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**1.1 OBJECTIVES OF THE SAFETY STATEMENT**

To provide a reference for the policies and procedures used in the Company with particular reference to the accommodation provided.  
To assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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## 1.2 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company. The Safety Statement that continues on the following pages is only relevant for the Management activities relating to the ABC Company premises.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application) Regulations and that all reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has responsibility for managing Health, Safety & Welfare, to whom reference should be made, in the event of any difficulty arising in the implementation of this policy.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

**Signed:** \_\_\_\_\_  
Manager 2

**Date:** \_\_\_\_\_

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### 1.5 Company activities

ABC Company, manage properties that are set as apartments or dwelling units.

- The company name is **ABC Company**.
- The operating hours for our office are generally 9:00 to 17:00 although this is subject to change with trading conditions.
- The number of staff employed varies with need.
- Contract specialist companies are used to provide services such as maintenance, landscaping, electrical, etc.

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### 2.1 MANAGEMENT CONTROL SYSTEM

The Safety Policy is central to setting up an effective Safety Management System within a company. The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

1. Planned and reactive maintenance records on file
2. Weekly/Monthly safety and housekeeping inspections
3. Staff suggestions and query forms
4. Induction and ongoing training
5. Safety critical equipment maintenance records
  - 5.1. Fire alarms
  - 5.2. Emergency lighting
  - 5.3. Fire extinguishers
6. Fire drill records
7. Risk assessments
  - 7.1. Initial assessments from 2010
  - 7.2. Annual reviews after 2010
8. Monthly Safety review
  - 8.1. Minutes
  - 8.2. Action points
  - 8.3. Outstanding issues resolved
9. Safety Statement
  - 9.1. Implementation in 2010
  - 9.2. Annual reviews after 2010
10. Annual report

Records of all of the above points will be held within the main Safety Management Folder. This folder is maintained by Manager 1.

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## 2.7 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ All contractors must submit their Safety Policies and Insurances to ABC COMPANY for approval prior to being awarded any works.
- ❑ No contractor may be allowed to commence work before receiving a Permit to Work.
- ❑ All contractors will be expected to comply with ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the Company whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site.
- ❑ All staff sent to work at the ABC Company complex must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- ❑ Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- ❑ All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- ❑ No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.

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### 3.10 PERMIT TO WORK SYSTEM

#### CONTROL MEASURES

The Work Permits address the following items:

1 Limit of Permit

This section of the permit clearly defines the area or room to be entered or work to be carried out under the permit. The date and time when issued and the date and time until which the permit is valid must be included.

Permits will be issued for one day only or less.

(b) Hazards

Hazards specific to the work area will be specified.

(c) Precautions

Details of isolation of electrical supply, ventilation and gas testing of atmosphere, locking off of machinery controls and any other pre-entry or pre-work measures carried out must be noted in this area.

(d) Conditions

Any protective clothing required, emergency alarm and escape procedures and other requirements while work is taking place, must be noted.

(e) Issue of Permit

When the permit is issued, the person issuing the permit, before signing the permit, will ensure that the precautions have been carried out and then discuss the limits, restrictions, precautions and conditions with the person to whom the permit is issued.

(f) Receipt of Permit

The person receiving the permit, before signing it, will ensure that he fully understands the limits, restrictions and conditions

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# ABC Company Safety Statement

## 4.2 FIRE

### FIRE HAZARDS

Fire extinguishers are provided in the ABC Company premises and are regularly checked.

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

**The Fire Safety Programme shall incorporate arrangements for:**

The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.

The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.

The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.

The provision of adequate fire protection equipment and systems.

The inspection and maintenance of the fire protection equipment systems.

The provision of assistance to the fire authorities.

The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.

The testing and maintenance of electrical installations.

A fire safety register will be maintained by the Company.

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### Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
5. Residents or Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
6. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

#### **4.2.2 MEANS OF ESCAPE IN CASE OF FIRE**

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

#### **4.2.3 FIRE ALARM SYSTEM**

The following details shall be entered in a log book:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop
- (c) Any period of disconnection

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#### 4.10 WORK AT HEIGHTS AND LADDERS (generally relates to the use of a step ladder)

Work at heights is defined as working in an area/location where a person could fall from any height, other than from a scaffold.

##### HAZARD

The main hazards associated with Work at Heights are:

- Falls of persons from working places or accesses.
- Falls of materials or articles.

##### RISK ASSESSMENT:

| Likelihood | Severity | Risk Value |
|------------|----------|------------|
| Score =    | Score =  | Result =   |

##### CONTROL MEASURES

- ABC COMPANY staff are not involved in working at height.
- The Manager of any relevant contractors, will ensure that work is planned to ensure safe access/egress and working place for Employees to work at heights.
- In general ladders are not used as work platforms
- Where they are used the following rule shall apply:
  - All ladders to be checked for damage before use
  - Position ladder close to work
  - Do Not stretch from the ladder
  - All ladders must be placed on secure flooring/ground
  - If possible ladder should be secured from falling.

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