



KELRON HEALTH AND SAFETY SERVICES

CONSULTANCY

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The programme will enable learners to deliver Consultancy. It will ensure competency in the preparation of Consultancy assessments.

Delivery of this programme may be in-house or is offered on a public basis in venues around the country. The facilitation of the program will consist of a variety of lectures, practical demonstrations and student centred learning.

Learner Profile

This programme is open to all learners specifically those who have a responsibility in health & safety within their work environment.

It is our belief at Kelron, that people learn more when they are involved. We therefore will encourage each student to define their specific requirements and then design the course content where possible to address their needs.

What do I need to provide before the course?

You need to fill out the booking form which is available at the back of this document.

Method Statement

A method statement is a method of control that is used after a risk assessment of a task has been carried out.

The method statement is used to control the task and to ensure that all involved are aware of the hazards associated with the task and the control measures to be taken.

In addition method statements are used for a particular section of work, they detail its boundaries, materials and plant requirements and temporary work designs.

The main purpose of a work method statement is:

- to outline a safe method of work for a specific job
- to provide an induction document that workers must read and understand before starting a job
- to meet legal requirements, that is, hazard identification and control
- to program work, materials, time, staff, and to anticipate possible problems
- to use as a tool in quality assurance

There is a growing need for companies to write work method statements. These procedures must be readily understood by all employees, including employees with low literacy/numeracy skills.

Kelron Health and Safety will be delighted to assist you in preparing your method statements.

RISK ASSESSMENT

In Ireland, Section 19 of the Safety, Health and Welfare at Work Act, 2005, requires that employers carry out an identification of their workplace hazards and an assessment of the risks posed by those hazards.

The goal of hazard identification and risk assessment is to devise and implement appropriate controls to ensure that the risks are reduced to an acceptable level.

The Kelron Consultants team can guide management through the risk assessment process from identification of hazards to risk quantification, and determining appropriate solutions. We can help in all aspects of hazard and risk management from procedures to training to monitoring and review.

Conducting regular risk assessments may cost more in the short term, as you spend money to improve conditions, but you will protect yourself from the risk of fines, or being sued by an employee or member of the public. We will show you how to make risk management more effective helping you comply with the law and by reducing the likelihood of injury thus improving the efficiency of work which makes good business sense.

Our service includes:

- Hazard identification.
- Implement control measures to reduce risk.
- Liaise with client in correct operation of safety management system.
- Conduct periodic reviews of hazards in your operation and advice on interventions to manage risk.

With the correct control measures in place as a result of identifying risk areas a company can:

- Create and maintain a culture of risk awareness
- Reduce risk of damages awards and negative publicity
- Reduce possibility of fines and penalties
- Have a positive impact on employees behaviour and absence / stress incidents
- Reduces risk of third party action for damages
- Supports Insurance placements and premium mitigation
- Improvement in health and safety in the workplace and increased efficiency

Safety Statement

Under Irish law, every business is required to hold a company-specific Safety Statement. This documents the safe working practices and policies of a business.

Section 20 of the Safety, Health and Welfare at Work Act 2005 requires that an organisation produce a written programme to safeguard the safety and health of employees while they work. Other people who might be at the workplace, including customers, visitors and members of the public must also be considered.

The safety statement represents a company's commitment to safety, health and welfare. The safety statement should influence all work activities, including the selection of competent people, the way work is done and the selection of equipment and materials. The safety statement must be made available to staff, and anyone else, showing that hazards have been identified and the risks assessed and eliminated or controlled.

Kelron Consultants will carry out a systematic and holistic examination of your business in order to identify any hazards which may exist. We will assist and advise you on suitable control measures to eliminate or reduce any identified risks to an acceptable level. The Safety Statement should be constantly reviewed and updated in line with changes in work practices, company structures and legislative changes. Every Safety Statement that we compile is unique as it is specific to a particular business as is required by law.

What is included in the price:

- An initial consultation session including risk assessments with a safety consultant.
- Preparation of a fully legally compliant Safety Statement.
- Delivery with further advice and consultation.

VDU/DSE Assessments

Visual Display Units (VDUs) are widely used in all industries today and are a contributing factor to back injury, eye strain from poor ergonomics and eye strain from incorrect positioning of equipment or in regard to lighting.

The General Application Regulations 2007 contains a list of minimum requirements in which the employer is obliged to carry out a risk assessment of each VDU workstation.

This assessment will also look at:

- equipment
- software
- ventilation
- lighting levels
- access & egress
- ergonomics
- good housekeeping
- space requirements
- noise, eye tests
- electrical cables/electricity
- manual handling
- stress due to VDU work
- all office furniture.

There are minimum requirements and standards required which cover all these areas. This assessment will also evaluate the employees routine, positioning and seating in relation to their VDU and training levels provide to staff.

The assessment will also take into account any traits or symptoms of “Sick Building Syndrome” which may be identified during the risk assessment.

Benefits

- Allow the employer to meet his legal requirements
- Provide the management with an understanding of the design problems or underlying engineering/ventilation problem of the individual workstations or office
- Reduce the level of RSI or Work Related Upper Limb Disorders (WRULDs) injuries and eye sight problems
- Provides staff with a safer and more beneficial working environment
- Reduces stressing and fatigue factors related to the work environment
- Allows the employer to identify and put in place any extra training and information that may be required for employees

Through a process of discussion, training and adjustment, suggestions are made to improve the ergonomic use of desk equipment, including the desk itself, chairs, PC screens, keyboards and mouse, and any other equipment that is used day to day. In this way potential stresses on workers are reduced, allowing them to be more comfortable in their work

Kelron Health and Safety Hebron Industrial Estate, Hebron Road, Kilkenny. Tel: 056 7770447

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CONSULTANCY

Booking Form

Name

Telephone

Mobile

Email

Address

PPSN Number

Date of Birth

Preferred venue and date:

In the unlikely event of a course failing to reach any minimum student number, you will be offered a full refund or a place on the next available course

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