Safety Statement

Accompaniment Support Services for Children

Carmichael House,
4 Brunswick St.
Dublin 7
DO7 RHA8

Prepared by Paul Marson, Senior Health & Safety Consultant
Adare Trusted People Partners,
2nd Floor, 43-51 Temple Grove House,
Temple Road,
Blackrock,
Co. Dublin.

Table of Contents

Section 1 **4**

1.1 Health and Safety Policy 4
1.2 Responsibilities 5

Section 2 **9**

2.1 Safe use of articles and substances 9
2.2 Safe Systems of Work 9
2.3 Safety information, instruction, training and supervision 9
2.4 Induction Training 9
2.5 Emergency plans, procedures and measures 9
2.6 Statutory reporting of accidents and dangerous occurrences 10
2.7 Internal reporting and investigating of accidents and incidents 10
2.8 Display Screen Equipment 10

Section 3: Risk Assessments **10**

Risk Assessment Tool 12
Example 12
Safety management and training 13
Display screen equipment 14
Pregnant workers 15
Lone working 16
Bullying and harassment 17
Stress 18
Medical Conditions (e.g. Epilepsy, Diabetes) 19
Driving for Work 21
Appendix 1 – Adare Mobile or Lone Worker Policy 23
Appendix 2 - A.S.S.C. Incident Report Form 27
Appendix 3- A.S.SC. Lone Working Policy 28
Appendix 4 - Lone Working Risk Assessment Form 29

Document Control						
Doc Name	A.S.S.C. Children Safety Statement					
Category	Safeguarding					
Owner	ED, SD & D					
Classification	Internal and External					
Location	SalesForce - A.S.S.C. ADMINISTRATION POLICY & PROCESSES LIBRARY					
Document Number	**Issued Date**	**Review Cycle**	**Amended / Reviewed Date**	**Reviewed by**	**Next Review Date**	**Signed off by (Board or Committee) & date**
No. 3		Annually				

Version Control					
Date	**Version**	**Created By**	**Section / Page number**	**Description of change**	**Approved by**
July 2026		Grace Jordan	Pg. 4	Date change updated	Board -Eve. F 16th Sept. 2026
July 2026		Grace Jordan	Hazards Identified Section (p.14, 16, 17,19) B	Recommended controls, where states 'None', is replaced with – *"No additional controls required at present. Existing controls are considered adequate and will be reviewed annually".*	Board 16th Sept. 2026
Aug 2026		Emma C	Page 8	Gillians feedback - Updated org chart – Board titles replaced with link to website	Board 16th Sept. 2026

Related Documents
ASSC Child Safeguarding Statement
ASSC Child Safeguarding Policy and Procedures
ASSC Volunteer Handbook
ASSC Employee Handbook

Section 1

1.1 Health and Safety Policy

Accompaniment Support Services for Children implement and maintain a management system to the specific nature of our Occupational Health and Safety risks and opportunities to ensure that we:

- Comply with all applicable regulatory Occupational Health and Safety requirements
- Meet our Occupational Health and Safety objectives
- Continually work to eliminate hazards and reduce risks
- Continually improve our safety systems
- Apply the principles of prevention to minimise the risk to our people from accidents or incidents at work
- Commit to the consultation and participation of employees, or those working on behalf of Accompaniment Support Services for Children and safety representatives
- Communicate within the organisation on safety matters in a timely and effective manner.

Accompaniment Support Services for Children is committed to continual improvement in environmental, health and safety performance by making it an integral part of all our work.

Accompaniment Support Services for Children recognises its responsibilities as an employer for ensuring, so far as is reasonably possible, a safe and healthy workplace and working environments for all its employees, or those working on behalf of Accompaniment Support Services for Children and other such persons as may be affected by its work. It also recognises its responsibility for providing such information, training and supervision need for this purpose.

Senior figures within Accompaniment Support Services for Children are responsible for implementing this policy throughout the organisation. All employees, or those working on behalf of Accompaniment Support Services for Children, subcontractors and visitors are expected to co-operate in implementing this policy and must carry out their own work, so far is reasonably practicable, without risk to themselves or others.

Signed:

Signed on behalf of Accompaniment Support Services for Children

Date: 4th April 2026

1.2 Responsibilities

Co-Executive Director of Service Delivery & Development

The Co-Executive Director has ultimate accountability for ensuring; so far as is reasonably practicable, the safety, health and welfare at work of Accompaniment Support Services for Children employees, or those working on behalf of Accompaniment Support Services for Children and others on the premises. They will establish and maintain an effective policy for Safety, Health and Welfare at Work and with the assistance of the Executive Directors (E.D.), managers and all employees, or those working on behalf of Accompaniment Support Services for Children, ensure that continuous improvement takes place.

They shall:

- show through personal behaviour that only the highest standards of safety are acceptable and take a direct interest in health and safety and positively support any person whose function is to carry it out:
- include health, safety and welfare at work, as an agenda item at board meetings,
- demonstrate commitment by taking active steps to be aware of the safety record of Accompaniment Support Services for Children and issue any necessary and reasonable directives in the interest of the health, safety and welfare of all employees, or those working on behalf of Accompaniment Support Services for Children and others.
- develop and support a positive health, safety and welfare culture.
- ensure that a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all employees, or those working on behalf of Accompaniment Support Services for Children are aware of this.
- receive regular reports on progress, performance and implementation of safety and health plans.
- keep aware of all matters in relation to safety and health, especially changes in legislation.
- provide assistance whenever necessary and take note of any health and safety matters brought to their attention
- liaise with appropriate public bodies, as appropriate, on matters pertinent to health, safety and welfare; HSA, EPA, An Garda Siochána etc.
- ensure correct adherence to the GDPR Regulations 2018 (Refer to A.S.S.C. GDPR Policies). These policy documents can be retrieved from Management.

Executive Directors / Line Managers

Other company directors and line managers are delegated with the responsibility for day-to-day monitoring and management of Health and Safety procedures in their own area and among their employees, or those working on behalf of Accompaniment Support Services for Children.

They shall:

- show through personal behaviour that only the highest standards of safety are acceptable and take a direct interest in health and safety and positively support any person whose function is to carry it out:
- maintain a safe working environment at all times and immediately take steps to correct unsafe conditions.
- ensure that all employees, or those working on behalf of Accompaniment Support Services for Children have access to the Safety Statement and this site-specific Safety File has been read and understood and consider representations about health and safety from employees, or those working on behalf of Accompaniment Support Services for Children.

- be familiar with the procedures and guidelines applicable to the work in which employees, or those working on behalf of Accompaniment Support Services for Children are engaged and insist that these procedures and guidelines be obeyed.
- ensure that health and safety policy and controls are implemented.
- ensure work tasks do not expose the employees, or those working on behalf of Accompaniment Support Services for Children to unnecessary risk of injury.
- ensure all employees, or those working on behalf of Accompaniment Support Services for Children are familiar with action to be taken in case of emergency.
- ensure all employees, or those working on behalf of Accompaniment Support Services for Children read and understand the Safety Statement at least annually.
- ensure all employees, or those working on behalf of Accompaniment Support Services for Children and service users receive appropriate health and safety training and information relevant to their role.
- Ensure that accidents and near misses are reported and investigated and that the correct forms are completed (Appendix 2 A.S.S.C. Incident Report Form)

Employees, or those working on behalf of Accompaniment Support Services for Children

Employees, or those working on behalf of Accompaniment Support Services for Children, or those working on behalf of Accompaniment Support Services for Children, have the following legal duties

- take responsibility and care of their own safety, health and welfare as well as that of others.
- ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- co-operate with their employer or any other person as appropriate.
- they must not engage in improper conduct or behaviour (including bullying).
- attend and take account of all necessary training.
- use safety equipment or clothing provided, or other items provided for their safety, health and welfare and
- report to their line manager or the E.D.'s as soon as practicable:
    - any work which may endanger the health and safety of themselves or others.
    - any defect in the place of work, systems of work, articles or substances and
    - any breach of health and safety legislation of which he/she/they are aware.

Employees, or those working on behalf of Accompaniment Support Services for Children must not:

- interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
- place anyone at risk in connection with work activities.
- intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety, health or welfare of persons at work.
- misrepresent their level of training on entering into a contract of employment or volunteer agreement.

Health and Safety Competent Person

For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he, she, they, are required to perform and taking account of the size or hazards of the undertaking or establishment in which he, she, they undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.

The health and safety competent person play a key role in advising on the management of health, safety and welfare, by advising the company, evaluating problems as they arise, suggesting solutions to those problems and generally promoting health and safety at the place of work.

Where necessary Accompaniment Support Services for Children employ the services of Adare Trusted People Partners health and safety consultants to provide appropriate training, experience and knowledge. Training will commence with rollout of the Safety Statement to all staff, volunteers etc.

A.S.S.C. ORGANISATIONAL CHART
BOARD OF MANAGMENT
www.assc.ie
STAFF
CO-EXECUTIVE DIRECTOR, FINANCE & GOVERNANCE
CO-EXECUTIVE DIRECTOR, SERVICE DELIVERY & SERVICE
NATIONAL SERVICE COORDINATOR
NATIONAL VOLUNTEER COORDINATOR
COURT ACCOMPANIMENT OFFICERS
SUPPORT & ADVOCACY OFFICER
SUPPORT & ADVOCACY OFFICER
ADMINISTRATORS
VOLUNTEERS

Section 2

2.1 Safe use of articles and substances

Accompaniment Support Services for Children recognises the need to assess the risk from equipment, substances, and exposure to noise, ionising or other radiations or any other physical agents. Specific risk assessments on these hazards are completed when required.

2.2 Safe Systems of Work

Accompaniment Support Services for Children recognises the need to have appropriate procedures established to ensure that activities are planned, organised, performed, maintained and revised to eliminate or minimise the risk of injury or ill-health to employees, or those working on behalf of Accompaniment Support Services for Children or others to as low as reasonably practicable.

Procedures are based on an evaluation of the hazards associated with each activity and they establish the safe systems of work for those activities. Systems of work include normal work, maintenance work and work by others on the premises.

2.3 Safety information, instruction, training and supervision

Accompaniment Support Services for Children is committed to providing appropriate health and safety information, instruction, training and supervision for all employees, or those working on behalf of Accompaniment Support Services for Children under sections 9 and 10 of the Safety Health and Welfare at Work Act 2005. Employees, or those working on behalf of Accompaniment Support Services for Children receive specific instruction and training relating to their job.

Employees, or those working on behalf of Accompaniment Support Services for Children must attend any health and safety training required and undergo assessments where required. Employees, or those working on behalf of Accompaniment Support Services for Children must also have regard to his or her training and the instructions given in line with their duties under the Safety Health and Welfare at Work Act 2005. An employee, on entering into a contract of employment, may not misrepresent himself or herself as regards the level of training that they have received.

In the case of employees, or those working on behalf of Accompaniment Support Services for Children at Accompaniment Support Services for Children, Display Screen Equipment (DSE) assessments are essential training. In addition, all new employees, or those working on behalf of Accompaniment Support Services for Children will undergo an Induction Training on commencement of employment. All A.S.S.C staff will receive Ergonomics training.

Training provided will not be at any financial cost to the employee nor impact upon their remuneration. When providing information to employees, or those working on behalf of Accompaniment Support Services for Children on health and safety, it will be given in a form, manner, and as appropriate, language that will be understood.

2.4 Induction Training

All employees, or those working on behalf of Accompaniment Support Services for Children of Accompaniment Support Services for Children, whether employed on a fixed-term or a temporary basis, will receive induction training prior to commencement of employment.

2.5 Emergency plans, procedures and measures

Procedures and measures are in place in the case of an emergency or serious and imminent danger such as fire and medical emergency. A list of emergency numbers is also displayed on wall in A.S.S.C. office, in Carmichael house

List of emergency phone numbers

Ambulance	112 or 999
Fire Services	112 or 999
Gardaí	112 or 999
ESB	1850-372 999
Bord Gáis (gas leaks etc.)	1850-20 50 50

2.6 Statutory reporting of accidents and dangerous occurrences

Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016) requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority.

The local line manager is responsible for reporting any such accidents and dangerous occurrences to Accompaniment Support Services for Children.

2.7 Internal reporting and investigating of accidents and incidents

All accidents and incidents (near misses), whether serious or not, must be reported immediately by all employees, or those working on behalf of Accompaniment Support Services for Children or those working on behalf of Accompaniment Support Services for Children, to their line manager or E.D.

An Accident/Incident Report Form is available for this purpose and must be completed and submitted to the Co - E.D. of Service Delivery & Development (Appendix 2).

Accident/incident investigations will be carried out by Accompaniment Support Services for Children. The purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation and identified corrective and preventative actions will be documented and implemented as soon as reasonably. All employees, or those working on behalf of Accompaniment Support Services for Children are required to co-operate with such investigations and to provide any and all information, which may be useful in establishing the circumstances surrounding the accident/incident.

2.8 Display Screen Equipment

All habitual users of DSE are provided with computer equipment and peripherals including screen(s), keyboard, mouse, other necessary peripherals as well as where necessary a suitable office chair. These chairs have the following features:

- five-point base for stability and castors for ease of movement.
- swivel features with adjustable back (tilt and up/down) and seat (up/down).
- lumbar support.

DSE assessments are completed periodically with all employees, or those working on behalf of Accompaniment Support Services for Children who operate a DSE as part of their work

Section 3: Risk Assessments

In accordance with *Section 19* of the *Safety Health and Welfare at Work Act 2005,* an identification of hazards and assessment of risks has been carried out at Accompaniment Support Services for Children. This section contains these risk assessments.

Line managers are responsible for assigning timeframes and responsible persons to each recommended improvement and then ensuring that these persons implement the improvements, in respect of all activities and levels of the place of work, within the agreed timeframes.

Employees, or those working on behalf of Accompaniment Support Services for Children will be made aware of the risk assessments relevant to their work activities.

Accompaniment Support Services for Children will ensure that the assessments are reviewed where:

- there has been significant change in the matters to which it relates, or
- there is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

Following the review, the assessments will be amended as appropriate.

Where employees disclose medical conditions which may impact on their safety, individual risk assessments will be completed and appropriate control measures implemented

Risk Assessment Tool

LIKELIHOOD	CONSEQUENCE					
	Almost certain: 5	5	10	15	20	25
	Likely: 4	4	8	12	16	20
	Possible: 3	3	6	9	12	15
	Unlikely: 2	2	4	6	8	10
	Rare: 1	1	2	3	4	5
		Low: 1	Minor: 2	Moderate: 3	Severe: 4	Catastrophic: 5

Likelihood		Consequence	
1	Rare – could happen in exceptional circumstances	1	Low – First Aid only
2	Unlikely – Improbable, but could happen	2	Minor – Short term injury/ill health up to 3 days
3	Possible – May occur occasionally	3	Moderate – semi permanent injury/ill health e.g. 4th day (H.S.A reportable)
4	Likely – Will probably occur but not a persistent issue	4	Severe – Permanent injury/ill health or injury to more than one person
5	Almost certain – Likely to occur on many occasions	5	Catastrophic - Death

N.B. When a risk is considered a rare event but the consequence could be catastrophic, an additional review of the risk assessment should be undertaken and emergency plans considered. When there is uncertainty about existing controls, additional competent advice should be requested.

Risk Rating	
Low	Controls are managing the risk to the lowest level possible; monitoring of these risks is required.
Medium	Controls are adequate, but where reasonably practicable additional action should be taken, and monitoring is required.
High	Risks should receive immediate management attention and on-going monitoring.

Example

Likelihood = Unlikely = **2**

Consequences = Moderate = **3**

Risk Rating = **3 x 2** = **6** **(Medium)**

Additional controls are required. Efforts should be made to reduce the risk to low and costs of prevention should be carefully monitored. Ensure action plans are in place that provide risk reduction measures to be considered and implemented in a defined time period, if reasonably practicable. Monitoring is also required

Area/Dept./Activity	All areas	**Assessment undertaken by**	Paul Marson
Date of assessment	February 2025	**Assessment review date**	February 2026

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk		
				L	C	RR
Safety management and training Inadequate implementation of safety management system and persons not adequately trained to fulfil their responsibilities	Employees, or those working on behalf of Accompaniment Support Services for Children		Accompaniment Support Services for Children is accountable for the full implementation of the safety management system.	2	2	4

Action plan						
Hazard	**Recommended controls**	**Person responsible**	**Date action to be completed**	**Revised risk**		
				L	**C**	**RR**
Safety management and training	Ensure that all necessary appointments are made (first aid responders and fire wardens) and that all persons are competent to fulfil their roles (i.e. they have the appropriate training, experience and knowledge). Ensure that the Safety Statement is brought to the attention of all employees, or those working on behalf of Accompaniment Support Services for Children on an annual basis at the very least. Ensure that safety is maintained as a key item to be discussed at department meetings. Consultation with employees, or those working on behalf of Accompaniment Support Services for Children is recognised as a key element in good safety management within organisations and is a legal requirement.	Line Manager	Ongoing	1	2	2

Area/Dept./Activity	All areas	**Assessment undertaken by**	Paul Marson
Date of assessment	February 2025	**Assessment review date**	February 2026

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk		
				L	C	RR
Display screen equipment	Employees, or those working on behalf of Accompaniment Support Services for Children Contractors	Eyestrain, musculoskeletal problems, mental stress	All employees, or those working on behalf of Accompaniment Support Services for Children have completed DSE assessments for their workstations as well as Ergonomic training. Employees, or those working on behalf of Accompaniment Support Services for Children have reported they have adequate space available for comfortable use of their workstation, in relation to postures to be adopted and maintained by DSE users. Office equipment provided to employees, or those working on behalf of Accompaniment Support Services for Children such as screens, keyboards, mouse and other relevant computer peripherals. All faulty, or broken equipment is taken out of service and reported to line managers so that replacements can be purchased. Employees, or those working on behalf of Accompaniment Support Services for Children have appropriate workstations and furniture to operate from for a workday. Natural and artificial lighting provided DSE users have been trained on the software systems they are required to use DSE assessments are carried out at induction and in the event of change of workstation	2	3	6

Action plan						
Hazard	**Recommended controls**	**Person responsible**	**Date action to be completed**	**Revised risk**		
				L	**C**	**RR**
Display screen equipment	No additional controls required at present. Existing controls are considered adequate and will be reviewed annually.			-	-	-

Area/Dept./Activity	All areas	**Assessment undertaken by**	Paul Marson
Date of assessment	February 2025	**Assessment review date**	February 2026

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk		
				L	C	RR
Pregnant workers	Employees, or those working on behalf of Accompaniment Support Services for Children	Exposure to chemicals or biological substances, excessive physical workload or working excessive hours	Pregnant employee should make their pregnancy known to their line manager at the earliest possible date The hazards associated with work equipment, manual handling of loads, working with Display Screen Equipment are identified Where necessary working conditions and/or hours of work are adjusted to eliminate the hazard or reduce the risk to an acceptable level. If this does not eliminate the risk then suitable alternative work is provided	1	2	2

Action plan						
Hazard	**Recommended controls**	**Person responsible**	**Date action to be completed**	**Revised risk**		
				L	**C**	**RR**
Pregnant workers	Ensure full pregnant worker risk assessments are carried out as required	Line Manager	As required	1	2	2

Area/Dept./Activity	All areas	**Assessment undertaken by**	Paul Marson
Date of assessment	February 2025	**Assessment review date**	February 2026

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk		
				L	C	RR
Lone working Accidents can be exacerbated where lone workers are involved since the occurrence of the accident may not become known for some time and assistance may not be provided in a timely manner	Employees, or those working on behalf of Accompaniment Support Services for Children Contractors	Various	Employees, or those working on behalf of Accompaniment Support Services for Children are in continual contact with their line manager and colleagues throughout the day either by phone or online. All employees, or those working on behalf of Accompaniment Support Services for Children working outside of normal hours (e.g. weekends) are required to inform their line manager Employees, or those working on behalf of Accompaniment Support Services for Children are not asked to work alone, or attend in person events on their own where the task may require more than one person Employees, or those working on behalf of Accompaniment Support Services for Children have regular meetings with their line manager to ensure they have the appropriate resources and time to complete the work they are being assigned. Employees, or those working on behalf of Accompaniment Support Services for Children wellbeing is discussed during these meetings to ensure that Accompaniment Support Services for Children are supporting their employees, or those working on behalf of Accompaniment Support Services for Children as best as possible. A.S.S.C. has their own Lone Working Policy, and can be retrieved by management (Appendix 3) See Lone Working Risk Assessment Form (Appendix 4) Additional consideration is given to employees with known medical conditions when assessing suitability for lone working activities	1	3	3

Action plan Hazard	Recommended controls	Person responsible	Date action to be completed	Revised risk		
				L	C	RR
Lone working	No additional controls required at present. Existing controls are considered adequate and will be reviewed annually.					

Area/Dept./Activity	All areas	**Assessment undertaken by**	Paul Marson
Date of assessment	February 2025	**Assessment review date**	February 2026

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk		
				L	C	RR
Bullying and harassment	Employees, or those working on behalf of Accompaniment Support Services for Children	Stress and illness brought on by stress, nervous breakdown	Non tolerance of behaviour conducive to bullying or harassment. There is a Dignity at Work policy in place, which employees, or those working on behalf of Accompaniment Support Services for Children are informed of during induction training and if any changes in the policy occur Line managers are aware of the procedures to be followed in the event of an allegation of bullying/harassment External HR support for bullying or harassment claims from employees, or those working on behalf of Accompaniment Support Services for Children or others.	2	2	4

Action plan						
Hazard	**Recommended controls**	**Person responsible**	**Date action to be completed**	**Revised risk**		
				L	**C**	**RR**
Bullying and harassment	No additional controls required at present. Existing controls are considered adequate and will be reviewed annually.			-	-	-

Area/Dept./Activity	All areas	**Assessment undertaken by**	Paul Marson
Date of assessment	February 2025	**Assessment review date**	February 2026

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk		
				L	C	RR
Stress	Employees, or those working on behalf of Accompaniment Support Services for Children	Nervous breakdown, Illness brought on by stress	Work-related stress is reported to management Training is provided to employees, or those working on behalf of A.S.S.C. where appropriate Reasonable work schedules and targets are assigned, and support provided via Line management, annual appraisals / performance evaluations, which are carried out to ensure timely feedback on workload. Regular meetings with peers and line managers take place to manage workload across the organisation and ensure that employees, or those working on behalf of A.S.S.C. are not overwhelmed with the quantity or type of work they are being requested to complete, and that they have all of the resources and time to complete them without suffering from stress. A.S.S.C. is aware that working within a trauma-based environment, can heighten the risk of experiencing vicarious trauma and burn out for A.S.S.C. team. A.S.S.C. provides layers of practical and professional support to attempt to limit the impact of trauma. A.S.S.C. provides the team with tools for self-reflection, an understanding of trauma-informed working practices, guidance towards implementing collective care, holistic support within the workplace and additional related training. This includes practices such as, internal peer support groups, debriefing sessions, monthly line management, case management, and monthly Clinical Supervision. Furthermore, providing ongoing related CPD, such as Trauma Informed training, self-care workshops. When employees, Volunteers, or anyone working on behalf of A.S.S.C. encounter stressful situations, the situation is referred to their line manager for support and the matter dealt with in private.	2	2	4

Action plan						
Hazard	**Recommended controls**	**Person responsible**	**Date action to be completed**	**Revised risk**		
				L	**C**	**RR**

Stress	No additional controls required at present. Existing controls are considered adequate and will be reviewed annually.					

Area/Dept./Activity	All areas	**Assessment undertaken by**	Paul Marson
Date of assessment	February 2025	**Assessment review date**	February 2026

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk L	C	RR
Medical Conditions (e.g. Epilepsy, Diabetes)	Employees, or those working on behalf of Accompaniment Support Services for Children	Medical episode (e.g. seizure) occurring in the workplace which may result in injury or delayed emergency response	• Employees are encouraged to disclose any medical conditions which may impact their safety, health or welfare at work, on a confidential basis • Individual risk assessments are completed in consultation with the employee where required, in line with Section 19 of the Safety, Health and Welfare at Work Act 2005 • Emergency procedures are in place (Section 2.5) • First aid arrangements are available • Line managers maintain appropriate communication with employees • Reasonable accommodations are implemented where required to reduce risk so far as is reasonably practicable • Information is handled in accordance with data protection requirements	2	4	8

Action plan						
Hazard	**Recommended controls**	**Person responsible**	**Date action to be completed**	**Revised risk** L	C	RR
Medical Condition	• An individual risk assessment must be completed in consultation with the employee • Specific risks, triggers and control measures to be identified • Suitability for lone working to be assessed and restricted where necessary	Line Manager	As required	1	4	4

	• Emergency response arrangements to be clearly defined • Relevant staff informed where appropriate (with consent)					

Hazards identified	People at risk	Most likely hazardous event/outcome	Existing controls	Current risk		
				L	C	RR

Driving for Work Injury, death	Employees, or those working on behalf of Accompaniment Support Services for Children	injury	Where possible all travel for work is carried out on public transport to reduce the stress or fatigue on employees, or those working on behalf of Accompaniment Support Services for Children. Employees, or those working on behalf of Accompaniment Support Services for Children using their own vehicle for work purposes, are responsible for its roadworthiness, motor tax, insurance and condition of the vehicle. In relation to volunteers, if someone is being paid, or remunerated in any way for work carried out for ASSC, this implies there is an agreement / contract for that work, written or verbal between ASSC and the individual, and as such these individuals are recognised as causal staff, under their signed 'agreement ' or contract. Employees, or those working on behalf of Accompaniment Support Services for Children who are required or requested to drive for work will be requested to submit a copy of their driving licence to Accompaniment Support Services for Children, showing they are licenced to operate the type of vehicle being provided to them. As an employer, there is a legal duty to verify that vehicles are safe and legal when it is being used for work. Traveling to and from an employee's normal place of work is considered normal commuting, so this will not fall under "driving for work". Where staff/volunteers are using their own vehicles as part of their role on behalf of ASSC, for example travelling to meetings, Court and/or SATU's appointments, cover should be in place on their Insurance Policy. Copies of relevant documentation are retained on file for audit/compliance purposes. • A.S.S.C. Insurance Motor Declaration Form • A valid driving licence; • Appropriate insurance cover; • Valid tax and NCT where applicable; • and that the vehicle is maintained in a roadworthy condition	2	3	6

Action plan				
Hazard	**Recommended controls**			**Revised risk**

		Person responsible	Date action to be completed	L	C	RR
Driving for work	Periodically review driver's licences to ensure those driving are still licenced to drive the vehicle and have no endorsements.	Co-Executive Director of Service Delivery & Development	Ongoing	1	3	3

Appendix 1 – Adare Mobile or Lone Worker Policy

Scope

Accompaniment Support Services for Children is committed to minimising risks associated with the requirements for employees, or those working on behalf of Accompaniment Support Services for Children to work on their own. The risks associated with lone working tasks are as varied as the tasks themselves but include slips, trips, falls, objects falling, security, safe access and egress, as well as operating in areas where the risk of unsociable behaviour may be more prevalent. This procedure provides the minimum requirement for all those working alone, out of hours or mobile for Accompaniment Support Services for Children.

Aim

To ensure that lone work, mobile work required, is carried out in as safe a manner as possible, and that persons performing the work and clients, do not endanger themselves and remain suitably supervised or monitored by a line manager or colleague, (if even remotely) at all times.

Safety, Health and Welfare at work Act (2005) General Application Regulation (2007)

The Safety Health and Welfare at Work Act (2005) place duties on employers, and any person that controls the work of others to assess all risk in the work being carried out and to provide systems, equipment, training supervision to reduce the risks to a level as low a reasonably practicable.

Lone worker is identified as a someone working by themselves without close or direct supervision ither online, remote or in person. Lone workers are those who are physically isolated from colleagues and without access to any immediate assistance (A.S.S.C. Lone Working policy can be retrieved by E.D's).

Mobile worker is classed as an employee required to undertake the majority of their duties at a variety of off-site locations, meeting clients, service users or carrying out work at various locations other than their employers.

There is a hierarchy of controls to consider in relation to lone workers:

- Avoid lone work where at all possible.
- Use engineering controls, monitoring equipment or other measures to prevent the need for lone work, active monitoring equipment e.g. panic alarms, CCTV etc.
- Where lone work cannot be avoided, put in place active monitoring of the lone worker, man down alarms, man down app, monitoring centre, check in and out texts or WhatsApp.
- Where these controls cannot eliminate all risk, or reduce them to a sufficient level, put in place policies, procedures and documented controls to ensure that the lone worker is actively monitored or supervised by line manager or colleague.

Responsibilities

E.D. of Service Delivery & Development / Line Manager:

- Risk assessments to be conducted before the commencement of any work where there is a possibility for lone work, mobile work, call outs, unsocial hours etc. Risk assessments amended if the scope of work, or level of risk changes for any reason.
- Ensure all work is properly planned and organised to reduce the need for lone working as well as all risks involved;(Appendix 4 Lone Working Risk Assessment Form)
- Ensure those involved in lone work or mobile work are aware of the added risks and are competent to carry out all tasks associated with the work they are required to do;
- Set limits to what task can and cannot be carried out while carrying out mobile work or lone working.
- All hazards are risk assessed and eliminated where possible;
- Where this cannot be achieved, that appropriate equipment, engineering controls and systems of work are selected and used;
- That there is adequate supervision or monitoring of the lone worker, or mobile work, at regular intervals, via monitoring station, personal panic alarms, man-down alarm, or over the phone as appropriate;
- All equipment and procedures are reviewed, and risk assessed at least annually and updated to reduced risk to as low as reasonably practicable;
- All relevant information in relation to any lone worker are held on file, name, contact number, home address, car registration make and model, address and contact details of next of kin;
- That all incidents and near miss incidents involving lone work or work carried out off-site is reported and thoroughly investigated to ensure measures are put in place to prevent their reoccurrence.
- Review risk assessments, tasks requiring lone working at least annually, to ensure the level of risk has not increased, and that controls, are being applied, and are still sufficient to reduce the level of all risks to lone workers to the lowest possible level.

Employees, or those working on behalf of Accompaniment Support Services for Children

- Take reasonable care for their own health and safety, and that of others.
- Adhere to this policy while carrying out lone work.
- Carry out dynamic risk assessments on an ongoing basis to minimize known risk as well as any risks which come to light throughout the course of the work.
- Take part in annual or periodic review of risk assessments and of the policy and procedures.
- Report any accidents near miss incidents in a timely manner.
- Provide line manager with personal details such as home address, phone number, car registration, make and model, next of kin.
- Comply with this policy and the procedures in place for ASSC as outlined in this policy.

- Only operate a lone working procedure once you are sure that all required controls, monitoring or supervision have been initiated by you and are adequate.
- Report any concerns in relation to mobile work or any lone working. Defects in equipment, problems with systems of work or place of work in a timely manner.

Procedures

Preparation

Persons required to engage in mobile or lone working should already be a subject matter expert for the area, and process, they are required to carry out work in; Workplace and access to the workplace is safe before work starts, including;

- Ensure that they have read and understood this Accompaniment Support Services for Children mobile and lone worker policy.
- Ensure that they have been trained and are competent to carry out dynamic risk assessments within the process they are required to work in;
- Ensure a risk assessment of environment, access and egress, security, lighting, and weather conditions etc. has been conducted, documented and that all risks that cannot be removed or substituted, are managed to as low a level as reasonably practicable. (Homeworkers Risk Assessment for those working from home)
- Ensure security and health and safety standards are equal to or surpass the standards set in Accompaniment Support Services for Children premises and that the mobile or lone workers are aware of local procedures.
- Ensure that lone workers have their keys, phone etc. on their person in case they have to leave a premises they are working remotely at for their own safety, or make contact with their line manager, another work colleague etc.
- Ensure there is the means of raising the alarm or escalating an issue if risk due to lone working becomes unacceptable, or as necessary.

Constant Contact

Provision should be made to ensure as much as possible that mobile and lone workers are in constant contact with their line manager or another member of the Accompaniment Support Services for Children management team. through a monitoring app, constant phone contact, WhatsApp as appropriate.

Control measures

The first priority in all cases is to remove the risk altogether, carry out meetings in a public place or online. Where this is not possible use a risk control measure that produces the lowest practicable risk to the mobile or lone worker. Engineering controls over those that require human input, provide the best control measures, as they do not rely on humans in implement them.

Risk assessments must indicate what control measures are to be used to minimise potential for injury to employees, or those working on behalf of

Accompaniment Support Services for Children, contractors or damage to equipment. Control measure shall be selected in accordance with the hierarchy of control, which is (in priority order): elimination, substitution, isolation, engineering, administration, and personal protective equipment.

Examples of control measures which may be used when carrying out mobile or lone working include:

- Man-down app
- Vehicle GPS tracking
- Continuous phone contact
- On site security at remote premises

The line manager, or project owner, is responsible for ensuring that those who may be required to carry out remote work, are trained in the lone worker procedures for their task and are competent to carry out all the foreseeable tasks which could arise while working alone, without exposing themselves or others to unacceptable levels of risk.

The manager, or project owner, is responsible for making the call as to whether or not the added risk of any lone working is appropriate, based on formal risk assessment as well as dynamic risk assessments carried out at the time.

Training, Instruction and Supervision requirements

The training and instruction given should cover:

- The step-by-step process and procedures to be used, including interaction with line manager, security, monitoring company or equipment, apps etc. to be used during lone working.
- The process for carrying out dynamic risk assessments.
- The steps to be taken in the case of new or unacceptable risk introduction to the process.
- Follow Accompaniment Support Services for Children accident / injury / Incident / dangerous occurrence reporting procedures in the case of an incident occurring.

Implement Emergency Procedures

Lone or remote worker and their manager are required to have agreed appropriate emergency procedures in place, and the procedures must be able to adapt to differing conditions and environments, weather, security, traffic, time of the day, etc, and comply with all other Accompaniment Support Services for Children policies and procedures.

Appendix 2 - A.S.S.C. Incident Report Form

Person Completing Form: _____

Person involved in the incident: _____

Contact mobile number: _____

Date of Incident: _____

Time: _____ (am/pm)

Type of Incident:

Physical	
Environmental	
Chemical	
Near Miss	
Other (Please Specify)	

Were there other people present *(please circle):* Yes No

If so, *please specify* _____

_____

_____

Was First Aid required *(please circle):* Yes No

If so, who was it administered by: _____

Was follow up medical attention required *(please circle):* Yes No

If so, what type: _____

Who was it reported to: _____

Signed: _____

Date: _____

Appendix 3

A.S.SC. Lone Working Policy – can be retrieved from any members of management or from A.S.S.C. CRM, in the 'Policy folder'

Appendix 4 - Lone Working Risk Assessment Form

This form may be used as part of an individual risk assessment; however, additional controls may be required depending on the specific medical condition identified.

Employee Name: ` **Client No:**

Date:

Reason for lone working & objectives

Date of lone working:

Expected Start time: Expected Finish Time:

Exact Location / address

Name of colleague to communicate with

Buddy system (Name)

People to be present at home visit	**Relationship**
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Home Visits Court House A.S.S.C. Office (circle)

Potential Risks Identified: **Please circle**

A. Traveling to and back from venue **Yes / No**

B. Any potential physical or verbal assault from service users/ other individuals (any know previous violence / inappropriate behaviour)

Yes/No

C. Any potential risk of illegal substances being used by service users when visiting home – or accompanying clients

Yes/No

D. Medical conditions (e.g. epilepsy), including risk of medical episode and access to emergency assistance

Yes/No

E. Any other potential concerns/risks

No - (NO, provide reason for lack of concern)

Yes – (YES, provide reason for concern)