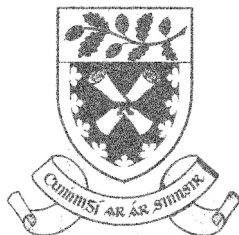


Cumann Genealais na hÉireann
Genealogical Society of Ireland

AN DAONCHARTLANN

HEALTH & SAFETY
STATEMENT



Cumann Genealaíais na hÉireann **Genealogical Society of Ireland**

AN DAONCHARTLANN

HEALTH & SAFETY STATEMENT

The Board of Directors of the Society adopted the following measures to ensure, as far as practicable, the health, safety and welfare of all persons using the Society's Archives and Research Centre, An Daonchartlann, located at the Carlisle Pier, Dún Laoghaire, Co. Dublin.

1. Definitions:

'Archives' shall mean the Archives and Research Centre – An Daonchartlann.

'Authorized Officer' shall mean the member of the Board of Directors appointed by the Board to oversee the implementation of this Health & Safety Statement.

'Board' shall mean the Board of Directors of the Genealogical Society of Ireland Limited.

'Company' shall mean the Genealogical Society of Ireland Limited.

'Day Book' shall mean the register wherein the names of all persons entering the facility beyond the inner door shall be recorded on each day.

'Director of Archival Services' shall mean the member of the Board of Directors appointed by the Board to oversee the operation of the Archives in accordance with the criteria established, from time to time, by the Board.

'Duty Officer' shall mean the lead person in charge of the operation of the Archives in the absence of the Director of Archival Services.

'Harbour Authorities' shall mean the Dún Laoghaire Harbour Company and its employees, including the Harbour Police.

'Incident Book' shall mean the register to be maintained by the Director of Archival Services and/or the Authorized Officer wherein the details of each incident concerning matters covered by this Health and Safety Statement shall be properly recorded and duly reported to the Board at its next meeting.

'Member' shall mean a person who is in compliance with the Membership criteria established, from time to time, by the Board.

'Society' shall mean the Genealogical Society of Ireland Limited and/or the 'Company'.

'Staff' shall mean the Member volunteers, including any member of the Board of Directors, maintaining the services of the Archives. The Society has no employees or paid staff – all are volunteers.

'Visitor' shall mean all persons using the Archives who are not Members.

2. General Duties and Responsibilities of the Board

- i. The Board shall ensure, as far as is reasonably practicable, the safety, health and welfare of all persons availing of the services provided in the Archives and may make provision for such by way of resolutions of the Board, bye-laws, and rules and regulations, as may be deemed necessary, to ensure the safe and efficient operation of the Archives.
- ii. Without prejudice to the generality of *Clause 2.i*, the Board shall ensure that the management of the Archives shall conduct all its activities in such a way as to ensure, as far as is practicable, the safety, health and welfare of all Members, Staff and Visitors using the facility.
- iii. Without prejudice to the generality of *Clause 2.i*, the Board shall ensure that the management of the Archives shall conduct all its activities in such a way as to prevent, as far as is practicable, any improper conduct or behaviour likely to put the safety, health or welfare of any person in the facility at risk.
- iv. The Board shall ensure, so far as is reasonably practicable and is permissible under the Company's lease with the Dún Laoghaire Harbour Company, that the design, layout, condition, provision and maintenance of the facilities, including all fixtures, fittings and machinery, in the Archives are safe and without risk to health.
- v. The Board shall ensure, so far as is reasonably practicable and is permissible under the Company's lease with the Dún Laoghaire Harbour Company, that a safe means of access and egress is maintained at the Archives.
- vi. The Board shall ensure, that in the management and operation of the Archives that all activities are planned, organised, maintained and revised as appropriate, so far as is reasonably practicable, to ensure that such are carried out in accordance with the provisions of this Health and Safety Statement.
- vii. The Board shall provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare of all persons in the Archives.
- viii. The Board shall cause a regular risk assessment to be undertaken by the Authorized Officer to ensure, as far as is reasonably practicable, that all hazards or potential hazards are identified, recorded and reported to the Director of Archival Services and that effective and timely action is taken to remove any risk to the safety, health and welfare of the users of the Archives.
- ix. The Board shall ensure that the management of the Archives shall provide such signage and other informational material as may be deemed necessary or

appropriate to ensure the successful and sustainable implementation of this Health and Safety Statement.

- x. The Board shall cause an annual review of the provisions and scope of this Health and Safety Statement to be carried out by the Authorized Officer for consideration at the November meeting of the Board each year and, where necessary, obtain the services of a competent health and safety professional, whether under contract or otherwise, to advise on the review, scope and implementation of this Health and Safety Statement.

3. General Duties of Staff

- i. All persons assisting in the provision of services at the Archives shall comply with the provision of this Health and Safety Statement and any other lawful direction in respect of the safety, health and welfare of users of the Archives given by the Director of Archival Services, Authorized Officer or Duty Officer.
- ii. All persons assisting in the provision of services at the Archives shall take reasonable care to protect his or her safety, health and welfare and that of any other person or persons who may be affected by his or her acts or omissions in the course of their volunteering to provide services at the Archives.
- iii. A person assisting in the provision of services at the Archives shall ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in a state as to endanger his or her own safety, health or welfare or that of any other person.
- iv. A person assisting in the provision of services at the Archives shall not engage in improper conduct or behaviour that is likely to endanger his or her own safety, health or welfare or that of any other person in the Archives.
- v. It shall be the duty of all persons assisting in the provision of services at the Archives to report to the Director of Archival Services, Authorized Officer or Duty Officer any activity undertaken or likely to be undertaken in a manner which may, in their opinion, endanger the safety, health or welfare of persons in or near the Archives.
- vi. It shall be the duty of all persons assisting in the provision of services at the Archives to report to the Director of Archival Services, Authorized Officer or Duty Officer any defect, malfunction or article or substance which may, in their opinion, endanger the safety, health or welfare of persons in or near the Archives.
- vii. It shall be the duty of all persons assisting in the provision of services at the Archives to report to the Director of Archival Services, Authorized Officer or Duty Officer any activity undertaken or likely to be undertaken in a manner

which may, in their opinion, be a contravention of the relevant statutory provisions which may endanger the safety, health or welfare of persons in or near the Archives.

- viii. It shall be the duty of all persons assisting in the provision of services at the Archives to report to the Director of Archival Services, Authorized Officer or Duty Officer any incident covered by this Health and Safety Statement and to have such recorded in the *Incident Book* including the name and address of the person concerned, the date, time and place of the incident, a description of the incident and the actions taken in respect of such.
- ix. It shall be the duty of the Director of Archival Services, Authorized Officer or Duty Officer to ensure that the names of all persons entering the Archives are duly recorded in the *Day Book* and that all persons assisting in the provision of services at the Archives fully comply with this requirement.
- x. It shall be the duty of the Director of Archival, Authorized Officer or Duty Officer to ensure that each and every decision of the Board in respect of Clause 2.i. of this Health and Safety Statement, including the provision and proper maintenance of the *Day Book*, *Incident Book*, First Aid Kit and other matters determined, from time to time, by the Board.

4. Notices, Bye-Laws, Rules & Regulations.

- i. The Board shall cause any decision made in respect of *Clause 2.i.* of this Health and Safety Statement to be displayed in a prominent position in the Archives and instruct the Director of Archival Services and the Authorized Officer to ensure that such is brought to the attention of all persons using the Archives.
- ii. Any notice produced under this Clause shall be dated and all previous notices removed from display by the Director of Archival Services and/or the Authorized Officer.
- iii. Notices regarding the proper and safe use of equipment, including the computers, printers, microfilm and microfiche readers, shredders, binders, library steps, computer or extension leads, or any other piece of equipment shall be provided, as required, by the Director of Archival Services and/or the Authorized Officer.
- iv. A copy of this Health and Safety Statement shall be made available, on request, to any person requesting such while using the Archives.
- v. Provisions regarding the minimum staffing levels of the Archives may be made, as appropriate and deemed necessary, by the Board in accordance with *Clause 2.i.* of this Health and Safety Statement.

5. Personnel and Reporting Mechanisms

- i. The Board shall cause a list of all persons having a direct responsibility for the day to day implementation of the provisions of this Health and Safety Statement, including contact telephone numbers and e-mail addresses, to be displayed in the Archives.
- ii. Notwithstanding the provisions in *Clause 2* of this Health and Safety Statement, the persons deemed by the Board to have a direct, day to day, responsibility for the proper implementation of the provisions of this Health and Safety Statement in the Archives are the Director of Archival Services, the Authorized Officer and the Duty Officers as determined and agreed by a resolution of the Board.
- iii. The Board shall cause an annual inventory of all equipment in the Archive to be undertaken and presented to the Board at its November meeting each year.
- iv. The Authorized Officer shall prepare a list under Clause 5.iii of any and all equipment that he or she considers to be obsolete, malfunctioning or in need of repair or should be lawfully disposed of by the Society.
- v. The Director of Archival Services and the Authorized Officer shall have displayed in a prominent place in the Archives a notice with the Emergency Contact Numbers including the Harbour Policy, Harbour Company Offices and the National Emergency Service numbers.

Confirmation of Adoption

This Health and Safety Statement was adopted by the Board of Directors of the Genealogical Society of Ireland under ***Res: 12/10/942*** on Thursday, October 4th 2012.

Michael Merrigan, MA, FGSI
General Secretary / Company Secretary

Gerard Hayden, MGSI
Director of Building Services / Authorized Officer