



**Thrombosis Ireland CLG
Health and Safety Policy**

This statement sets out the health & safety policy of Thrombosis Ireland CLG (“Thrombosis Ireland”) and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work for all Trustees & Volunteers and to meet all our duties and obligations to our clients. This policy is reviewed on an annual basis by the Board.

It is Thrombosis Ireland’s intention to protect our Trustees & Volunteers from accident or ill health while conducting work on behalf of Thrombosis Ireland. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our Trustees & Volunteers and we will consult with Trustees & Volunteers on risk improvements.

Our approach to Health & Safety as far as is reasonably practicable will be:

1. To provide a safe place of work.
2. To continue to identify and control hazards.
3. To prevent as far as is reasonably practicable, any improper conduct or behavior likely to put the safety, health & welfare of Trustees & Volunteers at risk.
4. To consult with Trustees & Volunteers on health & safety matters.
5. To indicate a safe means of entering and leaving a building where an awareness event is taking place.
6. To provide a safe system of work practices.
7. To provide appropriate information and training to Trustees & Volunteers on a continuous basis.

Thrombosis Ireland Responsibilities:

The Director with responsibility for **Health & Safety is William Morris** and is supported by The Board.

All volunteers, Trustees or visitors, must cooperate in order to achieve a healthy and safe workplace, and take reasonable care of themselves and others. Whenever a Volunteer or Trustee becomes aware of a health or safety problem that they are not able to put right, they must inform the Director with responsibility for Health & Safety or the Founder (Annmarie O’Neill) immediately.

The Director with responsibility for Health and Safety will have experience and received training where required in areas of Health & Safety.

Specifically, the responsibilities of Thrombosis Ireland are:

- To maintain a safe and healthy work environment for Trustees & Volunteers, in addition to conforming to all current statutory requirements.
- To provide the appropriate type and level of induction or training to enable Trustees & Volunteers perform their work safely and efficiently.
- To maintain a vigilant and continuing interest in all health & safety matters relevant to both the company and Trustees & Volunteers.

Trustee & Volunteer Responsibilities:

As a valued Trustee or Volunteer of Thrombosis Ireland, you are responsible for your own safety and that of your fellow Trustees / Volunteers to carry out work in a safe and considerate manner.

Trustees/Volunteers must:

1. Co-operate with the company in maintaining a safe workplace.
2. Report any potential hazards to the director with responsibility for Health & Safety and not work in any hazardous conditions should they exist.
3. Be aware of the nearest emergency exits and firefighting / first aid equipment.
4. Never interfere with or misuse anything provided by the company in the interests of health & safety.
5. Read the company health & safety statement and obey all mandatory signs.
6. Not partake in any form of horseplay or prank likely to lead to injury to you or others.
7. Include a briefing of risk assessment and obligation to follow the mitigation controls contained within.

Consultation:

Thrombosis Ireland is committed to consulting with its Trustees & Volunteers regarding safety, health and welfare. The safety statement is included in Induction Training and Trustees & Volunteers will be advised on how to deal with any problems that arise.

Reporting of Accidents:

Trustees & Volunteers are required to report all accidents and near misses, whether resulting in injury or not, to management. Under Regulation S.I. No 370/2016, Safety, Health and Welfare at Work (General application) (Amendment) (no 3) Accidents and dangerous occurrences to be reported within 10 days to the HSA and records kept for a period of 10 years.

The following details are required:

- Date, Time and Place of the incident.
- Name, Address, Occupation and Age of the injured person.
- Circumstances, including cause and nature of the injury and the arrangements made for its treatment.

All accidents will be investigated by a member of the Board (The director with responsibility for Health & Safety in the first instance) and a written report prepared. Accident / Incident report book to be held in the office by the CEO. Corrective action will be taken where necessary to avoid a reoccurrence. Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

Hazard Identification and Risk Assessment:

Policy is to identify risk and implement mitigation measures to eliminate or to reduce the risk as far as is reasonably practicable. A hazard is anything that might cause harm e.g. electricity, hot surfaces, lifting heavy loads, slippery floors, and poorly lit stairways etc.

Where essential preventative and protective measures are identified, these are implemented as soon as is practicable.

Thrombosis Ireland undertakes an audit of hazards every year but a risk assessment will be carried out for any off- site event being undertaken by staff/ volunteers prior to the event. This will be over seen by the director with responsibility for Health & Safety.

Thrombosis Ireland CLG – Health and Safety Policy

Supporting Documents

- Health and Safety Officer training records
- Health and Safety audit records
- Health and Safety incident reporting form
- Training records
- Risk assessments

References

Parent Statute: Safety, Health and Welfare at Work Act 2005

Draft adopted by the Board on: 27 November 2017

Reviewed by the Board 28th May 2018, Dec 1st, 2018 and on 26th August 2019, September 2020

Review: This policy will be reviewed annually

Annemarie O'Neill, Founder	Mel Duignan, Chairman / Treasurer (until role filled)	Lauren Carey, Company Secretary
Karen Collins	Ann O'Sullivan	Garrett Brennan
Barbara Wiseman	Gordon Stewart	Brian Carberry
William Morrin	Noel Carbury	Guvanch Meredov
	Deirdre Kelly	Treasurer to be appointed