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**Disclaimer.**

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### 1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company Ltd comply with relevant H&S standards and to ensure that clients and employees are fully aware of ABC Company Ltd's commitment to high standards in H&S.

### 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. It is also used 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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### 1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company Ltd.

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, the Safety, Health & Welfare at Work (General Application) Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has day to day responsibility for Health and Safety. Manager 1 assists Manager 2 in this task. Reference should be made to either Manager 2 or Manager 1 in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

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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## 2.1 MANAGEMENT CONTROL SYSTEM

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. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Fire extinguishers
  - 4.3. First aid equipment
  - 4.4. Machinery
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from 2011
  - 6.2. Annual reviews after 2011
7. Monthly Safety review (part of general management meetings)
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation in 2011
  - 8.2. Annual reviews after 2011
9. Annual report

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

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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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**2.4 Department Managers for Administration, Production, Quality Assurance/Control, Finance, Sales, Etc.**

All Department Managers will be responsible for planned implementation of effective health and safety standards within their area of operation.

Department Managers bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

**SPECIFIC RESPONSIBILITIES**

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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## 2.6 OFFICE BASED STAFF

- ❑ Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- ❑ Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions or training.
- ❑ Report any defects in office equipment or machinery immediately.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.
- ❑ Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- ❑ Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- ❑ Do not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- ❑ Suggest ways of eliminating hazards and improving working methods.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.

### Guidance on workstations for office workers

The Company believes that our present level of activity and use of Visual Display Units (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric shocks. Nevertheless, there are guidelines for users of VDUs and indeed all desk-related activities, which we commend to office staff e.g.

- ❑ Avoid slouching and keep the curve in the lower back.

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## 2.7 CONTRACTORS

The following responsibilities are allocated to contractors to whom ABC Company assigns work:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.
- 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.
- 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.
- ABC Company must be notified of any material or substance brought onto the premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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### 3.1 RESOURCES

ABC Company Ltd recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company Ltd undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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### 3.3 TRAINING

#### HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company Ltd shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company Ltd that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company Ltd will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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### 3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company Ltd.

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company Ltd will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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The following contents are required in a first aid box:

- Card giving general first aid guidance.
- Individually wrapped sterile adhesive dressings.
- Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- Triangular bandages (sterile).
- Safety pins.
- Blue Plasters
- A selection of Unmedicated wound dressings which should include:
  - Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

#### PROCEDURE & RECORD KEEPING

- In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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### 3.8 WELFARE FACILITIES

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs are provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

Safe access and egress shall be maintained at all times.

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### 3.10 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company Ltd that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company Ltd.

#### Implementation

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

#### Infringements

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

#### Smoking cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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### 3.12 Bullying at Work Policy

ABC Company Ltd recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company Ltd wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company Ltd will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to either Manager 1, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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### 3.14 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

PREVIEW

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## 4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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**4.2 FIRE**

**FIRE HAZARDS**

The fire safety arrangements for ABC Company Ltd are set out below.

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score = 2	Score =7	Result =14

**CONTROL MEASURES**

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

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

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Running fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

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7. 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**

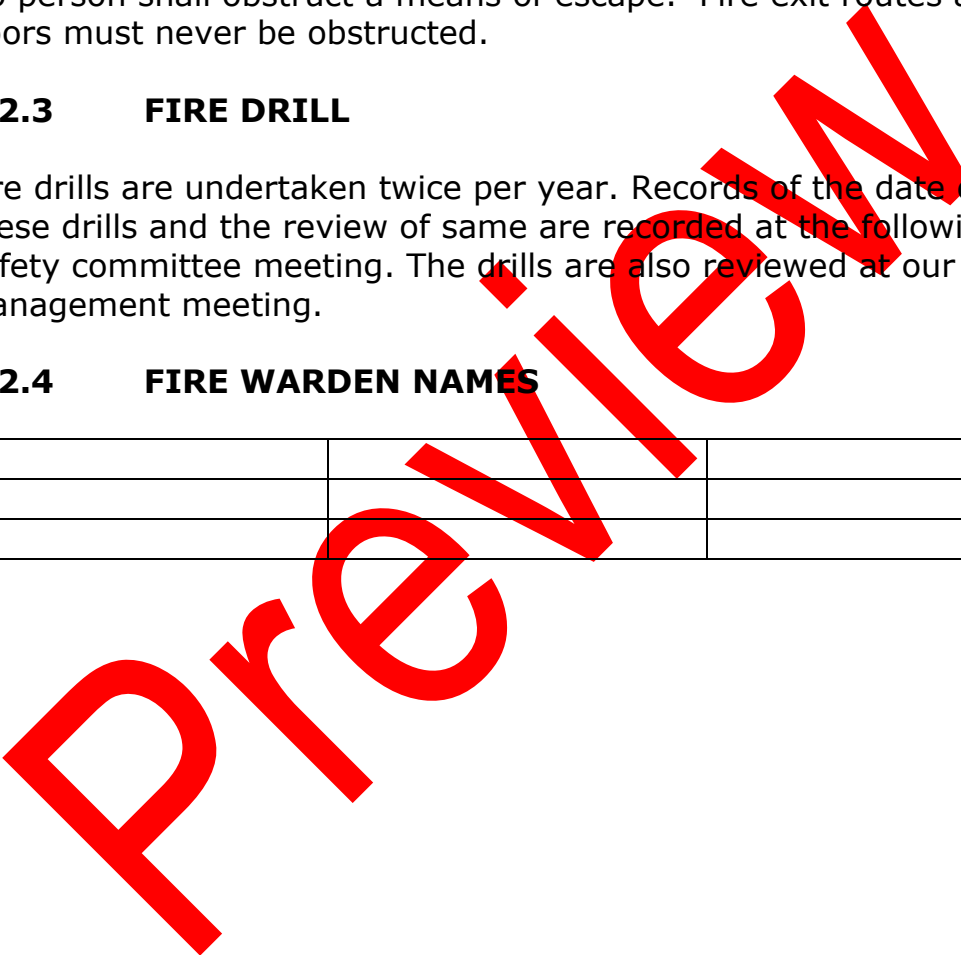
It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

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

**4.2.3 FIRE DRILL**

Fire drills are undertaken twice per year. Records of the date of these drills and the review of same are recorded at the following safety committee meeting. The drills are also reviewed at our Management meeting.

**4.2.4 FIRE WARDEN NAMES**

- The importance of thorough cleaning and drying of floors. Ensure that stairs have adequate handrails and that edges of steps have clearly visible nosings. Non-slip strips on the nosings of steps can be used to reduce the risk of slipping. These must be adequately secured to the nosing. Where necessary employee are provided with non-slip footwear.

### **Plant and Equipment Controls**

Maintain equipment so that product does not leak out of machines. Ensure that dough-divider oil reservoirs and pipes are maintained without leaks and prevent over-spray from oil-spraying equipment. If oil is a problem, provide adequate drip trays to contain the oil and prevent it getting onto walkways. Ensure that prover cabinets are properly maintained to avoid leaks and drips. Use locally applied dust extraction equipment to contain bakery dust and avoid it settling out on the floor, for example around mixers. Where possible, position sinks in a separate area where splashing and drips will not affect the main production floor and provide towels for hand drying.

### **Cleaning Regime Controls**

Make sure that the cleaning regime is followed to ensure that floors are kept free of contamination. Use dry methods, such as vacuum cleaners, for cleaning floors where possible. If you are cleaning wet, plan the cleaning so that the floor is dry before people have to walk on it. Always use marker cones to show which section of the floor is wet and remove them when the floor is dry. Ensure that there is adequate drainage for wet cleaning products to drain and adequate ventilation for floors to dry quickly. Clean spillages immediately. Use a dry cloth to absorb small amounts of liquids rather than wet mopping - even a small amount of water left from wiping a floor can make it very slippery. Some ingredients, such as poppy seed, can cause walking surfaces to become very oily if they are allowed to contaminate the floor. Any spillage of such ingredients should be cleaned up straightaway.

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## 4.5 MANUAL HANDLING

### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 6	Score = 4	Result = 24

### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

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Use of protective clothing to avoid burns to hands

**Pushing wheeled racks/ roll cages various weights**

Fit high specification wheel castors (with good quality bearings and wheels of suitable material and sufficient diameter)

Regular maintenance of castors and wheels

Prevent overloading and ensure centre of gravity is as low as possible

Provide ramps where necessary but keep slope gradients to a minimum

Floor maintenance (in both vehicles and premises)

Provision and use of protective gloves to avoid burns and reduce trapping injuries

**Lifting/handling heavy items of plant and equipment (e.g. divider dies, mixing machinery paddles, machine panels) up to 50kg**

Use of mechanical lifting equipment

Use of more than one person for lifting

Selection, training and monitoring for staff

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- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

The main problems that may be associated with VDU's are as follows:

#### (a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

#### (b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

#### (c) Radiation

Radiation levels across virtually the whole of the electromagnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

#### (d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

#### Risk Assessment:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 3	Score = 4	Result = 12

### CONTROL MEASURES

All cleaning materials, specialist inks/toners and other substances are listed in a safety file.

All cleaning materials, specialist inks/toners and other substances have an up to date Material Safety Data Sheet (MSDS) on file.

The control measures listed in the MSDS are followed.

A written assessment, control measures and other information are on site.

All cleaning materials, specialist inks/toners and substances are stored in an appropriate unit that is fire retardant and can contain spillages where needed.

Procedures planned to handle or use any hazardous substance or process are carried out fully.

Any, equipment, hygiene measures or protective clothing are provided and maintained as required.

Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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- Near to its upper resting-place or, in the case of a vertical ladder near to its upper end
- If this is not practical, the ladder must be securely fixed at or near to its lower end
- If neither of these is practical, a person must be stationed at the foot of the ladder to prevent it from slipping
- Have level and firm footing and must not stand on loose items such as bricks, boxes or other loose packing,
- Be secured where necessary to prevent undue swaying or sagging

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- the appropriate requirements, and this is generally demonstrated by the availability of a safety statement).
- Outside suppliers are informed of any relevant health and safety information such as emergency evacuation procedures; any specific hazards on the premises, etc.
  - All machinery must be completely returned to correct operational condition by maintenance personnel before it is put back into operation. Examples are: replacement of machine guarding, re-activation of interlocks, electrical protection devices, etc.

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### 4.13 Safety in client and other premises (deliveries, sales, etc.)

#### Hazards

Slips and falls  
 Access and egress  
 Fire  
 Housekeeping

#### Risk Assessment

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

Each individual customer site may have additional hazards, over and above the hazards identified in this Safety Statement.

It is the responsibility of the person(s) in charge of the premises (or someone that they appoint) to provide information about all specific hazards on the premises, and the steps that must be taken to deal with these hazards.

For this reason it is essential to find out who is responsible for health and safety on the premises and contact them so that they can provide the required information.

Typical safety-related information could include:

- Any specific safety arrangements for those working on the premises;
- Location of toilets, washing facilities, eating (canteen) facilities;
- Fire and other emergency arrangements;
- Client contacts (e.g. safety personnel, first aid personnel, etc.)
- Personal Protective Equipment (PPE) requirements
- On receipt of this information, and/or based on an inspection of the site, the Manager 1 will:
  - Identify any additional safety measures that are required;
  - Communicate these measures to all appropriate staff;
  - Ensure that any required additional information, training, personal protective equipment, etc. are provided.

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Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order. Are windows and mirrors clean? Are tyres, brakes, steering and lights in good condition? Do not drive under the effect of alcohol or drugs or if you have taken any medicines that could affect your driving. Follow the safety instructions for medicines and consult your doctor if in doubt. Make sure load is evenly distributed and properly secured. Ensure vision is not obstructed by pendants or stickers etc. on windows. Try to avoid parking your vehicle in positions that will obstruct traffic or visibility of other drivers or pedestrians. Ensure measures to prevent the vehicle moving are applied.

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## 4.16 Violence and Aggression

### Hazards

Physical assault  
Physical injury  
Verbal abuse

### Risk Assessment

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

Difficult customers and others such as members of the general public can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of customers or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation if possible.
- If and when it is safe to do so, raise the alarm.

### Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken by the Business to minimise this risk.

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Minimising the quantities of cash and other valuable items held;
- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
  - Do not offer any resistance, do not provoke the attacker
  - Give the attacker whatever they demand
  - If and when it is safe to do so, raise the alarm.

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### 4.17.1 RACKING AND SHELVING

#### HAZARDS

- The main risks from the racking are from:
- Goods collapsing from stacks or tiers.
- Improperly stacked goods falling onto employees.

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12

#### CONTROL MEASURES

All racking shall be inspected weekly by the warehouse staff as per the SEMA code of practice. All racking damage shall be reported to Supervisor/ Manager.

All damage to racking and shelving shall be made good at the earliest possible opportunity.

All floors shall be kept level and in good repair.

If there is a risk of mechanical damage due to forklift truck collision, end frames must be adequately protected by means of motorway-type barriers or equally effective means.

Do not attempt to straighten damaged sections.

Climbing on racking is not allowed. Proper access procedures, i.e. the use of stepladders and ladders must be adhered to.

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## 4.19 FORKLIFT TRUCKS

It is the supervisors/managers responsible to ensure that no employee uses forklift truck, unless they have been properly validated by the Company.

### HAZARDS

- A truck colliding with object/structure causing collapse of same.
- Equally hazardous is the practice of jumping from a truck while still in motion.
- Excess speeding in confined areas, restricted aisle-ways etc.
- Lack of attention can result in any of the following:
- Overturning.
- Persons being run over/struck by fork lift truck.
- Material falling from forks.
- A truck colliding with an object.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 3	Score = 6	Result = 18

### CONTROL MEASURES

Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes

All fork lift trucks are fitted with:

- Forward flashing warning light(s) interlocked with the ignition
- Reversing horns/sirens interlocked into reverse gear.

Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up.

Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up.

All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

### *Control during use*

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.
- Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g.,

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## 4.20 PALLETS

### HAZARDS

- Badly stacked pallets.
- Nails sticking out from pallets.
- Splintered wood on pallet.
- Blocks missing.
- Cross pieces missing from pallet.
- Stacking pallets too high in stores.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 3	Result = 6

### CONTROL MEASURES

#### Before Use:

- Check that all pallets must be stacked neatly and squarely before lifting.
- Examine pallets for protruding nails or part nails.
- Reject pallets that are splintered are a hazard to finished product.
- Pallets with main blocks missing to be rejected as balance is missing
- Pallets with cross pieces missing to be rejected as they tend to belly in middle.
- P.P.E. (gloves) must be worn at all times.
- Always get help lifting pallets

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## 4.22 BATTERY CHARGING

### HAZARDS

- Electrocutation while charging batteries.
- Collision between forklift or truck and personnel at battery charging area.
- Burn caused by leaking batteries.
- Battery falling on to operator during battery change.
- Handling injury from gas bottles

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

### CONTROL MEASURES

Truck is powered off and parked before connecting to charger.  
 All operators fully trained in use of battery charging equipment.  
 Gloves used when handling batteries and leads.  
 Only trained forklift drivers may carry out the charging.

#### 4.22.1 BATTERY MAINTANENCE

### HAZARDS

- Possible battery acid burns to skins eyes etc.
- Trapped limbs/hands during operation
- Electrical shock
- Exploding gases
- Ejection of electrolyte if overfilled
- Unsafe manual handling leading to injury to personnel or damage to equipment

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 5	Result = 10

### CONTROL MEASURES

Only trained and validated personnel may maintain batteries  
 Procedure for safe maintenance of batteries must be adhered to at all times as per the suppliers instructions.  
 P.P.E. e.g. aprons, gloves, face shield, overalls (disposable), must be worn at all times  
 Maintenance file report updated each week and signed by the operative  
 Eye Wash available at charging stations.

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## 4.24 Blowtorch (finishing area)

### HAZARDS

- Burns
- Fire

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

### CONTROL MEASURES

Only trained staff may use the blow torch in the finishing area. All combustibles to be kept at least 1.5 meters away from the open flame.

Torch is never to be left unattended.

Propane bottles must be stored in a secure area.

If there are any problems with the torch or the igniting mechanism it is not to be used and must be reported to a manager immediately.

Torch is only to be used for finishing activities any misuse such as lighting cigarettes, horseplay, hand warming, etc. may result in dismissal.

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## 4.26 General Preparation and packing Machinery Use (including flow wrap, conveyers, etc.)

### Hazards

- Entanglement
- Fire
- Entrapment

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### GENERAL CONTROL MEASURES

- Make sure that guards are kept in place and are properly maintained.
- Set up a regular examination procedure for checking the integrity of guards, and keep records of these.
- Do not use machinery with poor or defective guards.
- Check and encourage people to report faults.
- Train employees and provide them with information about the hazards of the machinery they will use in the production area.
- All machines and production equipment is covered by the general points in this assessment in addition to any specific points they may have.
- All machines and production equipment are required to have a pre use inspection checklist
- All defects are to be reported to the Production Manager as soon as they are noticed.
- All machines are serviced by external contractors; no parts are replaced or repaired by staff (other than oil, seals, etc).
- All machines have redundancy built into the production system to avoid the need for staff to try to repair breakdowns in an emergency.
- All machines are fitted with guards over moving parts, conveyer edges, chains, etc.
- All guards are interlocked and if opened the machines will stop.
- Emergency buttons are in place on various places on each machine/line.
- In-nip areas on conveyors are guarded
- Manual handling instruction provided for all operatives loading packing or production lines.

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## 4.27 Mixers

### HAZARDS

- Electricity
- Entanglement
- Manual Handling

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 4	Result = 16

### CONTROL MEASURES

Only trained staff may use the mixing equipment.  
 Manufacturer's guidance will be followed at all times.  
 All relevant staff trained in safe manual handling techniques.  
 Manual handling equipment to be used where possible to bring ingredients to the bowl and to move the bowl itself.  
 All mixers are subject to the program of planned preventative maintenance.  
 All mixers have an emergency stop.  
 All mixers are provided with an RCD.  
 All moving parts that could pose an entanglement hazard are guarded to prevent or reduce access to trapping points between paddles, beaters or ribbons and the mixing bowl.  
 On small planetary mixers a bowl extension ring is sufficient. Large machines have an interlocked guard that completely prevents hand access to the bowl.  
 On dough mixers (spiral), there is an interlocked guard over the top of the bowl.  
 Any traps created by the bowl drive mechanism should be protected by a fixed or interlocked guard or contained within the casing of the mixer.  
 On trough mixers, access to the mixing trough should be prevented by interlocking guards.  
 It should not be possible to reach hazardous parts with the guards open.  
 On mixers that can tilt, access to any trapping points between the tilting bowl and the frame of the machine should be prevented.

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## 4.29 Slicing Machine

### HAZARDS

- Electricity
- Blades
- Manual Handling
- Entanglement

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 6	Result = 24

### CONTROL MEASURES

All staff that need to use the slicers are trained in their safe operation.

All slicers are part of the program of planned preventative immanence.

Adequate space is provided around all slicing machines.

All safety points from assessment 4.26 on general machinery to be followed.

Emergency cut off provided at leading front edge.

Slicing machine part of the program of planned preventative maintenance.

Interlocked guard on the in feed hood.

Blades are positioned in the centre of the machine and are not easily accessible.

Blades are only changed, adjusted, removed by a competent person.

All electric components are sealed for safety.

Always unplug machine before cleaning.

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### 4.31 Cream Cooker

#### HAZARDS

- Electricity
- Mixer
- Manual Handling
- Entanglement

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 6	Result = 24

#### CONTROL MEASURES

All staff that need to use the cream cooker are trained in its safe operation.

Cream Cooker is part of the program of planned preventative immanence.

Adequate space is provided around the machine.

All safety points from assessment 4.26 on general machinery to be followed.

Top of bowl is guarded to prevent access to mixer area.

Cooking is via a Bain Maire type with warmed oil within the bowl wall itself. Staff are not exposed to hot surfaces or cooking elements.

Emergency stop is located on the front centre of the machine.

All electrics are fully enclosed.

Tipping handle on side of machine is used to gently pour cream into the required receptacle.

Machine to be isolated for cleaning.

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### 4.33 Muffin Depositor

#### HAZARDS

- Electricity
- Manual Handling
- Entanglement

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 6	Result = 24

#### CONTROL MEASURES

All staff that need to use the muffin depositor are trained in its safe operation.

Muffin Depositor is part of the program of planned preventative immanence.

Adequate space is provided around the machine.

All safety points from assessment 4.26 on general machinery to be followed.

Good manual handling techniques are employed when placing and removing the dough filled trays and empties.

Racks are kept close by to avoid excess travelling.

General floor area kept clean and tidy to avoid trips and falls.

Hopper is interlocked to prevent access to pistons.

Machine to be isolated for cleaning.

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