disciplinary procedure will be invoked.

An allegation of harassment or bullying remains an allegation until an investigation is completed. An employee against whom an allegation is made will be entitled to the same support from the organisation as the complainant. He/she will be entitled to a fair and impartial hearing, including the right to bring a representative and to challenge the claim.

If an allegation is upheld, disciplinary action may be taken against the perpetrator.

BEAT CENTRE MANAGEMENT will monitor the operation of this policy and reserves the right to amend it to improve its effectiveness.

### 19.1.1 Harassment, Sexual Harassment and Bullying

#### **Harassment**

Harassment is any form of unwanted conduct, related to the following grounds:

1. Marital status;
2. Family status;
3. Sexual orientation;
4. Religion;
5. Gender;
6. Age (16+);
7. Disability;
8. Race; or
9. Membership of the Travelling Community;

which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The nine grounds set out above are established by the Employment Equality Acts, 1998-2007. To constitute harassment, the behavior can be a one-off event or persistent and repeated behavior. It can be:

- Non-verbal - Looks, gestures, isolation, exclusion, refusing to listen to a point of view, pictures, emails, text messages;
- Verbal - Spoken words, shouting, unfair and excessive criticism, jokes, comments;
- Physical - Pushing or shoving; production, display or circulation of words, pictures, materials.

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with appropriately.

#### **Sexual Harassment:**

Sexual harassment is defined *as any form of unwanted conduct of a sexual nature, being conduct which has the purpose or effect of violating a person's dignity in creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*

Sexual harassment may occur between men and women or between persons of the same gender. A single incident may constitute sexual harassment. It can be:

- Non-verbal - Looks, gestures, whistling, suggestive symbols, pictures, emails, text messages;
- Verbal - Advances, propositions, suggestions, jokes, comments, innuendo;
- Physical - Groping, kissing, fondling, unnecessary touching, assault or rape;
- Gender-based conduct - Conduct that denigrates, ridicules or is intimidatory or physically abusive of the employee because of his or her gender.

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with appropriately.

### **Bullying:**

Any form of bullying is prohibited by BEAT CENTRE MANAGEMENT. Bullying is defined as repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behavior described in this definition may be an affront to dignity at work, but, as a once off incident, it is not considered to be bullying.

Bullying is distinct from conflicting views in the workplace or dissatisfaction with work practices, which should be raised with the appropriate line manager in order to have any such grievances or difficulties resolved.

Bullying can take the following forms:

- Physical Contact;
- Verbal abuse, humiliation;
- Implied threats, intimidation, aggression;
- Jokes, offensive language, gossip, slander, offensive songs;
- Posters, photocopied cartoons, graffiti, obscene gestures, flags and emblems;
- Isolation or non co-operation or exclusion from social activities;
- Intrusion by pestering, spying and stalking;
- Repeated impossible deadlines or impossible tasks;
- Unfair and excessive criticism;
- Blame for things beyond the person's control;
- Undermining behavior, excessive monitoring of work;

- Repeated unreasonable assignments to duties, which are obviously unfavorable to one individual;
- Vandalism of personal property.

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with accordingly.

#### **Other Inappropriate Behavior:**

Harassment can be a once-off incident of inappropriate behavior which is predicated on one of the nine discriminatory grounds set out earlier. Bullying refers to repeated inappropriate behavior which does not refer to any of the nine grounds.

However, inappropriate behavior may occur which is neither repeated nor linked to one of the nine discriminatory grounds, and an employee should use the procedures set out herein to have the issue addressed.

#### **Performance Management:**

The legitimate management of performance, carried out in line with BEAT CENTRE MANAGEMENT's performance management system and in an appropriate manner, does not constitute bullying, harassment or inappropriate behavior.

#### 19.1.2 Complaints Procedure:

All employees have a right to make a complaint if they feel they have been harassed, sexually harassed or bullied, and they should follow the steps in the following procedure. There is a two-tiered approach in the procedure – informal and formal – to address the issue of bullying or harassment in the workplace.

If an employee believes that they have witnessed bullying or harassment, he/she should report the incident to his/her line Manager.

#### **Informal Procedure:**

The purpose of the informal procedure is to ensure that complaints of bullying, harassment or other inappropriate behavior will be handled effectively, efficiently and in a confidential and sensitive manner, ideally at local level:

- If you feel as if you are being bullied or harassed, the first step you should take is to approach the individual and ask him/her to stop the offending behavior. You should inform the alleged

bully/harasser of BEAT CENTRE MANAGEMENT's Dignity and Respect at Work Policy, and advise him/her that if the behavior continues, you may have to make a formal complaint;

- If you are unsure how to approach the individual in this way, you can ask for advice from your line Manager.
- If this approach fails to resolve the issue, or if you feel unable to raise the issue directly with the alleged bully/harasser, you should bring your complaint to the attention of your line manger/other manger/HR Dept. The relevant person will make a note of the details of your complaint and will discuss possible courses of action with you.
- Such courses of action may include mediation by the Line Company or another appropriate person (this may be an external professional mediator should BEAT CENTRE MANAGEMENT deem this appropriate).

In instances where you are unsure whether the behavior constitutes bullying/harassment, you should discuss this with your line Manager.

Any individual involved in the informal procedure is bound by confidentiality.

### **Formal Procedure:**

In the event that the informal complaint has failed, or the informal process is inappropriate in the circumstances, the complainant can progress to the formal procedure. Choosing to bypass the informal process will not reflect negatively on the employee concerned. These are the steps that individuals must follow in the formal procedure.

#### ***Lodging a Formal Complaint***

- Put your initial complaint in writing and submit to your line Manager/HR Dept;
- If your line Manager is involved in the incident, submit the complaint to the next Company in succession or the HR Dept;
- The HR Department will meet with you to confirm receipt of the complaint and ensure that you understand the procedures involved. The Dignity and Respect at Work Policy will be provided to you;
- All complaints will be treated in strictest confidence, as far as practicable, and will be handled with sensitivity;
- Only individuals necessary to the investigation will be involved in the process, and all parties will be bound by confidentiality. Breaches of confidentiality may result in the disciplinary procedure being invoked.
- The person complained against will be notified in writing of the details of the complaint;

- Both parties should be given a general outline of timeframes for processing the complaint.

### ***Investigation***

- An investigation will be initiated by BEAT CENTRE MANAGEMENT/HR representative who received the complaint, and an investigation panel will be put in place by this individual. This panel may consist of two persons, and will include a representative of management and a HR Representative. BEAT CENTRE MANAGEMENT may, however, engage an external independent investigator if it is deemed appropriate in the circumstances;
- If one of the parties to the complaint is dissatisfied with one of the individuals on the investigation panel, he/she should lodge the objection in writing with BEAT CENTRE MANAGEMENT/HR representative who initiated the investigation. BEAT CENTRE MANAGEMENT/HR Representative will consider the objection and make a determination on whether the investigation panel should be changed, or whether the objection does not have sufficient grounds to require this course of action;
- The investigation will be thorough, objective and take all reasonable steps to establish the validity or otherwise of the complaint. All parties will be treated with sensitivity and respect throughout;
- The investigation panel will explain to the complainant and the person complained against, the steps in the process and likely timeframes;
- Meetings will be held with all relevant parties to establish a comprehensive understanding of the facts of the complaint;
- All parties, including witnesses, will have the right to be accompanied by a colleague **at** these meetings;
- Notes will be taken at these meetings and will be agreed and signed off by the participants. The notes will be forwarded to the complainant and person complained against. Any other relevant evidence will be similarly forwarded to the appropriate parties;
- Where necessary, parties to the complaint will be suspended with pay to allow for a fair and thorough investigation. Such a suspension is **not** a disciplinary sanction and this should be made clear to the relevant individuals.

### ***Outcome of Investigation***

- When the investigation has been completed, a report will be compiled by the investigation panel outlining the details of the investigation and what evidence was collected. The conclusion of the report will state whether or not the bullying/harassment complaint has been upheld and may make a recommendation on what action to take (e.g. disciplinary procedure should be invoked, or training or counseling is required);
- The report will be submitted to BEAT CENTRE MANAGEMENT/HR representative who initiated the investigation who will examine it for thoroughness, objectivity and reasonableness;
- BEAT CENTRE MANAGEMENT/HR representative will forward the report to the complainant and the person complained against;
- Both parties have the right to comment on the findings of the report in writing, within 7 days of the report being issued;
- Subsequent to receipt of the report, the complainant and the person complained against will be informed of the next steps (e.g. disciplinary procedure being invoked).

### ***Disciplinary Action***

- If a disciplinary hearing is required, the organisation's disciplinary procedure will be followed, and all rights of natural justice will be afforded to the employee concerned;
- The disciplinary procedure should be forwarded to the employee in advance of the hearing, along with any other information that is pertinent to the hearing;
- Where bullying/harassment is found to have occurred, disciplinary action, up to and including dismissal, may be required;
- In cases where it is discovered that the complainant made a false accusation of bullying/harassment, the disciplinary procedure may be invoked, and may result in a disciplinary sanction up to and including dismissal;

Where a complaint is upheld against a non-employee, efforts will be made to ensure that the individual is dealt with appropriately by his/her employer. If this is not possible, the organisation will take the necessary steps to prevent the situation arising in the future, which could involve terminating the services of that person or organisation.

### 19.1.3 Retaliation or Victimization

Retaliation or victimisation of any kind against an employee for making a complaint or taking part in an investigation in the context of this policy, may give rise to disciplinary action, up to and including dismissal.

#### **Action to take if you are being bullied/harassed in the workplace**

If you believe you are being bullied or harassed in the course of your employment, please take account of the following key points:

- Remain as calm as possible;
- Re-read BEAT CENTRE MANAGEMENT Dignity and Respect at Work Policy;
- Record the incidents of bullying/harassment, including dates, times and what was said/done during the alleged incidents, and if there were any witnesses to the events;
- Write down how the incident made you feel at the time;
- If possible, speak to the alleged bully/harasser and inform him/her that you find his/her behavior unacceptable and ask him/her to stop immediately;
- Speak to your line Company or the HR Company about the incidents and the Dignity and Respect at Work Policy;
- Keep copies of any inappropriate materials you receive from the alleged bully/harasser as this may be needed as evidence at a later date;
- Do not feel that you have encouraged this behavior or brought this on yourself;
- Be assured that BEAT CENTRE MANAGEMENT will not tolerate inappropriate behavior and any complaints regarding such behavior will be taken seriously;
- Remember, it is difficult for BEAT CENTRE MANAGEMENT to take action if incidents of bullying/harassment are not reported.

#### **Counseling**

Prior to the use of the formal procedure, as set out below, and, except in cases of gross misconduct, a verbal, non-recorded counseling session shall take place in the first instance between the individual concerned and a member of management. Management shall advise the staff member that this is a counseling session according to the terms of the disciplinary procedure. It will be made clear at this point, that, if the required specified improvements are not forthcoming, the first stage of the disciplinary procedure proper will apply.

**Stage One: Recorded Verbal Warning**

In the first stages of a problem, the employee will be given a verbal warning and advised by BEAT CENTRE MANAGEMENT of the steps needed to achieve the required improvement. The employee will be put on notice that this is the first stage of the disciplinary procedure. This warning will remain on the employee's file for six months.

**Stage Two: Written Warning**

In the event of a further breach during that period, the employee will be issued with a formal written warning, copies of which will be placed on the employee's file. The warning will inform the employee that he or she will be subject to further disciplinary action which may lead to suspension without pay or dismissal, should he or she fail to achieve the necessary improvements. The warning will also remain on file for six months.

**Stage Three: Final Written Warning**

In the event of a further breach, the employee will be given a second, formal written warning, copies of which will be placed on file. At this stage, the employee may be suspended for up to three days without pay. This warning will be kept on the employee's file for a twelve-month period.

**Stage Four: Dismissal**

If, following a period of suspension without pay or a final written warning, there is no improvement in the employee's work performance or adherence to standards, the employee will be dismissed. Notice will be given in accordance with the terms of the Minimum Notice and Terms of Employment Act 1973 -1991.

At each stage of the above procedure, the employee may be accompanied by a witness of his or her choice. The final decision to dismiss an employee will only be made by the General Company.

**Gross Misconduct**

In cases of misconduct such as the following:

- Verbal or physical assault on a fellow worker or guest
- Sexual Harassment
- Theft or larceny of company/employee/guest property
- Failure to comply with safety regulations
- Breaches of procedures relating to hygiene
- Willful damage of company or guest property
- Reporting for work or attendance at work under the influence of alcohol or unprescribed drugs
- Falsification of records
- Indecent or immoral conduct while on BEAT CENTRE MANAGEMENT's premises
- Wearing of badges other than the prescribed name badge

In these circumstances BEAT CENTRE MANAGEMENT may dismiss an employee without recourse to the stages of the procedure outlined above. This list is not intended to be exhaustive, but cites some examples of incidents, which may warrant dismissal.

If an employer considers that such an immediate dismissal is warranted, the employee may be suspended with pay in order to facilitate an investigation. Following investigation of any matter under this clause, an employer may decide to impose another form of discipline, such as a final written warning, without recourse to steps one and two above.

## 19.2 Manual handling

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BEAT CENTRE MANAGEMENT will comply with the Manual Handling Regulations, Part 2, Chapter 4 of the SHWW (General Application) Regulations, 2007. Where manual handling, manipulation and lifting of loads which involves a risk of injury (particularly to the back) is present, BEAT CENTRE MANAGEMENT shall take measures to avoid the need for such manual handling where possible. Where this is not achievable mechanical aids / or appropriate organisational methods should be used. Where manual handling is unavoidable BEAT CENTRE MANAGEMENT will undertake a risk assessment of any manual handling operation which involves risk of injury or damage to health, particularly back injury. Common types of injuries from incorrect manual handling are hernias, prolapsed discs, recurring pain, permanent disability and a consequent loss of staff.

The Manual Handling Regulations require BEAT CENTRE MANAGEMENT to:

- (i) Take appropriate organisational measures, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees,
- (ii) Where the need for manual handling of loads by employees cannot be avoided, appropriate means shall be used or the employees will be provided with the means in order to reduce the risk involved to reduce risk involved in the manual handling of loads,
- (iii) Where the need for manual handling of loads by Company employees cannot be avoided, workstations shall be organised in such a way as to make handling as safe and healthy as possible, and:
  - Assess the health and safety conditions of the type of work involved, and in particular to examine the characteristics of loads,
  - Take care to avoid or reduce the risk, particularly of back injury to Company employees, by taking measures, considering the characteristics of the load, the physical effort required, the characteristics of the working environment and the requirements of the activity.
- (iv) Employees involved in manual handling of loads shall receive general indications and, where possible, precise information on the weight of each load and the centre of gravity of the heaviest side when a package is eccentrically loaded.
- (v) Ensure through the Health and Safety Training Programme that all employees undertaking manual handling tasks and their supervisors are trained in manual handling techniques by a competent trainer.
- (vi) The Safety Officer carries out training courses for employees involved in the manual handling of loads. Training will be provided as the need arises and when requested by departmental staff and supervision

## 19.3 Pregnant and Breast feeding Employees.

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Pregnancy is a part of normal everyday life and should not be equated with ill health, and in most cases women work quiet safely until a matter of weeks before their baby becomes due. BEAT CENTRE MANAGEMENT will, as far as possible, identify hazards in the workplace which could affect the health of the pregnant woman or of her unborn child and these hazards will be carefully assessed and managed to avoid harm. BEAT CENTRE MANAGEMENT will comply with the provisions of the SHWWA, 2005, and the SHWW (General Application) Regulations, 2007, Part 6 Chapter 2.

- (i) All female staff shall be advised on recruitment that they are required to advise their Head of Department or supervisor should they become either pregnant or a 'new' mother (that is a woman who has given birth within the last six months and who is breast feeding),
- (ii) On receipt of a notification of pregnancy, recent birth or breastfeeding, the Head of Department or supervisor shall review the risk assessments relevant to that person's work and shall complete the Pregnant Employees Assessment Checklist (appendix 3). The assessment's are to be used to determine what the pregnant woman is exposed to, how often the exposure occurs and for how long,
- (iii) For any risks to which the pregnant or new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks,
- (iv) If the assessments reveals there is a risk, BEAT CENTRE MANAGEMENT will inform the woman about the risk and what will be done to ensure neither she nor the developing child is injured,
- (v) Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

## 19.3 Alcohol and Drugs Policy

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BEAT CENTRE MANAGEMENT is committed to providing a workplace that creates a working environment which is free from risks to Health and Safety. BEAT CENTRE MANAGEMENT promotes the well being of everyone working within it including physical and mental health.

Abuse of drugs, intoxicants or alcohol may lead to personal and work related problems and can affect the health, confidence, morale and performance of those affected by it. BEAT CENTRE MANAGEMENT aims therefore to create an environment where, if such a problem occurs, it can be dealt with openly and fairly.

All occurrences will be treated sensitively and confidentially and BEAT CENTRE MANAGEMENT are committed to assisting in the appropriate way. The aims of the Policy are to:

- Raise awareness of how drugs, intoxicants or alcohol can affect health, well-being and work performance.
- Identify a problem at an early stage, and assure the employee that this will be dealt with sensitively and confidentially.
- Prevent risks to all employees, customers, and the public from the hazards that may be caused.
- Identify sources of help.
- Inform employees of BEAT CENTRE MANAGEMENT procedure should a problem arise, and to make this procedure accessible to all employees.

### **Definition**

Drugs, intoxicants or alcohol problems will be considered to be those which incorporate a variety of behaviors caused by the misuse of such substances and which may be deemed problematic to the employee, or to the organisation or those associated with it.

The definition of “drugs, intoxicants or alcohol” is any substance, legal or otherwise, that may affect your behavior or ability to carry out your everyday activities

## **Employees' Responsibilities**

It is the responsibility of all employees and others within the organisation to report any such problem which they feel has occurred in or been caused by the work environment.

BEAT CENTRE MANAGEMENT cannot address a potential problem unless it is aware of this. In order to deal effectively and efficiently with the problem, it is essential that BEAT CENTRE MANAGEMENT be made aware of the situation immediately.

Individuals who believe that they, or others, may have a drugs, intoxicants or alcohol related problem, have a responsibility to bring this to the attention of the Employer in one of the following ways;

- Reporting the situation to their line Manager
- Reporting the situation to the Human Resources Manager

Where the individual feels uncomfortable bringing this to the attention of any of the above, they may speak to a fellow work colleague to go with them or to speak on their behalf in the first instance.

## **Manager and Supervisor Responsibilities**

Management have a duty to implement this policy and to make every effort to ensure that such issues are brought to the attention of the Human Resources Department or the Health and Safety Department to be dealt with under this policy. Failure to implement this policy will be considered a serious failure to fulfil all the responsibilities of the job.

Management should explain BEAT CENTRE MANAGEMENT's policy to their staff and take steps to positively promote the policy. They should be alert to symptoms as stated above and take action if this occurs.

They should be responsive and supportive to any member of staff who makes them aware of a problem or where they identify a potential problem, provide full and clear advice on the procedure to be adopted.

## **The Organisation's Responsibilities**

The organisation is responsible to ensure that all individuals in BEAT CENTRE MANAGEMENT are made aware of this policy.

BEAT CENTRE MANAGEMENT will ensure that the procedure for dealing with incidents of drugs, intoxicants or alcohol abuse are reviewed and remain effective. All those responsible for this procedure will be trained in its effective implementation, the procedure to be adopted, as well as the identification of the symptoms.

Where a problem is identified either from an individual or reported from a Company or supervisor then BEAT CENTRE MANAGEMENT will ensure that this is investigated fully and sensitively, giving support to the person involved, and by providing any necessary assistance.

### **Procedure**

This policy applies to employees across the organisation and at all levels. The policy is designed to assist employees where there may be abuse of drugs, intoxicants or alcohol. This covers all types of drugs, intoxicants or alcohol, including the use of medically prescribed or pharmaceutical medication.

The procedure will not be followed in the circumstances where an employee is under the influence of, using, or supplying, drugs or alcohol in the workplace, which will be dealt with under the normal disciplinary procedure.

Where the employee is prescribed medication this should be brought to the attention of the line Company, especially where this medication may have side effects which have an effect on the ability to carry out the normal job function.

Where an employee recognises that they have a problem they may wish to seek advice or help for themselves. They should refer to one of the many counselling agencies, specialist clinics, or their own GP.

Supervisors and Managers may intervene where they feel that there are at least some of the symptoms noted as above. In this instance the matter will be referred to the Human Resources Company. A meeting will be held to consider the information available and to consider a course of action.

Where it is acknowledged that an employee has a problem, treatment or other assistance will be considered. This treatment will depend on the circumstances; however will normally consist of a medical assessment by an independent occupational health specialist, and further intervention on their advice.

Treatment is given on the understanding that:

- Employees accept that treatment is necessary to fulfil their role within BEAT CENTRE MANAGEMENT.
- Treatment is on a voluntary basis, and no employee will be forced to undergo treatment as recommended by the occupational health specialist.

- Employees are prepared to fulfil the obligations of the treatment that has been arranged or recommended.

Where a period of treatment is recommended this may involve a period of absence from the workplace. This will be treated as under the terms of illness related absence, and subject to the normal terms of sick payments.

Following treatment, a return to work will be facilitated with a meeting with the line Company or a member of the Human Resources Department. This will be followed by meetings at regular intervals to ensure that the employee is assimilating well into BEAT CENTRE MANAGEMENT, and to assist should there be difficulties.

Where further treatment is necessary, or where there is a relapse, BEAT CENTRE MANAGEMENT may give consideration, at its discretion, to further assessment or treatment. BEAT CENTRE MANAGEMENT will give merit to the time of further treatment, and the likelihood of full recovery.

All information and meetings will be treated as confidential.

### **Refusal of Help**

Employees who refuse to accept help or assistance, or who refuse to attend for occupational health assessments, or recommended treatment, and where they continue to fail to meet the required standards of conduct, will be subject to the normal disciplinary procedures, and may be subject to suspension without pay.

### **Testing**

BEAT CENTRE MANAGEMENT is committed to the safety of all employees and therefore it may be necessary that employees are asked to undergo testing for any drugs, intoxicants or alcohol related substances. Tests may occur as follows:

- Pre-employment
- Random testing – this may be announced or unannounced
- “For cause” testing, after an accident or incident, or where there are observations or suspicions that there has been use of substances which may effect work performance
- During other clinical assessments, or on medical assessment follow ups

BEAT CENTRE MANAGEMENT may test for alcohol use by means of basic tests, however testing will be carried out by an accredited practitioner.

Any person testing positive for such substances at that stage will be asked to undergo a further medical assessment, which will give further details related to the nature of the work that you carry out. This may mean that the procedure outlined in this policy be followed.

An employee may challenge the results of the test, and may have this analysed independently.

Should an employee be suspected of being under the influence of drugs, intoxicants or alcohol they may be suspended under the terms of Precautionary Suspension until appropriate tests can be arranged.

### **Review**

BEAT CENTRE MANAGEMENT will monitor all incidents and use of this policy and will review the effectiveness of this policy and procedures annually.

## 19.4 Smoke Free Workplace Policy

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Second-hand smoke or passive smoke is a cause of disease including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. Under the Public Health (Tobacco) (Amendment) Act 2004 the smoking of a tobacco product in a specified place is prohibited except in those areas as defined under Section 16 – subsection 7 of the Act .

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

It is the policy of BEAT CENTRE MANAGEMENT that its workplace is smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited inside the work environment. This policy applies to all employees, consultants, contractors, customers and visitors.

Overall responsibility for policy implementation rests with management. All members of staff have an obligation to adhere to and facilitate the implementation of this policy. Management shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by management

## 19.5 Covid 19 Policy

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Covid 19 is a new illness that can affect your lungs and airways. It is caused by the new (novel) Coronavirus virus known as Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms are gone. Covid-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

### Routes of exposure

Inhalation: the most common route of entry to the body for the Covid 19 virus is inhalation of microscopic droplets of vapour containing the virus which become airborne following sneezing, coughing, sweating of a person who is contaminated with the virus and in close proximity to another person.

Ingestion: Although not as common Covid 19 can be ingested by a person touching a surface contaminated with the virus then touching their eyes, nose and/or mouth.

The most common route of entry is through the eyes, nose and mouth. A person can be infected for 7-12 days but isolation is required for a minimum of 14 days after the symptoms have developed. The virus can survive on surfaces for up to 72 hours.

Any works or operations that employees of the BEAT Centre may engage in, or persons they interact with, can potentially expose them to the Covid 19. As such the BEAT Centre will restrict access to the communal areas of the BEAT Centre to essential personnel only while Government Restrictions are in place. Access to the building must only occur in accordance with the BEAT Centre Safety Policy

A risk assessment has been carried out to assess the hazards and risks associated with the risks surrounding the Covid 19 virus and will be explained in detail to all employees so they are aware of the risks for each task they may carry out and the control measures that are required to be put in place. Each employee must acknowledge that they fully understand the risks and the reason for each control measure and how to safely implement them. If in any doubt the employees must consult with manager prior to undertaking any tasks.

Although the management of the BEAT Centre are caretakers for the entire building it is the tenants responsibility of each unit to have their own risk assessments and company policies in place to protect their own employees. The management will implement controls to protect persons entering the communal area and put in place the necessary control measures to protect employees.

Each employee of the BEAT Centre has a responsibility to ensure that any persons enter the facility adhere to all control measures that are in place.

Due to the number of unknowns associated with Covid-19 and new information coming to light each day BEAT Centre Management will endeavour keep up to date with all Government recommendations and restrictions to deal with the spread, containment, management of the virus. It is the company's responsibility to provide as much information and certainty to the staff as is available to them.

Due to the uncertain times surrounding Covid 19 there is additional strains and stress on individuals lives. Employees who are struggling to cope with pressure or strains are encouraged to consult with management to develop the best strategy to make reduce the anxiety of employees and offer assistance for coping where possible.

A BEAT Centre documented procedure will be available to all staff detailing the company's policy of dealing with the spread of the virus and what precautions each employee must take to protect themselves, their families and third party persons they may come into contact with.

#### **General Precautions for working with Covid 19:**

- All persons entering BEAT Centre reception and communal areas must sanitize hands at the hand sanitizing station located just inside the door.
- All visitors' personnel must enter the reception through the main door located at reception and sign in log system be implemented to assist with contract tracing.
- All other access areas to the communal units and areas of the BEAT Centre to be closed to enable a full tracing records of people entering the premises.
- Signs and notices to be put in place around the BEAT Centre for both employees, visitors, customers and contractors reminding them of the roles regarding personal hygiene, social distancing, identifying symptoms etc.
- Distance markings to be put in place at two meter intervals to ensure people queuing to enter the BEAT Centre are maintaining social distance.
- Control of personnel entering the reception area should be by locked door or buzz in system to prevent build up or gathering of people.
- All staff to maintain good personal hygiene at all times. Wash and sanitize hands regularly.
- Always sneeze in the elbow at the bend, or into a tissue and dispose of the tissue immediately after use. If you sneeze into you hand do not touch anything, wash and sanitize immediately
- Hands to be washed for a minimum of 20 seconds as per government guidelines.
- Hands must be washed and sanitised before and after eating, drinking, smoking and using the restroom.
- Hands to be dried thoroughly using paper towels and disposed appropriately.
- Bins must be emptied on a regular basis.
- Social distancing to be adhered to at all times. 2meters or 6.5 foot apart.
- Do not lean over or sit next to other staff members when discussing projects. Use Microsoft Teams to share screen
- Where possible use phone calls and video conferencing to eliminate the need for face to face meetings.
- If unsure with any rules or regulations consult with line managing.
- If employees have any concerns regarding the control measures in place or that other employees are breaching rules they should be raised with line manager.

- If employees are showing any signs of Covid 19 do not enter BEAT Centre until GP is consulted, testing is carried out and follow government protocol to dealing with symptoms.
- Employees not to return to work until they have consulted with their GP and are given the all clear to return.
- Isolation room to be established to deal with cases or suspected cases of Covid 19. Details of which are in the Covid 19 Back to Work Policy Document.
- If employees are developing symptoms of Covid 19 during work follow the procedure as detailed in the Covid 19 Back to Work Policy.
- All employees to use disinfectant gel to sanitize all equipment including desks, computers, lab equipment and phones immediately after use or at regular intervals during the day.
- Welfare facilities including canteen to be cleaned and disinfected at least twice a day.
- Cleaning to include all surfaces that may be in contact with people through out the day and include but not limited to electrical fixings, handrails, canteen appliances etc.
- Smoking must only be in designated smoking areas where physical distancing rules can be adhered to.
- When and where possible management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help .

**SAFETY STATEMENT ENDS**