

BAT CONSERVATION IRELAND

Safety Statement

May 2026

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1. ISSUE AND AMENDMENT DETAILS

This Safety Statement has been prepared by Declan Hughes of Compliplus Limited, for Bat Conservation Ireland. It has been prepared based on information from and discussions with Bat Conservation Ireland. Every effort is made to ensure the accuracy of the information provided in this document, however should errors or omissions be identified, please notify Bat Conservation Ireland management so that appropriate measures can be taken to rectify same.

Failure to follow the information and guidance in this document as well as failure to adhere to Bat Conservation Ireland safety procedures, policies and supplier's/manufacturers guidance could result in increased risk and potential harm to individuals.

Acknowledgements: Information from the Health and Safety Authority (HSA) have been used in compiling this document

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Approved By: **Date: 19th of May 2026 2024**

Dr. Caroline Shiel
Co -Chairperson
Bat Conservation Ireland

2. ABOUT BAT CONSERVATION IRELAND

Bat Conservation Ireland is a company limited by guarantee and with charitable tax exemption status. We are governed by a Revenue-approved Memorandum and Articles of Association. We have signed up to the Governance Code for Charities.

We are currently working on GDPR compliance and can assure members, volunteers and anyone who engages with us through our website, that we will never share your information with 3rd parties.

Bat Conservation Ireland was founded in 2004 and is composed of a diverse mix of conservationists, researchers, volunteers and others with who are committed to wildlife conservation in Ireland. We particularly seek to address the potential conflicts that sometimes arise between humans and bats in dwelling houses.

Bat Conservation Ireland does not carry out bat surveys for developers or landowners. If you require the services of a consultant bat worker, we recommend that you search the directory of Chartered Institute of Ecology and Environmental Management (CIEEM). However, please note that the CIEEM list of consultant bat workers is not exhaustive.

Bat Conservation Ireland does not comment on individual planning applications.

Bat Conservation Ireland aims to promote the conservation of bats in Ireland. We do this by:

Disseminating educational materials, giving talks and leading bat walks, running detector workshops and bi-annual conferences, and regularly updating the website www.batconservationireland.org which provides information about bats, downloadable reports and acts as a portal to sources of bat information.

Carrying out nationwide surveys (e.g. BATLAS 2010) and monitoring of bats (e.g. the All-Ireland Daubenton's Waterways Survey, Car-based Bat Monitoring Scheme, Brown Long-eared Bat Roost Monitoring Scheme), all of which involve local involvement of volunteers.

Actively promoting bat conservation by being represented on the Environmental Pillar and as a member of the Irish Environmental Network (IEN).

Offering extensive support and training to members of the public to survey their local bat populations.

Acting as an umbrella group for the local bat groups. Active bat groups are found in Dublin, Kildare, Galway, Limerick, Meath, Wicklow, The Midlands, Cavan (Donegal, Waterford, Cork – waiting on confirmation that they are going to affiliate).

Providing a central repository for bat records and data sharing with appropriate agencies.

The committee of Bat Conservation Ireland works to ensure the Bat Conservation Ireland complies with its legal obligations and requirements, as well as providing policy direction and guidance. The committee includes nine individuals interested in the work of Bat Conservation Ireland. Committee members and Company Directors are appointed at the AGM. Committee members contribute their time voluntarily. If you are interested in becoming more involved with Bat Conservation Ireland, please contact us.

Bat Conservation Ireland Contact Details

- Address: Bat Conservation Ireland, Carmichael House, 4-7, North Brunswick Street, Dublin 7
- Web Site: www.batconservationireland.org

3. INTRODUCTION TO THE SAFETY STATEMENT

a. What is the Safety Statement

A Safety Statement is a plan, in writing, which specifically identifies the hazards, assesses the risks, outlines the controls to be put in place, the persons responsible and resources necessary to secure the safety of persons at work. It is required by Section 20 of the Safety, Health and Welfare at Work Act 2005.

Bat Conservation Ireland has prepared a comprehensive Safety Statement in line with the requirements of the Safety, Health and Welfare at Work Act 2005 which addresses the major safety management, consultation and operational issues that apply to Bat Conservation Ireland.

The Safety Statement is made available to all Bat Conservation Ireland employees and other persons who may be affected by the activities of the organisation, i.e. Bat Conservation Ireland Clients and Volunteers, etc. The Safety Statement is reviewed on an annual basis or when there are legislative or work practice changes.

b. Applicable Safety Legislation

In developing this Safety Statement, Bat Conservation Ireland has taken account of all applicable safety legislation relating to its activities. Some of the key safety legislation that applies to Bat Conservation Ireland includes;

I. The Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work Act 2005, establishes the main provisions for securing health and safety in all workplaces. It applies to all workplaces, at all times and all employers irrespective of risks, size or operations. The Act requires Bat Conservation Ireland to assigns responsibilities and duties to all parties involved in workplace safety and health. In addition to Bat Conservation Ireland employees, clients, volunteers and suppliers, also have duties under the 2005 Act.

II. The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023

The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 deals with specific topics and issues associated with work activities including the workplace, access, egress, noise, electricity, work equipment, manual handling, workstations, safety signs, first aid, etc.

III. The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016

This legalisation details the specific requirements for reporting accidents and dangerous occurrences to the Health and Safety Authority.

It is the intention of Bat Conservation Ireland to apply, as our minimum standard, the statutory provisions of the Safety, Health, and Welfare at Work Act 2005, the Safety, Health, & Welfare at Work (General Application) Regulations 2007 to 2023 and other relevant legislation and associated guidance, as applicable.

In providing for safety, health, and welfare, Bat Conservation Ireland applies the most appropriate technical standards available, including national standards, fire safety codes and guidelines of the Health and Safety Authority, as they apply. Bat Conservation Ireland management is committed to co-operating with the local authorities such as the Fire and Emergency Services, and the Health and Safety Authority.

c. Access to Safety Advice

In accordance with the requirements of current legislation, as Bat Conservation Ireland has not got the competence in-house in relation to safety, an external safety advisor has been contracted to compile this safety statement.

The Safety Advisors contact details are:

Name:	Compliplus Limited
Address:	Unit 4, Virginia Business Park, Bailieboro Rd, Rahardrum, Virginia, Co. Cavan
Phone:	046 9245834
Email:	info@compliplus.com
Contact:	Paddy McHugh 087 2113333 paddy@compliplus.com

4. BAT CONSERVATION IRELAND SAFETY POLICY STATEMENT

At Bat Conservation Ireland we will take all reasonable steps to secure and maintain the health, safety and welfare of all employees, volunteers, clients, visitors and members of the public who may be affected by our activities. As a management team our objective is to maximise the wellbeing of each employee and their potential to contribute to achieving the core organisational values. It is our policy and overall aim to educate each employee in safe working practices and through this education it is envisaged that the employees will work in a safe manner whether or not immediate supervision is present.

Safety is a core value within Bat Conservation Ireland and safe working is an integral part of how we plan, organise and undertake our organisational activities and operations. To do this Bat Conservation Ireland is committed to:

- Providing a safe place of work, including safe access and egress.
- Providing safe equipment, articles and substances.
- Providing safe systems of work.
- Providing appropriate information, instruction, training and supervision.
- Determining and implementing appropriate preventative and protective measures.
- Following the general principles of prevention.
- Providing and practising plans for foreseeable emergencies.
- Complying with the requirements of the Safety, Health and Welfare at Work Act 2005.
- Keeping abreast of current applicable legislation.
- Obtaining when necessary the advice of a competent person on health and safety matters.
- Reporting prescribed accidents and dangerous occurrences to the Health and Safety Authority.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. At Bat Conservation Ireland we are committed to managing and conducting our work activities in such a way as to prevent, in so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare of our employees, volunteers, clients, visitors or any individual affected by the organisation's activities, at risk.

As a Chairperson in Bat Conservation Ireland, I have overall responsibility for the implementation of health and safety management within Bat Conservation Ireland. Bat Conservation Ireland's management and employees also share a responsibility ensuring their own safety whilst at work. This Safety Statement requires the co-operation of all Bat Conservation Ireland employees, volunteers, clients, visitors and others to enable Bat Conservation Ireland to discharge their legislative responsibilities.

Bat Conservation Ireland is committed to upholding the standards as required by current legislation and appropriate resources are made available to management and staff in order to maintain these health and safety standards.

All Bat Conservation Ireland management, employees, volunteers, clients, visitors have both a collective and individual legal responsibility to co-operate in implementing Bat Conservation Ireland safety policies and standards.

19th of May 2026

Dr. Caroline Shiel
Co-Chairperson
Bat Conservation Ireland

a. Implementation of Bat Conservation Ireland's Health and Safety Statement

Health and safety organisational arrangements, the specific responsibilities of employees, Bat Conservation Ireland work practices and procedures which must be adhered to are set out in this document.

All Bat Conservation Ireland management, employees and volunteers are expected to co-operate fully with the provisions made for ensuring the health, safety and welfare of themselves and anyone that is affected by their activities.

Bat Conservation Ireland has adopted a Safety Management System that has taken account of best practices as outlined in the Health and Safety Authority's guide; "Workplace Health and Safety Management" (see graph below).



b. Qualifications and Competence

Bat Conservation Ireland recognises that individuals must have a sufficient level of competency for the work that they are involved in. Bat Conservation Ireland acknowledges and accepts the definition of competency as outlined below, namely;

"…a person is deemed to be a competent person where, having regard to the task that he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaking".

Bat Conservation Ireland endeavours to ensure that all individuals have the required level of competence for the tasks that they are engaged in. When competence deficiencies are identified, corrective action is taken by management to ensure that the correct level of competency is available.

In line with the requirements of the Safety, Health and Welfare at Work Act 2005 and associated regulations, Bat Conservation Ireland has clearly outlined the roles and responsibilities in relation to the management of safety within the organisation. A clear management structure is in place which identifies all job roles. In addition, all job roles have specific responsibilities in relation to health and safety which are detailed in section 5 of this Safety Statement.

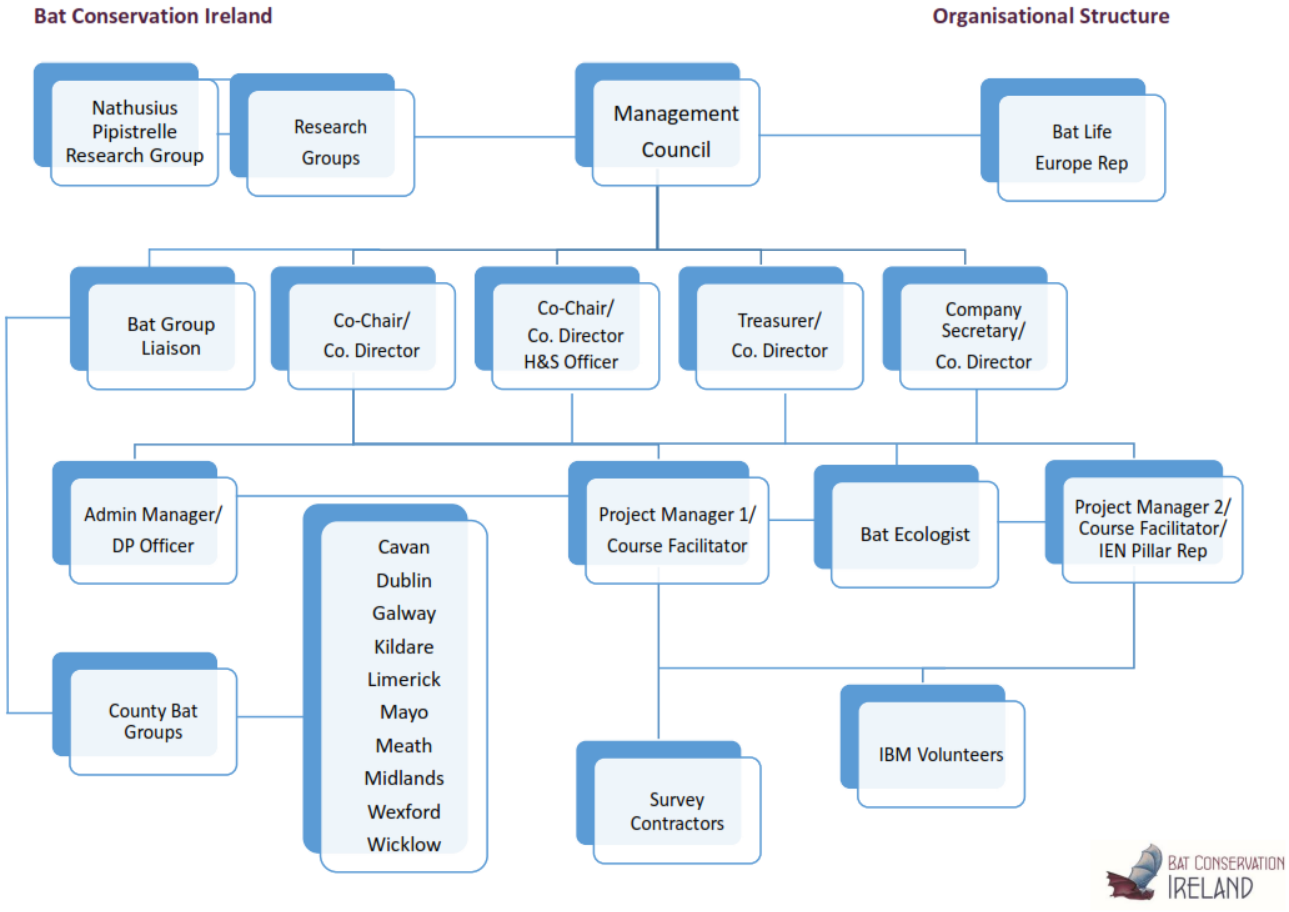
5. BAT CONSERVATION IRELAND SAFETY ROLES & RESPONSIBILITY

a. Bat Conservation Ireland Organisational Chart

As described earlier, the safety management system relies on all individuals within Bat Conservation Ireland to comply with the Bat Conservation Ireland safety procedures and controls. In this section, we clearly outline the safety roles and responsibilities assigned to every individual within Bat Conservation Ireland.

The Bat Conservation Ireland organisational chart clearly identifies the management structure. From this chart safety roles and responsibilities are outlined. Every individual will, as part of their induction, be given specific details of their responsibilities in relation to safety within Bat Conservation Ireland. They will also be given details of how Bat Conservation Ireland intends to manage their safety.

Bat Conservation Ireland Organisational Chart



Bat Conservation Ireland has allocated Dr Caroline Shiel to oversee the implementation and monitoring of safety within the organisation. Whilst the Chairperson has overall responsibility for the implementation and management of safety within the organisation, all staff and volunteers have a responsibility to assist with the implementation and monitoring of safety within Bat Conservation Ireland.

Safety Advisor – Under the requirements of the Safety, Health and Welfare at Work Act 2005, in the event that an organisation has not got sufficient competence with regard to health and safety within the organisation, they must seek external advice from a competent advisor. A Safety Advisor assists an organisation in assessing, designing, planning and implementing overall safety, and helps in maintaining an effective occupational health and safety management system. This is of course if the company engages fully with the Safety Advisor.

Safety Coordinator - The role of Safety Coordinator is to help the organisation to manage health and safety on a day to day basis. Dr Caroline Shiel is the appointed Safety Coordinator for Bat Conservation Ireland. The Safety Coordinator is there to assist and provide information on health and safety matters. It is important to note that the Safety Coordinator may not be qualified in health and safety and is appointed by the organisation to coordinate the safety arrangements within the organisation or within a specific area in the organisation. In order to assist the Safety Coordinator, external competent Safety Advisors are in place to support the Safety Coordinator in their role.

b. The Safety Responsibility of the Management Council

The Management Council of Bat Conservation Ireland are ultimately responsible for the health and safety of all employees, Volunteers and anyone exposed to the activities of Bat Conservation Ireland.

c. The Safety Responsibility of the Bat Conservation Ireland Co-Chairpersons; Dr. Caroline Shiel & John Curtin

The Co-Chairpersons of Bat Conservation Ireland has the following safety responsibilities;

i. To ensure adequate resources are available to establish and implement the Bat Conservation Ireland health and safety management system.
ii. To manage work activities by planning, organising, implementing and reviewing all systems in the context of the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant Acts or Regulations.
iii. To ensure that the aims of the Safety Statement are made known to all employees.
iv. To accept overall responsibility with regard to the implementation of this policy.
v. To monitor the overall effectiveness of the policy and review and revise the policy as and when required.
vi. To monitor, review and measure the safety performance of all managers.
vii. To ensure that all employees are competent for the tasks that they are allocated to do.
viii. To ensure that safe standards and practices are implemented by employees.
ix. To ensure that all emergency plans are effective and appropriate to the nature of our activities.
x. To ensure that arrangements are in place for the provision and maintenance of all equipment.
xi. To ensure that there are systems in place to validate the competency of employees prior to employees being exposed to hazards in the workplace.
xii. To ensure that suitable arrangements are in place for the provision of training and information for the company's employees.
xiii. To cooperate with statutory bodies in relation to safety inspections, audits and recommendations.
xiv. To obtain, when necessary, the advice of a competent person on health and safety matters.
xv. To implement when appropriate recommendations highlighted in audits/reviews.

d. The Safety Responsibility of Bat Conservation Ireland Directors and Managers

All Directors and Managers working on behalf of Bat Conservation Ireland have the following responsibilities;

i. To familiarise yourselves with the sections of the Company Safety Statement relevant to your work activities and to confirm to your line manager that you have done so.
ii. To ensure that the resources available to you for safety management are used effectively and appropriately.
iii. To manage your work activities by planning, organising, implementing and reviewing all systems in the context of the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant Acts or Regulations.
iv. To ensure that the aims of the Safety Statement are made known to all employees under your control.
v. To accept responsibility for your area of control with regard to the implementation of this policy.
vi. To monitor the overall effectiveness of the policy as it relates to your area of control, and to initiate a review or revision of the policy as and when required.
vii. To monitor, review and measure the safety performance of all staff under your control.
viii. To ensure that safe standards and practices are implemented by employees under your control.
ix. To ensure that all emergency plans are effective and appropriate to the nature of activities under your area of control.
x. To ensure that safety equipment and personal protective equipment is suitable for purpose, are correctly used and maintained.
xi. To ensure that proper systems are in place for the safe handling, use and storage of equipment, substances and materials within the workplace.
xii. To ensure that arrangements are in place for the provision and maintenance of all equipment within your area of control.
xiii. To ensure that all employees are competent for the tasks that they are allocated to do.
xiv. To ensure that safe standards and practices are implemented by employees.
xv. To ensure that there are systems in place to validate the competency of employees prior to employees being exposed to hazards in workplace's that you control.
xvi. To ensure that safety discipline is upheld in the workplace.
xvii. To ensure that all employees under your control receive adequate safety induction into the workplace.
xviii. To ensure that all employees under your control receive adequate suitable safety training to enable them to perform their duties safely and without risk to themselves or others.
xix. To ensure that all employees receive appropriate information in relation to company procedures, risk assessments, safety arrangements and specific hazards associated with their work activities.
xx. To ensure that access, egress and housekeeping standards are maintained in line with safety standards.
xxi. To ensure that all accidents and dangerous occurrences are investigated and reported.
xxii. To maintain safety performance records and report to the safety management team on a quarterly basis.
xxiii. To cooperate with statutory bodies in relation to safety inspections, audits and recommendations.

e. The Safety Responsibility of all Bat Conservation Ireland Staff

All staff working on behalf of Bat Conservation Ireland has the following responsibilities;

i. To familiarise yourselves with the sections of the Company Safety Statement relevant to your work activities and to confirm to your line manager that you have done so.
ii. To take reasonable care of your own safety, health and welfare and that of any other person that may be affected by your acts or omissions while at work.
iii. To co-operate with Bat Conservation Ireland and any other organisation or person to such an extent as will enable Bat Conservation Ireland or any other organisation or person to comply with any of the relevant statutory provisions with regard to safety, health and welfare.
iv. To use in such manner so far as to provide the protection intended, any suitable appliance, protective clothing, convenience, or equipment used to assist with safety in the workplace.
v. To report to your Supervisor without unreasonable delay any defect in the plant, equipment, place of work or system of work which might endanger safety, health and welfare of which you become aware.
vi. Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or equipment used to assist with safety within the workplace.
vii. To attend work in a fit state and fit to conduct he work for which you are engaged. Do not attend work if you are under the influence of drugs, alcohol or both.
viii. To use correct tools and equipment for the job. Do not use tools, machinery or equipment requiring special training if you have not received such training.
ix. To comply with the requirements of safety policies, procedures and training applicable to the work that you are engaged in.
x. To comply with the manufacturers safety and use guidelines when using, operating, installing, storing, transporting or disposing or equipment and or substances.
xi. To comply with client's safety policies, procedures and training when working at client locations.
xii. To comply with environmental legislation and waste management policies and procedures relating to the disposal of waste materials and substances.
xiii. To wear all Personal Protective Equipment (PPE) as required by the work that you are engaged in and in compliance with the manufacturer's guidance and instruction.
xiv. To make suggestions or raise concerns on health and safety matters.
xv. To develop a personal concern for your own and others safety and to avoid any action which would be a source of danger to yourself and/or others.
xvi. To ensure that safe standards and practices are implemented by employees.
xvii. Not to carry out any tasks, which you feel you are not competent to carry out or which involves unreasonably high risks.
xviii. To report all accidents, incidents, near misses and dangerous occurrences immediately to your supervisor and prior to leaving work.
xix. Ensuring that suitable firefighting equipment is available for example fire blankets and extinguishers should be available and suitable for fighting a range of different fire types that could occur in the household.
xx. Not to smoke inside any building. Smoking is only permitted in designated areas.
xxi. To ensure that the works area is kept clear and free from obstruction.
xxii. To refrain from lifting or moving articles likely to cause injury and always use the methods outlined in your manual handling training.
xxiii. Not to misrepresent yourself in relation to your abilities.
xxiv. To inform Bat Conservation Ireland of any medical issue (heart problem, diabetes, etc.) which, which if aggravated, could endanger you or your fellow workers.

f. The Safety Responsibility the Safety Coordinator; Dr Caroline Shiel

The role of Safety Coordinator is to help Bat Conservation Ireland to manage health and safety on a day to day basis. The Safety Coordinator is there to assist and provide information on health and safety matters. It is important to note that the Safety Coordinator is not qualified in health and safety and has been appointed by Bat Conservation Ireland to coordinate the safety arrangements within the organisation. In order to assist the Safety Coordinator, external Safety Advisors have been appointed and are specifically in place to support the Safety Coordinator in their role.

Under the direction of the Chairperson, the Safety Coordinator's will:

i. Work with the senior management team to;
    a. Agree a health and safety plan and assist with the implementation of the plan during the year.
    b. Draw up a training matrix for the staff and review it annually.
    c. Organise a review of safety arrangements on an annual basis.
    d. Develop or arrange for the development of health and safety procedures.
    e. Deal effectively with health and safety problems as they arise or refer on to a health and Safety Advisor for advice if a problem is complex or urgent.
ii. Provide advice to staff and others regarding health and safety by outlining current procedures or referring to the external Safety Advisors for guidance prior to reverting back with the associated advice.
iii. Communicate health and safety information and reports to management, staff, volunteers and others that may require it.
iv. Monitor works area so that;
    a. Health and safety procedures are being followed.
v. Coordinate on behalf of Chairperson;
    a. The completion Health and safety inspection of offices once a year.
    b. The reporting and investigation of any accidents or near misses involving anyone associated with Bat Conservation Ireland.
    c. The provision of health and safety information to new staff, volunteers and visitors.
vi. Liaise with the Safety Advisors, safety representatives, volunteers and suppliers on health and safety matters.
vii. Attend health and safety meetings and training as required.

g. The Safety Responsibility of all Bat Conservation Ireland Volunteers

All volunteers working on behalf of Bat Conservation Ireland have the following responsibilities;

i. To ensure the safety of themselves and all other persons who may be affected by their activities.
ii. Not to misrepresent their competence.
iii. To comply with all statutory requirements, best industry practices and any relevant operating procedures and safety guidelines imposed by Bat Conservation Ireland.
iv. To ensure that they are competent for the tasks that they are allocated to do.
v. To ensure that safe standards and practices are implemented.
vi. To ensure that they receive a copy of the Bat Conservation Ireland Safety Statement.
vii. To wear the necessary Personal Protective Equipment.
viii. To ensure that all accidents, incidents and dangerous occurrences are reported to Bat Conservation Ireland.

h. The Responsibility of the Bat Conservation Ireland Safety Management Team

The Safety Management Team is the main body responsible for monitoring and managing safety within Bat Conservation Ireland. The Safety Management Team will meet on a quarterly basis or when necessary. The following are permanent members;

i. Management Council.
ii. John Curtin; Co -Chairperson.
iii. Dr Caroline Shiel; Co -Chairperson & Safety Coordinator.
iv. Tina Aughney and Niamh Roche; Monitoring Staff.

The overall responsibility of the Safety Management Team is to:

i. Promote a proactive safety culture in Bat Conservation Ireland.
ii. Communicate all safety objectives.
iii. Constantly monitor and evaluate safety performance.
iv. Ensure that the Safety Statement and related safety documents are being revised and updated when necessary.
v. Review safety arrangements for upcoming projects.
vi. Evaluate and approve purchase of safety equipment or safety related activities.
vii. Deal with current concerns and seek to anticipate future issues.

6. SAFETY CONSULTATION, COMMUNICATION AND REPRESENTATION

a. Safety Consultation

The consultative process concerning health and safety matters is a two-way flow of information. Bat Conservation Ireland employees are actively encouraged to participate in the consultation process and all reasonable issues will be dealt with quickly and effectively. The Bat Conservation Ireland Safety Coordinator is available for advice, interpretation and consultation and they will facilitate the movement of information from both management and the employees. Each employee should initially contact their line manager with regard to the safety issue and if they fail to gain satisfaction they should continue to raise the matter with the Safety Coordinator.

All employees will be made aware of the Bat Conservation Ireland Safety Statement and safety management system. This will be communicated through the general induction on commencement of employment with Bat Conservation Ireland. Bat Conservation Ireland employees will also be informed of any relevant changes to the Safety Statement by safety bulletins and/or safety meetings with their line manager. In addition to induction process there will be periodic 'team meetings' and 'supervision meetings' covering the various safe working procedures that are applicable to them. In addition to this information, employees will complete both statuary and job specific training, which includes relevant safety information.

b. Circulation of the Safety Statement

The Safety Statement is available to all Bat Conservation Ireland employees electronically and a copy is available in all Bat Conservation Ireland offices. Others may also require access to the Safety Statement, e.g. volunteers.

The master copy of the Safety Statement is held by the Safety Coordinator. Controlled copies of the Safety Statement will be issued to personnel as required. The Safety Statement will be brought to the attention of all new employees, volunteers and to existing employees following any amendments.

c. Document Control

In order to ensure that each copy of the Bat Conservation Ireland Safety Statement contains a record of all changes and amendments, each change or amendment will be recorded on an amendment list. The amendment list, along with any revised or new pages, will then be circulated to all on the Bat Conservation Ireland Safety Statement circulation list where necessary.

The Safety Coordinator will maintain on file a master copy of the Bat Conservation Ireland Safety Statement incorporating all amendments and updates for reference.

d. Revisions of the Safety Statement

The Safety Statement will be reviewed annually and also in any of the following cases:

i. There has been a significant change in the matters to which it refers.
ii. The introduction of new work practices.
iii. The introduction of new legislation.
iv. There is another reason to believe that it is no longer valid.
v. Under the direction of a Health and Safety Authority Inspector.

7. SAFETY ARRANGEMENTS AND CONTROLS

The following safety arrangements and controls are in place to assist with compliance with current legislative requirements.

a. Accident & Dangerous Occurrence Reporting, Recording and Investigation

All accidents or incidents (near misses), whether serious or not, must be reported immediately to the Bat Conservation Ireland Safety Coordinator. An Accident/Incident Report Form is available from the Safety Co-ordinator for this purpose and must be completed by the injured party or their line manager and forwarded to the Safety Coordinator.

The Safety Coordinator, once informed, will arrange for a Safety Accident/incident report form to be completed by the immediate supervisor or other designated person. A follow up investigation may be conducted by the Safety Coordinator or someone nominated by the Safety Coordinator. 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 will be logged. All Bat Conservation Ireland employees are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by the Safety Coordinator with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

The Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

i. An accident resulting in the death of an employee.
ii. An accident resulting in the absence of an employee for more than 3 calendar days (not including the day of the accident).
iii. An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public).
iv. Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury.

The Safety Coordinator, once notified, is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done via the Health and Safety Authority website, www.hsa.ie, and must be done within 10 days of the occurrence.

The Safety Coordinator will also inform the health and safety advisor, and if required seek advice relating to reporting protocols and appropriate corrective actions that may be required.

b. Safety Information, Instruction and Training

Bat Conservation Ireland is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with Health and Safety legislative requirements. Employees and volunteers will receive specific instruction and training relating to their job. Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety, Health and Welfare at Work Act 2005 and associated regulations.

Training will be given, as necessary, to supervisory staff to ensure that they have the necessary skills and knowledge to organise work safely without risk to health. Where new materials, machinery, or practices are

introduced, the hazards and risks involved will be conveyed to all those who may come into contact with them. A record of all training that a person has received will be maintained and held in their personal file.

c. Health and Safety Audits

Bat Conservation Ireland has a safety auditing programme in place. The Safety Coordinator will arrange for safety audits to be carried out on a scheduled basis. Results of inspections and audits, including details of recommended corrective actions will be recorded on an audit report (photographs will be used where required).

The Safety Coordinator will review the audit findings and ensure that, where appropriate, corrective actions are implemented within agreed time frames. The Health and Safety Advisor will be consulted where necessary. All managers are required to periodically inspect the area under their control and also to observe the working practices of employees and others under their control.

In the event that a serious breach of health & safety is discovered during an audit or at any time then, following consultation with the Safety Coordinator or their nominated person:

i. The relevant activities shall cease immediately until agreed controls are implemented.

Or

ii. The relevant area shall have access restricted until agreed controls are implemented.

Active participation by all staff/volunteers will ensure that the above events should be very rare.

d. Welfare Arrangements

Bat Conservation Ireland employees should ensure that that they have adequate and appropriate welfare facilities space, light, heat, water, etc.

e. First Aid

Bat Conservation Ireland is committed to having an adequate number of first-aid kits and trained first aiders in place. First-aiders will receive appropriate training, including refresher training every 2 years. Monitoring staff are provided with first aid kits. Bat groups are responsible for ensuring adequate first aid kits within their groups. The First Aiders have responsibility for checking the first-aid kits on a regular basis and ensuring that they are adequately stocked.

When working at client sites, it is important that Bat Conservation Ireland employees make themselves familiar with the specific first arrangements that are in place prior to commencement of any planned works.

f. Personal Protective Equipment (PPE)

It is the policy of Bat Conservation Ireland to provide appropriate personal protective equipment (PPE) and to replace it as required. Where there are risks to the safety, health and welfare of employees, Bat Conservation Ireland will avoid or limit such risks whenever possible by other methods of prevention or control, such as engineering controls or safe systems of work, before resorting to the use of PPE.

Bat Conservation Ireland Management is responsible for identifying and procuring the appropriate protective equipment and clothing for tasks, which cannot be made safe by any other practicable means. Responsibility for ensuring that the equipment is used properly rests with the leader who will ensure that all employees within their area of responsibility are properly instructed in the maintenance and use of safety equipment and protective clothing.

g. Purchasing of New Equipment/Materials

Bat Conservation Ireland wishes to ensure that lack of information does not lead to accidental losses through injury, illness, damage or premature equipment failure. The most cost-effective procedure is to bear safety considerations in mind before the purchase of new equipment/materials.

Bat Conservation Ireland must in all cases ensure that all equipment purchased complies with relevant EU safety standards and appropriate training and/or information is given by the supplier when purchase is made. This policy will ensure that:-

i. All new products, materials, substances and equipment are reviewed (risk assessed) for safety considerations prior to purchase as well as prior to being put in to use.
ii. Safety information regarding equipment use and maintenance shall be obtained from the suppliers.
iii. Where necessary the manufacturer/supplier shall be directed to carry out training of staff on the operation and maintenance of the equipment.

h. Health Surveillance

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this.

Health surveillance involves employees checking themselves for signs or symptoms of ill health. But these self-checks can only be carried out where they are part of wider health surveillance programme. They will only work where employees have been properly trained on what to look for and know to whom to report symptoms. An example would be employees noticing soreness, redness and itching on their hands and arms, where they work with substances that can irritate or damage the skin.

In addition any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their Manager of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

Bat Conservation Ireland offers VDU assessments and eye tests to all sedentary employees.

i. Bat Conservation Ireland Smoking Policy

Bat Conservation Ireland operates a work environment, which promotes the health, safety and welfare of all employees and acknowledges the right of all employees to work in an atmosphere free from second-hand smoke. It is the policy of Bat Conservation Ireland that all of its workplaces are smoke-free and that all employees have a right to work in a smoke free environment. This policy applies to all employees, volunteers, customers and visitors. Smoking is permitted outdoors (except where prohibited) but all naked flames and cigarette ends must be carefully extinguished and suitably disposed.

j. European Bat Lyssavirus (EBLV)

European Bat Lyssavirus (EBLV) is a strain of rabies virus found in some species of European bats. Two distinct types have been recorded in Europe – EBLV Type 1 and EBLV Type 2. EBLV I has been mainly isolated from serotine bats which do not occur in Ireland. EBLV 2 is mainly recorded from Daubenton's bats (which is widespread and common in Ireland) and the closely-related pond bat (which does not occur in Ireland). The classical rabies virus (sylvatic rabies) has never been recorded in bats in Europe.

Studies conducted in the UK indicate that EBLV antibodies are present in approximately 3% of Daubenton's bats. Since 1977, there have been four human deaths from rabies attributed to EBLV. In 2002, a Scottish bat worker died after receiving a bite from an infected Daubenton's bat.

To date, there is no evidence that Daubenton's bats in Ireland carry EBLV 2. In 2004 and 2005, the Department of Agriculture collected blood samples from Daubenton's bats which was sent to UK for analysis. The results were inconclusive due to spoilage of samples.

The risk to the general public is low as Daubenton's bats are not a house-dwelling species. They generally roost in old stone buildings, bridges and trees. However, handling Daubenton's bats does pose a risk for bat workers, NPWS conservation rangers, bat rehabbers and night-time fly fishermen.

8. EMERGENCY RESPONSE PLAN

In accordance with current legislation Bat Conservation Ireland have a duty to put appropriate emergency planning measures in place for foreseeable incidents. Given our facilities, our activities and environmental factors, we have identified the following areas for which we have put emergency planning measures in place;

i. Fire
ii. First Aid
iii. Accident
iv. Medical Emergency
v. Environmental Incident
vi. Incident Reporting & Incident Investigation

To assist with the management and recording of information relating to emergency planning, a number of procedures and check sheets associated with emergency planning have been developed and are available from the Bat Conservation Ireland Safety Coordinator.

a. Fire Emergency Planning

Employees who work from home are advised to ensure that precautions are taken to reduce the risk of fire including not overloading sockets and not allowing build-up of paper etc;

Calling the Emergency Services

In the event that you have to ring the Emergency Services (e.g., Fire Brigade), use the following procedure:

i. Lift the receiver and dial 999 or 112.
ii. Give operator your telephone number and ask for 'FIRE'.
iii. When Fire Brigade replies, give call distinctly:

"FIRE AT -

State the location".

Do not replace the receiver until the Fire Brigade has repeated the address.

Note: For events like a fire emergency, it would be prudent that the Gardaí are called to such events.

b. First Aid

Bat Conservation Ireland recognises that people can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by activities they do or not, what is important is that they receive immediate attention and that an ambulance is called in serious cases.

Bat Conservation Ireland defines First Aid as the treatment given for the purposes of preserving life and minimising the consequences of injury and illness until professional help is available, and the treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner. First Aid does not include the giving of tablets and/or medicines to treat illness.

In line with current legislation Bat Conservation Ireland has first aid arrangements in place, the details of which are outlined below;

i. Bat Conservation Ireland conducts monthly audits of the first aid provisions and First Aid Kits are replenished as required.
ii. Bat Conservation Ireland provides all management, staff and volunteers with the details of the First Aid arrangements that are in place.
iii. Bat Conservation Ireland will maintain records of all occasions when First Aid has been administered to staff, Volunteers or visitors by Bat Conservation Ireland first aiders.
iv. Bat Conservation Ireland will report to the HSA any accident relating to their direct employees that complies with the requirements of the current statuary accident reporting legislation and guidance. It is a contractor's responsibility to report qualifying accidents that occur to their direct employees
v. Bat Conservation Ireland will comply with the requirements of the Data Protection Act when maintaining records relating the individuals who have received First Aid.

c. Accidents and Incidents

An accident is an unplanned event which results in harm to individuals. The accident could involve one or more of the following; individuals, electricity, chemicals, fire, vehicles, the environment, the building, etc.

In the event of an accident, the individual involves must seek assistance from the first aider. In the event that the injured individual is incapacitated, then a work colleague must go to their assistance and seek the assistance of the first aider. In the event that there are no first aiders available, then the emergency services must be called of assistance by calling 112 or 999.

An incident is an event which results in damage to property or equipment. All incidents must be reported. Finally, a near miss is situation that could have resulted in an accident or incident but it did not. Again it is important that all accidents, incidents and near misses are reported.

All of the reporting forms are available from the Safety Coordinator and full details relating to the reporting of accidents, incidents, etc., are outlined in section 8a of this document.

d. Medical Emergency

A medical emergency is when an individual has difficulties arising from medical issues and not as a result of an accident. In accordance with current legislation, all employees have a duty to inform Bat Conservation Ireland of any medical condition which could be adversely affected by their normal work, or where Bat Conservation Ireland would have to put provisions in place to deal with a medical emergency associated with the individual's medical condition.

Once Bat Conservation Ireland is aware of the medical conditions, they can then put in place appropriate measures including training, procedures and equipment in order to deal with a medical emergency should it occur.

It is important to note that any medical information given to Bat Conservation Ireland by an employee will be kept confidential unless the employee is happy for it to be shared. However, in the event of an issue involving the employee relating to their medical condition which requires the assistance of other employees, then employees can become aware by default.

e. Environmental Incident

For severe environment incidents, i.e. strong winds, flooding, severe frost, etc. Bat Conservation Ireland management will take appropriate action which may include postponing activities until it is safe to resume.

f. Incident Reporting and Investigation

Bat Conservation Ireland has specific arrangements in place for incident reporting, which ensures that all incidents are dealt with appropriately and investigated if required as outlined in section 8a. All employees are given details of the reporting procedures during their initial induction and further training. All employees must ensure that they keep up to date with the incident reporting procedures and also comply with the requirements of the incident reporting procedures.

9. BAT CONSERVATION IRELAND RISK MANAGEMENT

This section outlines the measures taken by Bat Conservation Ireland for the identification of hazards, the assessment of the associated risks and the control measures put in place to reduce risk. Bat Conservation Ireland recognises that effective risk management is the basis for successful safety and health management and the key to reducing work-related accidents and occupational diseases.

Risk assessment is the process of evaluating risks to workers' safety and health from workplace hazards. It is a systematic examination of all aspects of work that considers:

- what could cause injury or harm.
- whether the hazards could be eliminated and, if not.
- what preventive or protective measures are, or should be, in place to control the risks.

Bat Conservation Ireland acknowledges our duty to ensure the safety and health staff and clients workers by implementing an on-going risk management programme. Bat Conservation Ireland follows the following 5 step approach to risk assessment which is recommended by the Health and Safety Authority:

Step 1	Identifying hazards and those at risk.
Step 2	Evaluating and prioritising risks.
Step 3	Deciding on preventive action.
Step 4	Taking action.
Step 5	Monitoring and reviewing.

In conjunction to the steps above, Bat Conservation Ireland follows the 9 principles of prevention when conducting their activities. The 9 principles of prevention are:

i. The avoidance of risks.
ii. The evaluation of unavoidable risks.
iii. The combating of risks at source.
iv. The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
v. The adaptation of the place of work to technical progress.
vi. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
vii. The giving of priority to collective protective measures over individual protective measures.
viii. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
ix. The giving of appropriate training and instructions to employees.

a. Identifying the Hazards and those at Risk

Hazards are those things that have the potential to cause harm. Hazards come in many forms. Some are common and easily identifiable, such as: using cutting elements on machinery, falling from heights, and infectious diseases. Other hazards may not be as common and may be harder to identify.

Bat Conservation Ireland uses the following process to identify workplace hazards;

i. look at all aspects of the work.
ii. include non-routine activities such as maintenance, repair, or cleaning.
iii. Review accident, incident and near-miss records relating to the proposed activity.
iv. look at the way the work is organised or done.
v. Conduct workplace inspections.
i. Review legislation.
ii. Review safety audits and assessment.

Once hazards have been identified the level of risk they pose needs to be assessed.

b. Evaluating Risk

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when people are exposed to a hazard. As such, a risk level is made up of two elements;

i. the likelihood of an incident happening; and
ii. the consequence if it did happen.

To assess the level of risk inherent in an activity, Bat Conservation Ireland considers the likelihood of an incident happening in combination with the seriousness of the consequence.

Bat Conservation Ireland recognises that many factors will influence the likelihood and consequence if an incident were to occur, such as the:

i. Frequency and duration of exposure to a hazard.
ii. Potential effects i.e. of chemicals, biohazards, etc.
iii. Knowledge and experience of those undertaking the activity.

In addition, the nature of the activity and factors relating to specific conditions should also be considered. For example:

i. Who will be involved in the activity?
ii. What will they be doing?
iii. What will they be using?
iv. Where will they be?
v. Who will be leading the activity?

Risk factors like these make every situation different. When assessing risk, Bat Conservation Ireland consider the risk factors that apply to each specific situation and their impact on the likelihood and consequence of an incident occurring.

c. Bat Conservation Ireland Risk Matrix

Bat Conservation Ireland uses a Risk Matrix as a guide to assist with quantifying the risk level. The risk matrix helps to simplify the risk assessment process in that it maps the likelihood and consequence of an incident occurring to arrive at the assessed risk level.

Judging risk for the most part is subjective in that it relies on the knowledge and experience of the individual conducting the risk assessment. Bat Conservation Ireland also recognises that when making value judgements sometimes the risk level is not always clear cut so if Bat Conservation Ireland employees or volunteers are undecided on a risk level for an activity, a conservative approach would be to settle on the higher risk level being considered.

Assessing the risk level is important. However, regardless of the assessed level of risk, Bat Conservation Ireland always has an obligation to do what is reasonably practicable to eliminate the risk, or if that is not possible, to minimise the risk. In conjunction with the Bat Conservation Ireland Risk Matrix, there are also guides to the evaluation of risk and the action to take to mitigate the identified risks.

Bat Conservation Ireland Risk Assessment Matrix & Guide to Risk Evaluation

Risk Rating Matrix

Severity Index		Risk = Likelihood X Severity					
Extreme	5	Severity	5	5	10	15	20	25
Major	4		4	4	8	12	16	24
Moderate	3		3	3	6	9	12	15
Minor	2		2	2	4	6	8	10
Negligible	1		1	1	2	3	4	5
Likelihood Index			X	1	2	3	4	5
Almost Certain	5	X	Likelihood					
Likely	4		Low Risk 1 -4					
Possible	3		Medium Risk 5 - 8					
Unlikely	2		High Risk 9 - 16					
Rare/Remote	1		Extreme 17 - 25					

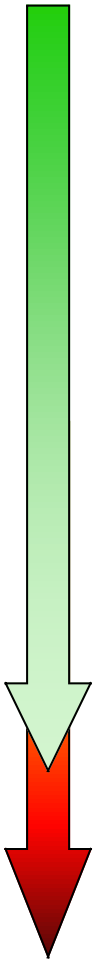
Likelihood	Description of Likelihood
Rare/Remote	Will only occur in exceptional circumstances
Unlikely	Not likely to occur within the foreseeable future
Possible	May occur within the foreseeable future
Likely	Likely to occur within the foreseeable future
Almost Certain	Almost certain to occur within the foreseeable future

Severity	Description of Severity
Negligible	No treatment required
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
Moderate	Injury requiring medical treatment or lost time
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
Extreme	Loss of life, permanent disability or multiple serious injuries.

d. Deciding on Preventive Action

At all times, regardless of the level of risk, Bat Conservation Ireland staff and volunteers are required to do what is reasonably practicable to eliminate or minimise the risk of any hazard with the potential to cause harm.

Effective control measures must be put in place to eliminate or lower the level of risk. To assist with the implementation of control measures, Bat Conservation Ireland requires all staff and volunteers to follow the Bat Conservation Ireland Hierarchy of Control chart. Control measures should be considered and used in this preferred order. Often more than one control will be used in combination to minimise risk.

Bat Conservation Ireland Hierarchy of Controls		Control Examples
Most Effective (High Level)  Least Effective (Low Level)	**Competency:** Ensure that individuals have the appropriate training, knowledge and experience for the work (including the hazards that they are exposed to) that they are conducting.	An individual with the appropriate training, knowledge and experience for a given task should make a better and therefore safer decision that in individual that has not got the appropriate training, knowledge and experience for a given task.
	Avoidance of Risk: remove the hazard completely from the workplace or activity (**Eliminate** if possible)	Remove damaged or faulty equipment from the workplace.
	Evaluation of Unavoidable Risks: Where risks cannot be avoided, conduct a risk assessment	Where risks cannot be avoided, a risk assessment must be conducted, i.e. carrying food supplies into the kitchen.
	Combating Risk at Source: Addressing the risk where it originates as opposed to where it is. (**Isolation** is very effective at combating risk at source)	Turning off and locking out the power at the distribution board, to a machine that needs repair is safer than working on the same machine with power on.
	Technical Progress: The adaptation of the place of work to technical progress	Electronic temperature gauges are quicker and more effective and don't expose the operator to excessive heat or cold for prolonged time.
	Substitution: The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.	The removal of a hazardous chlorine-based cleaning chemical with a less hazardous water-based cleaning chemical
	Collective Approach: The giving of priority to collective protective measures over individual protective measures.	Providing a non-slip floor protects everyone as opposed to providing anti-slip footwear to select individuals.
	Prevention Policy's: The development of effective safety policies and procedures.	Be proactive and put effective policies in place to address health and safety issues. Don't wait for an accident or incident to occur!
	Ergonomics: Adapting the work and/or workplace to the individual	When sitting at a desk, the individual can adjust the height of the chair to suit them.
	Training and Instruction: Providing appropriate training and instructions to employees	Individuals must have the appropriate training for the work that they are engaged in, i.e. Someone driving the forklift truck must have forklift training and manual handling training, as a minimum.
	Personal Protective Equipment (PPE): Providing protective clothing and equipment	Gloves, hats, aprons, hearing protection, foot protection, respiratory protection, etc.

Higher level controls are considered more effective, and are therefore preferred, because they eliminate or reduce the risk of harm for everyone at all times. Lower level controls are less preferred because essentially the risk of harm still exists and they rely on people doing the right thing to provide an element of safety.

e. Evaluation of Residual Risk

Once the hazards have been identified, the risks have been evaluated, the effective control measures put in place in order to control risk, it is important to ensure that the control measures are effective. Residual risk is the risk that remains once the control measures have been put in place. The following guide is used to evaluate residual risk;

Assessed Residual Risk Level		Description of Residual Risk Level	Actions to be Taken
□	**Low**	If an incident were to occur, there would be little likelihood that an injury would result.	While further assessment may not be required, the risk identifier/owner should periodically monitor the risk and effectively manage through routine procedures and appropriate internal controls
□	**Medium**	If an Incident were to occur, there would be some chance that an injury requiring first aid treatment would result.	While further assessment may not be required, the risk identifier/ owner should periodically monitor the risk, manage the risk through routine procedures and appropriate internal controls, as well as undertake control evaluation
□	**High**	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	The risk Identifier/owner must put effective control measures in place to reduce the level of risk
□	**Extreme**	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	The risk identifier/owner must stop this activity. Consider alternatives to doing the activity. Significant control measures will need to be implemented, and verified as appropriate, prior to engaging in this activity.

f. Implementation of Control Measures

Bat Conservation Ireland stresses the importance of assessing the effectiveness of the control measures when engaging in activities. Bat Conservation Ireland recognises that there may be unforeseen issues which results in unassisted risk and therefore an absence of effective controls. Where new hazards are identified, or if the existing controls are inadequate (say, for example, there was an incident that caused an injury, or even a near miss), then a risk assessment must be completed. To assist with in and in order to avoid unreasonable delay, a dynamic risk assessment has been developed by Bat Conservation Ireland. This dynamic risk assessment is an effective tool to assist with managing un-assessed or unforeseen risk.

If during works or following works there are issues with the risk assessment or the risk assessment process used for the works, then this must be recorded and risk assessments updated so that future similar works benefit from the enhanced risk assessment.

Co-ordination of Risk Management Information

Bat Conservation Ireland recognises the importance of co-ordinating risk management information on projects. Bat Conservation Ireland endeavours to ensure the sharing of risk management information with project stakeholders. In addition, Bat Conservation Ireland also utilise risk assessments received from design consultants and engineers. The following risk assessments are used by Bat Conservation Ireland in the management of Risk;

i. Risk assessments in the Bat Conservation Ireland Safety Statement.
ii. Site specific risk assessments.
iii. Dynamic risk assessments.
iv. Manufacturers risk assessments.
v. Contractor risk assessments.

g. Risk Assessments

The detailed risk assessment is provided in the following pages.

Risk Assessment	Fire				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ volunteers ☑ Visitors ☑ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Injuries caused by fire at Bat Conservation Ireland employees home office • Injuries caused by fire started by work equipment • Injuries caused by trying to tackle a fire • Injuries caused by not evacuating quickly in the event of a fire • Injuries caused by fire by not being aware of the specific emergency evacuation procedures	4	4	High	• All work equipment must be used, inspected, maintained and stored in accordance with the manufacturer's instructions. • Electrical equipment should be taken out of use immediately if an electrical appliance shows any scorching or significant damage. Damaged equipment should be reported to your employer and either replaced or repaired by a suitably qualified person. • Phones or laptops should not be left unattended and charging for long periods for example overnight due to a possible risk of fire. • Employees working from home must ensure they have adequate fire safety arrangements in place.	2	4	Med

Risk Assessment	Chemicals				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☑ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☑ Safety Glasses ☑ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Exposure to hazardous chemicals by contact, inhalation, and ingestion • Adverse reaction to coming into contact with hazardous chemicals • Failure to provide appropriate warning of potential chemical and substance hazards • Failure to store hazardous chemicals correctly • Failure to provide appropriate PPE • Failure to wear PPE • Failure to wear PPE correctly	**3**	**4**	**High**	• Bat Conservation Ireland has strict controls in relation to chemicals either being used by Bat Conservation Ireland employees or being used by Volunteers working in Bat Conservation Ireland . These controls include; • Hazardous Substances assessments in conjunction with the material Safety Data (SDS) sheet for each chemical and substance which must be maintained with a log of all the current SDS sheet for all chemicals that are in use within the business. • Hazardous Substances assessments register is maintained by Bat Conservation Ireland for chemicals that are used directly by Bat Conservation Ireland staff. • Bat Conservation Ireland employees and Volunteers must follow the manufacturer's instructions in relation to storage, use, spillages, fire, PPE and disposal of chemicals.	**2**	**4**	**Med**

Risk Assessment	Competency				Bat Conservation Ireland Offices			18/01/2021
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☑ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Not checking or validating the competency of Bat Conservation Ireland employees • Not checking or validating the competency of Volunteers working for Bat Conservation Ireland • Bat Conservation Ireland employees misrepresenting themselves • Bat Conservation Ireland Volunteers misrepresenting themselves • Errors or omissions resulting from decisions or actions taken by Bat Conservation Ireland employees leading to accidents, incidents and ill health • Errors or omissions resulting from decisions or actions taken by Bat Conservation Ireland Volunteers leading to accidents, incidents or ill health	4	5	EXT	• Bat Conservation Ireland complies with its requirement under current legislation and goes to great efforts to validate and monitor the competence of all employees and Volunteers. • Bat Conservation Ireland accepts the definition of competence as; *a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken*. • Bat Conservation Ireland believes that an individual that possesses sufficient training, knowledge and experience for a given task will make a better and therefore safer decision than an individual that has not got sufficient training, knowledge and experience for the given task. • Bat Conservation Ireland employees and Volunteers are assessed in relation to their competence, where there are gaps relating to safety and health, appropriate corrective interventions, i.e. training, etc., are put in place, to address the competence level. Where this is not possible either in the short or long term, then external competent Volunteers will be engaged to address the shortfall.	1	5	Med

Risk Assessment	Planning for Emergencies, Accident, Medical, Fire				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**

Staff ☑
Volunteers ☑
Visitors ☐
General Public ☐
Other ☐
 	
PPE Required
Hiking Boots ☑
High Viz ☑
Gloves ☑
Safety Glasses ☑
Safety ☐
Ear Protection ☐
Hard Hat ☑
Safety ☐
Face Mask ☐
Other ☐
	• Inappropriate or ineffective plan or procedures in place to address the foreseeable emergencies
	• Individual(s) having a medical emergency
	• Individual(s) having an accident
	• Individuals exhibiting challenging or violent behaviour.
	• A critical incident affecting the building, staff the area, etc.
	• Staff not declaring their medical conditions
	• No trained staff available
	• Inappropriate or ineffective training
	• No first aid kit available
	• Items missing or out of date in the first aid kit
		3	**4**	**High**	• A comprehensive emergency plan is in place to address the foreseeable emergencies. It includes;
					  • Fire
					  • First Aid
					  • Accident
					  • Medical Emergency
					  • Biohazards
					  • Environmental Incident
					• The emergency plan is circulated to key individuals with responsibility for its implementation.
					• For Fire, First Aid, etc., clear information is provided to all employees in the form of procedures, notices, Signs, etc.
					• Bat Conservation Ireland ensures that all of the emergency plans are practiced and reviewed periodically to ensure that they remain appropriate and effective.
					• Bat Conservation Ireland has requested full disclosure of medical conditions from its staff.
					• First Aid arrangements are in place.
					• The first aid kits are checked on a monthly basis to ensure that it remains complete.
						2	**4**	**Med**

Risk Assessment	Driving				Driving vehicles to and from Bat Conservation Ireland Activities, Client locations, Supplier Locations and Attending Meetings, Etc.			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Fatigue • Lack of concentration • Using mobile phones • Poor weather conditions • Poorly maintained vehicles • Driving too fast or aggressively • Not qualified to drive • Driving under the influence of drink and/or drugs • Not paying attention • Blocking emergency exits	**4**	**5**	**Ext**	• Take appropriate breaks when driving. • Must use a hands-free kit if using a phone whilst driving. • Must ensure that the weather conditions are suitable for driving. • Must ensure that their vehicle is maintained in accordance with the manufacturer's instructions. • Must ensure that they drive in accordance with the requirements of the current road traffic legislation. • Ensure that they have the appropriate qualification for the vehicle that they are driving. • Must not drive whilst under the influence of prescribed drugs, un-prescribed drugs or alcohol. • Must ensure that the vehicle is not overloaded and that items are stored and secured correctly within the vehicle. • Must inform Bat Conservation Ireland of any accidents, penalty points, or disqualifications.	**1**	**5**	**Med**

Risk Assessment	Manual Handing				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**

Staff ☑
Volunteers ☑
Visitors ☐
General Public ☐
Other ☐
 	
PPE Required
Hiking Boots ☐
High Viz ☐
Gloves ☐
Safety Glasses ☐
Safety ☐
Ear Protection ☐
Hard Hat ☐
Safety ☐
Face Mask ☐
Other ☐
	• Injuries caused whilst lifting, lowering, pushing, pulling, carrying, positioning or moving an object or objects either by oneself or with others
	• Injuries include
	  • Cuts
	  • Bruises
	  • Scrapes
	  • Lacerations
	  • Broken Bones
	  • Soft tissue injuries including muscles, tendons, ligaments, and spinal disks
		4	3	High	• All Bat Conservation Ireland employees are assessed to establish if their work involves manual handling and based on this assessment Manual Handling training is provided to those who are identified as being a risk.
					• The training is provided to the selected employees at least every 3 years by a certified and competent trainer.
					• All Bat Conservation Ireland employees are instructed to only lift items that they can safely manage. If they believe that they cannot lift/move an item, they must seek help and advice immediately.
					• Only authorised individuals are allowed to use specific work equipment.
					• Bat Conservation Ireland requests suppliers to reduce the size/weight of packaging to ensure that they are not too heavy to move.
						2	3	Med

Risk Assessment	Personal Protective Equipment (PPE)				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☑ High Viz ☑ Gloves ☑ Safety Glasses ☑ Safety ☐ Ear Protection ☐ Hard Hat ☑ Safety ☐ Face Mask ☐ Other ☐	• Individuals not aware that they should wear their PPE • Individuals not aware how to get PPE • PPE not made available or supplied • PPE not used • PPE not used correctly • Individuals being injured by the activities others as a result of not wearing the correct PPE	**3**	**4**	**High**	• Bat Conservation Ireland is aware of its requirements to ensure that appropriate PPE is used by Bat Conservation Ireland employees, visitors and Volunteers where the task requires it. • Bat Conservation Ireland supplies PPE for Bat Conservation Ireland employees, and visitors. • Bat Conservation Ireland requires all Volunteers to supply the appropriate PPE to their staff. • Bat Conservation Ireland employees and Volunteers must follow the manufacturer's instructions in relation to PPE that they are using. • Bat Conservation Ireland employees and Volunteers must use the appropriate PPE for a given task as required by Bat Conservation Ireland policy and procedures, statutory requirements and manufacturer's recommendations. • Bat Conservation Ireland carries out routine inspections of Bat Conservation Ireland employees and Volunteers to ensure that they are in possession of the correct PPE and that they are wearing it correctly when required. • Bat Conservation Ireland have given clear instruction to Bat Conservation Ireland employees and Volunteers that dangerous activities requiring the use of PPE are not conducted if there are unprotected individuals within proximity of their activities.	**2**	**4**	**Med**

Risk Assessment	**Workstations**				**Bat Conservation Ireland Activities**			**19/05/2026**
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Workstation not set up correctly • No risk assessment completed • No training received • Individuals not complying with best practice • Individuals not being supervised correctly • Clutter around workstations • Floor boxes not being used correctly • Cables and leads not tidied • Equipment not used correctly • Not aware that equipment is available	**2**	**3**	**Med**	• Bat Conservation Ireland conducts risk assessments on all workstations. On request, additional risk assessments are carried out. • Bat Conservation Ireland employees receive training on workstation ergonomics. • Bat Conservation Ireland provides all a range of workstation equipment to ensure that individuals can work correctly at their desk. This information is made available to employees at induction, during workstation assessments, during training, on bulletins and information, and on request. • Bat Conservation Ireland employees must ensure that their workstation is kept tidy, all leads neatly in place and nothing encroaching on walkways and that all equipment is used as it is intended. • Bat Conservation Ireland employees must inform Bat Conservation Ireland of any issue or problem they have with their workstation so that corrective action can be implemented. • Bat Conservation Ireland employees must not intentionally or wirelessly interfere with the equipment or systems. • Bat Conservation Ireland employees must report faulty or damaged items to their supervisor as soon as possible.	**1**	**3**	**Low**

Risk Assessment	Health Surveillance				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Failure to systematically watch out for early signs of work-related ill health in employees exposed to certain health risks • Lack of awareness of the potential hazards that could cause ill health • Lack of awareness of the potential signs of work related ill health • Lack of monitoring or surveillance • Lack of information forthcoming from employees	**3**	**4**	**High**	• Bat Conservation Ireland has in place a health surveillance policy which addresses the legislative requirements relating to work related ill health. • Bat Conservation Ireland has put the following health surveillance measures in place; - A dedicated policy - Specific assessments available for; ○ Eyesight • Bat Conservation Ireland will continually assess the policy in relation to work related ill health and review it periodically. • When a risk assessment indicates that additional measures are required, then competent professionals will be sought to advise on the correct course of action. • Currently, there is surveillance in relation to eyesight. • Bat Conservation Ireland information relating to health surveillance to employees at induction, during assessments, on bulletins and safety information, and on request.	**2**	**4**	**Med**

Risk Assessment	Working from Home				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Poor desk setup • Poor lighting and heating • Stress • Slips/trips and falls	3	4	High	• Ensure that there is suitable light, heat and ventilation to be able to work comfortably. • Employees to have a dedicated workspace that can be set up in the home that is safe, suitable and free from distractions. • Ensure the workstation has adequate space for equipment including mouse, keyboard, laptop, laptop stand, monitor and allows the employee to find a comfortable position. • Ensure that chair been used is stable, adjustable in height, allows freedom of movement and provides lower back support. • Ensure the screen is screen positioned to avoid glare and reflection. • Ensure the mouse and keyboard within easy reach with space provided in front of the keyboard. • Keep the workspace tidy. • Keep the work area free from loud noise interruptions and distractions. • Make sure the floor is clean, dry and free from slip, trip and fall hazards. • Avoid trailing cables and overloading of sockets; and ensure the availability of adequate broadband/phone. • Take short periodic breaks or changes of routine away from the workstation. • Do not sit in the same position at a computer workstation for long periods. of time and make sure you change your posture as often as possible. • Employee been advised to report any musculoskeletal discomfort. • Bat Conservation Ireland have arrangements in place for monitoring and keeping • in contact with the home worker. • Bat Conservation Ireland arrange for DSE assessments to be carried out on persons working from home.	2	4	Med

Risk Assessment	Access and Egress				Bat Conservation Ireland Office			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Slips, trips and falls from poor access and egress • Confusion because of improper signage • Inadequate lighting • Inappropriate walkways • Poor planning	**3**	**4**	**High**	• Bat Conservation Ireland has appropriate arrangements in place to ensure safe access and egress for staff and volunteers. • Home workers must ensure to have clear and unobstructed access to their works areas. • Field works must wear stout footwear with good ankle support. • Be observant while walking and use torchlight in hours of darkness. Avoid trip hazards. • Take extra care after rain and at night when dew has settled. • Day visit to assess risks and ensure familiarity with site and route. • Bring two torches and spare batteries. • Bring a hard copy map. • Carry contact details of forest manager/wildlife ranger and emergency services. • Carry fully charged mobile phone.	**1**	**4**	**Low**

Risk Assessment	Mental Health/Stress				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Isolation • Stress	3	4	High	• Define your boundaries, for example use of a dedicated office space away from family and other distractions. • Ensure you have a clear role and know what is expected of you. • Structure your day and set goals and timeframes for work-related activities and breaks. • Schedule breaks and use them. It can be helpful to get up from your screen, get some fresh air, do some stretches, go for a walk if you can. • When you finish work for the day, don't bring your laptop or work into your home space, avoid reading work-related content for example emails on your smartphone in the evenings. • Discuss issues face-to-face for example if you feel your workload is getting too much, talk to your manager. Use of video conferencing can make you feel closer to that person and they are able to relate to you more. This may give a manager the opportunity to visibly see if stress is affecting you. • Plan exercise into your daily schedule – ideally schedule it in at set times on a given day, interchanging various different types of exercise, some indoors, some outdoors, some strenuous, some restful. • Let your manager know if you feel you Mental Health is deteriorating either due to work or other events outside of work.	2	4	Med

Risk Assessment	Car Based Monitoring				Bat Conservation Ireland Office			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Road Traffic Accident	3	4	High	• Notify Gardai of intentions to carry out a survey prior to commencing. • Do not carry out any car-based monitoring in poor visibility or frosty or icy conditions. • Monitor the weather conditions and if they change be prepared to abandon the survey. • Check all lights are working correctly. • Place sign in rear of the vehicle "Caution Wildlife Survey in Progress" • Surveyors must use flashing beacon mounted on car roof. • Hazards lights to be on at all times. • Drive very slowly.	2	4	Med

Risk Assessment	Working near Watercourses				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Life Jacket ☑ Other ☐	• Risk of Drowning	**3**	**4**	**High**	• Plan your route and if activity is taking place at night-time carry out a daytime visit to assess the route. • Never carry out activities alone when working near watercourses. • Keep at least 2 metres from watercourse at all times. • Personal floatation devices to be worn when working near watercourses. • Users of personal flotation devices are responsible for ensuring that the devices are inspected and serviced as per manufacturer's instructions. • The option to wear a life jacket is up to the volunteer's discretion. If working near deep, fast flowing water it is recommended that a life-jacket is worn.	**2**	**4**	**Med**

Risk Assessment	Night-time Field Work				Bat Conservation Ireland Office			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Slips, trips and falls from poor access and egress • Inadequate lighting • Inappropriate walkways • Poor planning • Water	**3**	**4**	**High**	• Bat Conservation Ireland has appropriate arrangements in place to ensure safe access and egress for staff, volunteers and visitors to survey locations. • Day visit to assess risks and ensure familiarity with site and route. • Use map and compass/GPS and walk route in daylight in advance. • Always ensure that you are accompanied by a competent person when carrying out field work at night time . • Wear warm clothing and stout footwear with good ankle support. • Be observant while walking and use torchlight in hours of darkness. Avoid trip hazards. • Take extra care after rain and at night when dew has settled. • Bring two torches and spare batteries. • Bring a hard copy map. • Carry contact details of forest manager/wildlife ranger and emergency services. • Carry fully charged mobile phone. • When walking together be aware of person behind and do not let vegetation spring back. • Avoid paths or routes that are obstructed by vegetation such as brambles. • Check with those familiar with area about known antisocial activities. Avoid confrontation. Carry identification. Call Gardaí. Never work alone. • For ticks follow HSE guidelines re: clothing, insect repellent, checking for ticks etc. • Carry basic first aid kit, clean any cuts or abrasions with antiseptic wipe. • Ensure Tetanus vaccinations up to date. • Ensure that you are park safely to yourself, team members and the general public. • Keep will back from water edge and do not cross rivers unless by bridge. • Do not walk near a cliff edge or steep banks. • Avoid work when risk of flooding and be aware of tides.	**1**	**4**	**Low**

Risk Assessment	Falls from Height				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**

Staff ☑
Volunteers ☑
Visitors ☐
General Public ☐
Other ☐
 	
PPE Required
Hiking Boots ☑
High Viz ☑
Gloves ☑
Safety Glasses ☑
Safety ☐
Ear Protection ☐
Hard Hat ☑
Safety ☐
Face Mask ☐
Other ☐
	• Falls from work equipment
	• Falls whilst ascending or descending using ladders, etc.
	• Falls from structures
	• Failure to provide appropriate warning of potential fall from height hazards
	• Failure to provide appropriate fall protection equipment
	• Failure to maintain, inspect and certify work equipment
	• Failure to wear PPE
	• Failure to wear PPE correctly
	• Failure to check and inspect PPE
		3	**4**	**High**	• All Bat Conservation Ireland employees and Volunteers must follow the safe working guidelines associated with the work equipment that they are using and the procedures that are in place in Bat Conservation Ireland.
					• Where height access is required, Bat Conservation Ireland has provided suitable equipment for individuals to use to access these items, such as;
					  ○ A- Ladders & Step Up's
					  ○ Telescopic Ladders
					• All of the equipment supplied by Bat Conservation Ireland complies with the relevant standards, are suitable for the work that they are being used for and are inspected and maintained in compliance with current regulatory requirements.
					• For high risk activities, Bat Conservation Ireland controls access to certain areas by using a permit system. Height safety forms a significant part of all permits issued.
					• Bat Conservation Ireland ensures that all equipment used for height safety is suitable for purpose, meets the appropriate standard, is checked and maintained and is certified in accordance with statutory requirements.
						2	**4**	**Med**

Risk Assessment	Ladders				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☑ Safety ☐ Face Mask ☐ Other ☐	• Fall from height • Damaged or faulty equipment • Lack of training	**3**	**4**	**High**	• Ladders are only permitted for short duration works. (less than 30 minutes) • Always check ladders for defects before use. • Lone working is not permitted why carrying out activities involving the use of ladders. • Ladder must be footed at all times by second person. • Do not use the top 3 rungs on a ladder. • Ladder must be setup on firm level ground. • Set the ladder up in the correct location to avoid overreaching. • The correct angle for a ladder is 75 degrees. • Do not extend a ladder while standing on the rungs. • You must inspect and maintain the ladder at regular intervals to ensure the equipment is in safe working condition. • Where exceptional circumstances have occurred (e.g. impact to ladder or tampering) the ladder should be inspected as soon as possible. You should keep a record of all maintenance and inspections carried out. • Records should be kept of all maintenance and inspections carried out. • Training is a key element to the safe use of ladders. Employers must ensure that employees are provided with training and information in relation to safe ladder use. Ladder users must be competent in their use. They must know how to check it, carry it, erect it, use it, and move it all in a safe manner.	**2**	**4**	**Med**

Risk Assessment	Using Work Equipment				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☑ High Viz ☑ Gloves ☑ Safety Glasses ☑ Safety ☐ Ear Protection ☐ Hard Hat ☑ Safety ☐ Face Mask ☐ Other ☐	• Injuries from work equipment, etc. • Failure to use the equipment correctly • Failure to maintain the equipment correctly • Not trained to use the equipment. • Not wearing the correct PPE • Modifying the equipment • Entrapment in moving parts • Electrocution • Fire • Crush Injuries	**3**	**4**	**High**	• Bat Conservation Ireland employees and Volunteers are given instruction on the safe use of work equipment such as harp traps, bat detectors, flashing beacons and clamps. • Bat Conservation Ireland employees and Volunteers must use work equipment in accordance with the manufacturer's instructions. • Bat Conservation Ireland employees are given access to PPE. • Bat Conservation Ireland employees and Volunteers must wear the appropriate PPE for the nature of the work that they are conducting. • Bat Conservation Ireland employees and Volunteers must ensure that other individuals are protected from the risks associated with their activity. • Bat Conservation Ireland employees and Volunteers must inspect the work equipment prior to commencing to use them. • Bat Conservation Ireland employees and Volunteers must report any damage to work equipment. • Bat Conservation Ireland employees and Volunteers must request specific work equipment if it is not available and required to complete the job safely. • Bat Conservation Ireland employees and Volunteers must not misuse or interfere with work equipment.	**2**	**4**	**Med**

Risk Assessment	Using Hand Tools or Equipment				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☑ High Viz ☑ Gloves ☑ Safety Glasses ☑ Safety ☐ Ear Protection ☐ Hard Hat ☑ Safety ☐ Face Mask ☐ Other ☐	• Cuts and abrasions whilst using hand tools or equipment • Eye injury whilst using hand tools or equipment • Injury caused by misuse of hand tools or equipment • Injury caused by the hand tool or equipment breaking • Incorrect hand tool or equipment available • Broken or damaged tool or equipment used • PPE not supplied • PPE not used • PPE not used correctly • Individuals being injured by the activities of an operative using hand tools or equipment	**3**	**3**	**High**	• Bat Conservation Ireland employees are given instruction on the safe use of hand tools and equipment. • Bat Conservation Ireland employees and volunteers must use hand tools and equipment in accordance with the manufacturer's instructions. • Bat Conservation Ireland employees and volunteers must wear the appropriate PPE for the nature of the work that they are conducting. • Bat Conservation Ireland employees and volunteers must ensure that other individuals are protected from the risks associated with their activity. • Bat Conservation Ireland employees and volunteers must inspect the hand tools and equipment prior to commencing to use them. • Bat Conservation Ireland employees and volunteers must report any damage to hand tools or equipment. • Bat Conservation Ireland employees and volunteers must not misuse or interfere with hand tools or equipment.	**1**	**3**	**Low**

Risk Assessment	Carrying out Bat Walks				Bat Conservation Ireland Office			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☑ High Viz ☑ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Slips, trips and falls from poor access and egress • Confusion because of improper signage • Inadequate lighting • Inappropriate walkways • Poor planning	**3**	**4**	**High**	• Make a daytime planning visit to select route for walk to as far as possible avoid narrow paths and/or trip hazards such as tree roots. Advise participants to bring a torch, try to ensure that those that do are distributed among the participants. • Hi-Vis vests to be worn by leaders and as many participants as possible. • Advise participants that a responsible adult should accompany children. No unaccompanied • Children under 18 must be accompanied by an adult. • Advise use of insect repellent. This risk is highest at dusk when most bat walks take place. Ensure that walk avoids areas with poisonous plants (such as giant hogweed) or that these are pointed out to participants. • Ensure that participants are made aware of the position of banks etc. Try to route walk away from any particularly narrow or hazardous areas. • Risk from contact with dog faeces, particularly to small children. Try to ensure that walk avoids areas of contamination. • Advise against contact with water and dangers of wiels disease. • Advise participants not to become separated from the main body of participants. A group • volunteer with a torch should act as back marker while group is on the move.	**1**	**4**	**Low**

Risk Assessment	Slips, Trips and Falls				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☑ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Falls and injuries caused by slips, trips and falls throughout Bat Conservation Ireland workplace • Uneven or unstable ground resulting in slips, trips and falls • Poor housekeeping, resulting in walkways being compromised by items left on the floor • Incorrect footwear resulting in slips, trips or falls • Carrying items which results in slips, trips or falls • Severe weather causing poor ground conditions, i.e. ice, wind, etc. • Lack of light which could result in slips, trips and falls	3	3	High	• Work from home employees must keep their works area clean and tidy to prevent slips, trips and falls. • Always check your walkway to ensure that it is safe to walk. • All staff must wear appropriate footwear for the task that they are engaged in. • All personnel must follow their Manual Handling training when moving and/or carrying items or equipment. • When areas of unstable ground are identified, these areas must be avoided. • Never walk near water, a cliff edge or steep embankment. • When there is severe weather, access to certain areas can be limited or restricted. In certain cases, it may be necessary to cancel activity.	2	3	Med

Risk Assessment	Cuts and Bruises				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Coming into contact with sharp objects • Objects breaking causing sharp edges to be exposed • Items falling onto feet • Getting caught in equipment or between equipment, or product • Guards removed • Equipment misused • Items not stored correctly • Incorrect equipment supplied • Failure to provide appropriate PPE • Failure to wear PPE • Failure to wear PPE correctly	**3**	**2**	**Med**	• Following an assessment of activities that staff and volunteers engage in within Bat Conservation Ireland , there are times when there is a requirement for Bat Conservation Ireland staff and volunteers to wear PPE when engaging in certain tasks. • Bat Conservation Ireland staff are issued with PPE. • Personal attending courses will be allocated PPE where required. • All items must be stored correctly in accordance with Bat Conservation Ireland ' procedures and manufacturer's guidelines. • All Bat Conservation Ireland employees and volunteers must wear the appropriate PPE for the task that they are engaged in. • Bat Conservation Ireland Staff and contractor staff must not interfere or misuse equipment.	**2**	**2**	**Low**

Risk Assessment	Control of Volunteers				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Volunteers not following Bat Conservation Ireland policies and procedures • Volunteers not following their statutory obligations • Volunteers not using the correct equipment • Volunteers not informing Bat Conservation Ireland of the risks associated with the work they are undertaking • Volunteers not informing Bat Conservation Ireland of issues relating to the work that they are engaged in	3	4	High	• Bat Conservation Ireland uses a selection process to ensure that any Volunteer appointed to carry of surveys for, or on behalf of, Bat Conservation Ireland has the necessary competence for the work that they are engaged to do. • Bat Conservation Ireland issues clear guidance to all volunteers carrying out works. • Bat Conservation Ireland appoint key staff to review Volunteer arrangements and to monitor Volunteer compliance.	2	4	Med

Risk Assessment	Lyme Disease				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☑ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Contracting Lyme Disease	**3**	**4**	**High**	• Avoid brushy, overgrown, grassy and woody areas, especially in spring and early summer when young ticks are feeding. • Use personal protective measures: Prevent infection by wearing long sleeves shirts fitted at the wrist, long trousers tucked into socks or work boots and a hat. Light coloured clothing assists in spotting ticks. • Check clothing every 3-4 hours for ticks and also at the end of the working day. • If a tick is found remove it using tweezers or a tick removal tool by gripping it close to the skin and pulling it away without twisting or crushing the tick. • Wash the area as soon as possible with soap and water and apply an antiseptic cream. • Check for a rash over the next few weeks and consult your doctor if a rash or other symptoms develop. Example of Rash 	**2**	**4**	**Med**

Risk Assessment	Weil's Disease				Bat Conservation Ireland Office			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☑ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Contracting Weil's Disease	**2**	**4**	**Med**	• Avoid contact with water especially if cut or grazed. • Cover any cuts with plasters and wear gloves. • If contact with water made - wash affected area. • If you contract flu like symptoms, inform your doctor that you may have been exposed to Weil's disease. • If you feel ill following contact with water, consult your doctor immediately.	**1**	**4**	**Low**

Risk Assessment	European Bat Lyssavirus (EBLV)				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☑ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Contracting EBLV	**3**	**4**	**High**	• Bat handling gloves must be worn by anyone handling bats. • All participants in bat handling courses must have up-to-date rabies vaccinations. Titre levels via blood tests to be conducted as required. • If bitten or scratched by any bat, post-exposure treatment must be sought immediately. The first shot post-exposure must be administered within the first 24 hours and the second three days later. • No Daubenton's bats are to be handled during bat handing courses run by Bat Conservation Ireland. If a Daubenton's bat is inadvertently trapped, it will be released immediately. • Members of the public who find a grounded bat are advised by Bat Conservation Ireland to wear gloves when catching it for release or to send to bat rehabilitation. Rabies vaccinations are available at Cherry Orchard Hospital, Dublin or can be ordered by a GP.	**2**	**4**	**Med**

Risk Assessment	Antisocial behaviour				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Getting into conflict • Physical harm	3	4	High	• Always let someone know of your where abouts and keep in regular contract. • Have a charged mobile phone in your possession at all times. • If you spot antisocial behaviour nearby such as drinking, Drug taking etc do not approach the area, turn back and leave the area. • Where you are confronted by antisocial behaviour assess the situation calmly to consider the best plan of action. • Attempt to de-escalate the situation and keep calm. • When safe to do so leave the area. • Notify your manager/colleagues. • Contact the Gardai where required.	2	4	Med

Risk Assessment	Farm Animals				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	Been attacked by animals	4	4	High	• Always give notice to landowners of when you intend to visit their lands and gather information from him in relation to areas farm animals are or will be present. • Do not enter a field where bulls are present. • Keep as far away from farm animals as possible. • If farm animals approach calmly leave by the nearest exit point. • Beware of dogs at all times and carry a stick if possible. • Be prepared to abandon the survey if you feel it is not safe to continue.	2	4	Med

Risk Assessment	Severe Weather				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**
Staff ☑ Volunteers ☑ Visitors ☐ General Public ☐ Other ☐ **PPE Required** Hiking Boots ☐ High Viz ☐ Gloves ☐ Safety Glasses ☐ Safety ☐ Ear Protection ☐ Hard Hat ☐ Safety ☐ Face Mask ☐ Other ☐	• Flooding • Strong Winds • Ice • Snow • Subsidence • Power cut • Unstable structures	**3**	**4**	**High**	• When severe weather is forecast monitoring surveys cannot be conduct. • Employees can continue to work from home. • All Bat Conservation Ireland employees who drive must assess the safety of the roads prior to deciding to drive.	**2**	**4**	**Med**

Risk Assessment	Biohazards				Bat Conservation Ireland Activities			19/05/2026
Who's at Risk	**Identified Risks**	**L**	**S**	**RR**	**CURRENT CONTROL MEASURES**	**L**	**S**	**RR**

Staff ☑
Volunteers ☑
Visitors ☑
General Public ☐
Other ☐
 	
PPE Required
Hiking Boots ☐
High Viz ☐
Gloves ☐
Safety Glasses ☐
Safety Goggles ☐
Ear Protection ☐
Hard Hat ☐
Safety Harness ☐
Face Mask ☐
Other ☐
	A biohazard or biological agent is materials associated with a micro-organism, cell culture, or human endoparasite, whether or not genetically modified, which may cause infection, allergy, toxicity or otherwise create a hazard
	Most biological agents are micro-organisms, i.e. bacteria, viruses, fungi, microscopic endoparasites such as the malarial parasite, amoebae etc.
	Sources of biohazards are related to bodily fluids are poor personnel hygiene, poor cleaning regimes, incorrect storage and cooking of food, etc.
		4	5	EXT	• Bat Conservation Ireland is extremely aware of the risks associated with biohazards within the workplace. A specific policy has been drawn up to address the specific issues relating to Bat Conservation Ireland workplace.
					• Bat Conservation Ireland has sought advice from competent individuals in relation to the correct measures that are to be put in place to reduce the risk from biohazards, such as;
					  • Contaminated Equipment and Workplace.
					  • Bodily fluid (on equipment being maintained/repaired).
					  • Infectious diseases.
					• All Bat Conservation Ireland employees have received training in the risks associated with biohazards.
					• All Bat Conservation Ireland employees have been given access to respiratory protection, face protection, hand protection, body protection, etc. and all field staff have been issued with their own PPE.
					• Bat Conservation Ireland has invested in products and equipment to reduce the risks associated with biohazards.
					• Bat Conservation Ireland employees must use the appropriate equipment and products designed to control the risks associated with biohazards correctly and in compliance with the manufacturer's instructions and guidance.
					• Bat Conservation Ireland employees must follow the best practice when dealing with potential biohazards and report any issues or concerns that they may have
					• Bat Conservation Ireland have agreements in place with clients relating to the management of equipment and the control of biohazards. Given the nature of the risk, this is monitored continuously.
						1	5	Med