

SITE SURVEY REPORT

Safety Statement (Ireland)

Prepared for	Brackloon Fit-Out Ltd
Date	12 Jan 2026
Site	Brackloon Fit-Out Ltd
Prepared by	C. Ní Bhriain

FORM

Safety Statement (Ireland)**1. Employer and scope**

Statement title	Brackloon Fit-Out Ltd: Safety Statement 2026 (completed example)
Employer (company or trading name)	Brackloon Fit-Out Ltd
Main address	Unit 7, Knockbrack Business Park, Co. Galway
Type of business or work activity	Joinery manufacture in our own workshop and shop, office and pharmacy fit-outs on clients' premises
Number of employees	14

Places of work this statement covers 1: Workshop and office

Name or location	Workshop and office
Address	Unit 7, Knockbrack Business Park
Work carried out there	Machining, assembly, spraying of finished joinery, loading of vans; office and design work
Where the copy or extract is kept	Full copy in the office and in the workshop canteen; also in the company app

Places of work this statement covers 2: Client sites (fit-outs)

Name or location	Client sites (fit-outs)
Address	Varies, listed in the job file
Work carried out there	Strip-out, partitions, ceilings, installing joinery, minor electrical and plumbing by our subcontractors
Where the copy or extract is kept	Site extract in the site folder in each van, with the SSWP for the job
Do you carry out construction work?	Yes
Statement reference	BFO-SS-2026
Version	Rev 4
Date of this version	12 Jan 2026

2. Safety and health policy

Policy declaration	Brackloon Fit-Out Ltd is committed to working in accordance with the Safety, Health and Welfare at Work Act 2005 and the regulations made under it. As far as is reasonably practicable we will manage our work so that our employees, subcontractors, clients and the public are not put at risk; keep this safety statement and our written risk assessments up to date and bring them to the attention of every employee at least once a year and whenever they change; provide safe premises, plant, equipment and systems of work; give the information, instruction, training and supervision people need; provide protective equipment free of charge where a hazard cannot be removed; prepare and practise our emergency plans; consult our employees and their safety representative; and use competent advice where we do not have it in-house.
Safety and health objectives for this year	Every new starter inducted on their first day. Dust extraction checked on all workshop machines by March. Manual handling refresher for the site team by April. No lost-time injuries.
Person at senior management or director level with responsibility for safety and health	M. Ó Conaill
Position	Managing Director
Signature	
Date signed	12 Jan 2026

3. Hazards and risk assessment

Risk assessment 1: Power tools and work equipment

Hazard	Power tools and work equipment
Where or during which activity	Workshop: panel saw, spindle moulder, planer-thicknesser
Who is at risk?	Employees, New or inexperienced employees, Young persons
Current controls (what you already do)	Fixed guards and push sticks on every machine; machines only used by named, trained operators; apprentice works on the spindle moulder only under direct supervision; emergency stops tested weekly and logged.
How the controls work	Collective protective measures (guarding, barriers, extraction), Safe system of work, procedure or permit, Training, instruction and supervision
Level of risk with the current controls	Medium

Additional controls needed	Replace the spindle moulder's manual feed with a power feed unit.
Action by whom	M. Ó Conaill
By when	30 Apr 2026
Date completed	9 Apr 2026
Is this a task that poses a serious risk?	Yes
Extract given to the people affected?	Yes

Risk assessment 2: Hazardous substances and dust

Hazard	Hazardous substances and dust
Where or during which activity	Workshop: MDF and hardwood dust, spray lacquer
Who is at risk?	Employees
Current controls (what you already do)	Local exhaust ventilation on every dust-producing machine, tested and maintained; spraying only in the spray booth; safety data sheets for each lacquer kept in the workshop; no dry sweeping; respirators face-fit tested for the sprayer.
How the controls work	Combat the risk at source, Collective protective measures (guarding, barriers, extraction), Safe system of work, procedure or permit, Personal protective equipment
Level of risk with the current controls	Medium
Additional controls needed	Switch the primer to a water-based product.
Action by whom	S. Keane
By when	31 Mar 2026
Date completed	20 Mar 2026
Is this a task that poses a serious risk?	No

Risk assessment 3: Manual handling

Hazard	Manual handling
Where or during which activity	Loading sheet materials and finished units; carrying on site
Who is at risk?	Employees, Young persons
Current controls (what you already do)	Panel trolleys and a van tail-lift; two-person lifts for full sheets and units over 25 kg; deliveries to the point of use where the site allows; manual handling training every three years.

How the controls work	Replace with something safer or less dangerous, Adapt the work to the individual, Training, instruction and supervision
Level of risk with the current controls	Medium
Additional controls needed	Manual handling refresher for the site team.
Action by whom	C. Ní Bhriain
By when	30 Apr 2026
Date completed	16 Apr 2026
Is this a task that poses a serious risk?	No

Risk assessment 4: Work at height

Hazard	Work at height
Where or during which activity	Site: ceilings, high-level joinery, signage
Who is at risk?	Employees, Contractors
Current controls (what you already do)	Podium steps and mobile towers with guardrails; ladders only for short, light work; towers erected by trained staff and checked before use; work at height planned in the SSWP for each job.
How the controls work	Collective protective measures (guarding, barriers, extraction), Safe system of work, procedure or permit, Training, instruction and supervision
Level of risk with the current controls	High
Additional controls needed	Replace the two remaining aluminium stepladders with podium steps; tower erection training for two new fitters.
Action by whom	M. Ó Conaill
By when	28 Feb 2026
Date completed	19 Feb 2026
Is this a task that poses a serious risk?	Yes
Extract given to the people affected?	Yes

Risk assessment 5: Electricity and live working

Hazard	Electricity and live working
Where or during which activity	Site: existing installations during strip-out
Who is at risk?	Employees, Contractors

Current controls (what you already do)	No work on electrical installations by our own staff; circuits in the work area isolated and locked off by the client's or our registered electrical contractor before strip-out; battery tools by default; all leads and tools checked before use.
How the controls work	Avoid the risk, Safe system of work, procedure or permit, Replace with something safer or less dangerous
Level of risk with the current controls	Low
Is this a task that poses a serious risk?	No

Risk assessment 6: Members of the public and building occupants

Hazard	Members of the public and building occupants
Where or during which activity	Site: fit-outs in trading shops and pharmacies
Who is at risk?	Members of the public, Visitors
Current controls (what you already do)	Work area hoarded or barriered off from the shop floor; noisy and dusty work scheduled before opening; walkways kept clear; materials stored inside the work area only.
How the controls work	Collective protective measures (guarding, barriers, extraction), Safe system of work, procedure or permit
Level of risk with the current controls	Medium
Additional controls needed	Agree a written out-of-hours schedule with the client for each trading fit-out.
Action by whom	D. Burke
By when	15 Feb 2026
Date completed	10 Feb 2026
Is this a task that poses a serious risk?	No

Risk assessment 7: Work-related stress

Hazard	Work-related stress
Where or during which activity	Office and site managers during busy fit-out programmes
Who is at risk?	Employees
Current controls (what you already do)	Realistic programmes agreed with clients before acceptance; workload discussed at the monthly team meeting; employee assistance phone line; dignity at work policy.
How the controls work	Adapt the work to the individual, Safe system of work, procedure or permit

Level of risk with the current controls Low

Is this a task that poses a serious risk? No

Risk assessment 8: Driving for work

Hazard	Driving for work
Where or during which activity	Vans between the workshop and sites
Who is at risk?	Employees, Members of the public
Current controls (what you already do)	Vans serviced to schedule and walk-around checked weekly; loads secured with straps and racking; journeys planned so nobody drives after a long shift; no phone use while driving.
How the controls work	Safe system of work, procedure or permit, Training, instruction and supervision
Level of risk with the current controls	Medium
Additional controls needed	Fit load restraint rails in the second van.
Action by whom	S. Keane
By when	15 Mar 2026
Date completed	2 Mar 2026
Is this a task that poses a serious risk?	No
Hazards assessed	8
High risk	1
Actions still open	0
Work that needs a permit to work	Hot work on client premises (the client's permit to work); any entry to a ceiling void above an occupied pharmacy (our own permit, signed by the site manager)
Other documents this statement relies on, and where they are kept	Safety data sheets (workshop file and app), machine operating procedures (on each machine), SSWPs and job files (site folder), training register (office)

4. Protective and preventive measures and resources

Arrangements in place	Welfare facilities (toilets, washing, drinking water, rest and eating), Induction for new employees, Training and competence records, Personal protective equipment: issue, use and replacement, free of charge, Visitors, Contractors and others sharing the workplace, Young persons, Pregnant, post-natal and breastfeeding employees, Dignity at work: bullying, harassment and work-related stress, Accident and dangerous occurrence reporting and investigation, Health surveillance, Work equipment maintenance and inspection, Chemical safety data sheets and storage, Driving for work
How the main arrangements work	Inductions use the induction checklist in the app and are signed by the new starter. Accidents and near misses are reported to the office the same day; reportable accidents are reported to the Health and Safety Authority by the Managing Director. Hearing and lung function checks every two years for the workshop team. Our one apprentice under 18 has a young person risk assessment reviewed with their parent.

Competent persons appointed under section 18 1: C. Ní Bhriain

Name	C. Ní Bhriain
Functions	Safety coordinator: risk assessments, inductions, training register, site inspections
Employed or external?	Our employee

Competent persons appointed under section 18 2: Western Safety Advisory (fictional)

Name	Western Safety Advisory (fictional)
Functions	Annual audit of this statement and advice on new machinery
Employed or external?	External adviser
Resources provided	A day a month for the safety coordinator's safety work; budget of EUR 9,000 for 2026 for training, PPE and extraction maintenance; external adviser retained for the annual audit.

5. Emergency plans and procedures

Assembly point	Workshop: front car park by the flagpole. Sites: as set in the site induction
How the alarm is raised	Workshop: break glass call points; sites: as the client's procedure
Location of the first aid kit	Workshop canteen and every van
Nearest hospital emergency department	University Hospital Galway
Emergency services	112 or 999

Other emergency contacts

Office (07:30 to 17:30) and the Managing Director's mobile, listed in the app and on the canteen notice board

Employees designated for emergencies 1: S. Keane

Name	S. Keane
Role	Occupational first aider
Training date	18 Sep 2025

Employees designated for emergencies 2: C. Ní Bhriain

Name	C. Ní Bhriain
Role	Fire warden
Training date	6 Nov 2025

Employees designated for emergencies 3: D. Burke

Name	D. Burke
Role	Occupational first aider
Training date	8 Jan 2026

Serious and imminent danger: how people are told to stop work and go to a safe place Anyone who sees a serious and imminent danger stops the work, warns the people around them and moves to a safe place, then tells their supervisor. Work does not restart until the supervisor has checked it is safe. Nobody is penalised for stopping work for safety.

Last evacuation drill	14 Oct 2025
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6. Responsibilities and duties

People responsible for safety tasks 1: M. Ó Conaill

Name	M. Ó Conaill
Job title or position	Managing Director
Tasks assigned to them under this statement	Overall responsibility; resources; reporting to the Health and Safety Authority; signs this statement

People responsible for safety tasks 2: C. Ní Bhriain

Name	C. Ní Bhriain
Job title or position	Safety coordinator and office manager

Tasks assigned to them under this statement	Keeps this statement and the risk assessments up to date; inductions; training register; annual briefing
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People responsible for safety tasks 3: S. Keane

Name	S. Keane
Job title or position	Workshop foreman
Tasks assigned to them under this statement	Machine checks, extraction, spray booth, safety data sheets, van checks

People responsible for safety tasks 4: D. Burke

Name	D. Burke
Job title or position	Site manager
Tasks assigned to them under this statement	SSWP for each job, site inductions, liaison with the PSCS and the client, site inspections
Employee duties set out (section 13)	Comply with the law and take reasonable care of themselves and others, Not be under the influence of an intoxicant that endangers anyone, Co-operate with the employer on safety and health, Not engage in improper conduct that endangers anyone, Attend training and assessment the employer reasonably requires, Use equipment, substances and protective clothing correctly, Report dangerous work, defects and contraventions as soon as practicable
Other duties for your workplace	Check the SSWP before starting each task on site and stop if the conditions have changed.

7. Consultation and safety representatives

How employees are consulted	Safety representative, Regular team or toolbox meetings, Consultation before new equipment, chemicals or work methods
Have the employees appointed a safety representative?	Yes
Safety representative	P. Walsh (bench joiner)
How to contact them	In the workshop, or through the office
Is there a safety committee?	No
Last consultation on this statement	8 Jan 2026
What was discussed	Draft Rev 4: the new power feed, the water-based primer, the van restraint rails and the out-of-hours schedule for trading fit-outs

8. Bringing the statement to people's attention

How it is brought to employees' attention	Talked through at induction, Talked through at a team meeting, Available on the intranet or app, Copy or extract given to each employee
Languages used	English; the safety rules extract in Polish for two fitters, checked by them
Last brought to the attention of all employees	15 Jan 2026
New employees are told about it when they start?	Yes
Others told about the risks that affect them	Contractors, Temporary or agency workers, Visitors

9. Construction work

Project or site	Pharmacy fit-out, Main Street unit (fictional)
Client	Harbour Pharmacy Ltd (fictional)
Which of these apply to the project?	More than one contractor
Project Supervisor Design Process (PSDP)	Kilcarra Design Partnership (fictional)
PSDP appointed in writing?	Yes
Project Supervisor Construction Stage (PSCS)	Brackloon Fit-Out Ltd (D. Burke, site manager)
PSCS appointed in writing?	Yes
Our role on this project	PSCS and contractor
Safety and health plan seen and its site rules briefed to our workers?	Yes
Everyone on site holds a valid Safe Pass card?	Yes
Our people normally on this site at one time	6

Safe System of Work Plans 1: Strip-out of the existing shop fittings and ceiling

Work activity	Strip-out of the existing shop fittings and ceiling
SSWP form	Commercial building
Date	16 Feb 2026
Prepared by (supervisor, foreman or self-employed person)	D. Burke, site manager

Hazards selected and the controls for each	Falls from height: podium steps and tower with guardrails. Electricity: lighting circuits isolated and locked off by the electrical contractor. Dust: on-tool extraction, area sheeted. Manual handling: waste bagged small, two-person lifts. Public: work area hoarded, work before 09:00.
Controls confirmed in place with the workers before work started?	Yes
Signed off and brought to the attention of everyone it applies to?	Yes
Kept at the work location with	In the site folder with the fitting team

Safe System of Work Plans 2: Installing the dispensary units and counter

Work activity	Installing the dispensary units and counter
SSWP form	Commercial building
Date	23 Feb 2026
Prepared by (supervisor, foreman or self-employed person)	D. Burke, site manager
Hazards selected and the controls for each	Manual handling of units: panel trolley and two-person lifts. Power tools: battery tools, checked before use. Slips and trips: offcuts cleared each hour.
Controls confirmed in place with the workers before work started?	Yes
Signed off and brought to the attention of everyone it applies to?	Yes
Kept at the work location with	In the site folder with the fitting team

10. Review and sign-off

Why this version was reviewed	Annual review, Significant change in the work, equipment, substances or people
What changed in this version	Rev 4: power feed on the spindle moulder; water-based primer; new van restraint rails; out-of-hours schedule for trading fit-outs; two new fitters added to the training register; Polish extract added.
Employees or the safety representative consulted on this review?	Yes
Next review due	11 Jan 2027
Points to resolve	0
Signed for the employer by	M. Ó Conaill
Position	Managing Director

Signature

M. Ó Conaill

Date

12 Jan 2026
