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	Safety Statement

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**1.1 APPLICATION**

ABC Company is a car and other vehicle valet business. By its nature this is a service operation and the various hazards that are encountered by staff are covered in this Safety Statement insofar as is reasonably practicable.

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

**1.2 OBJECTIVES OF THE SAFETY STATEMENT**

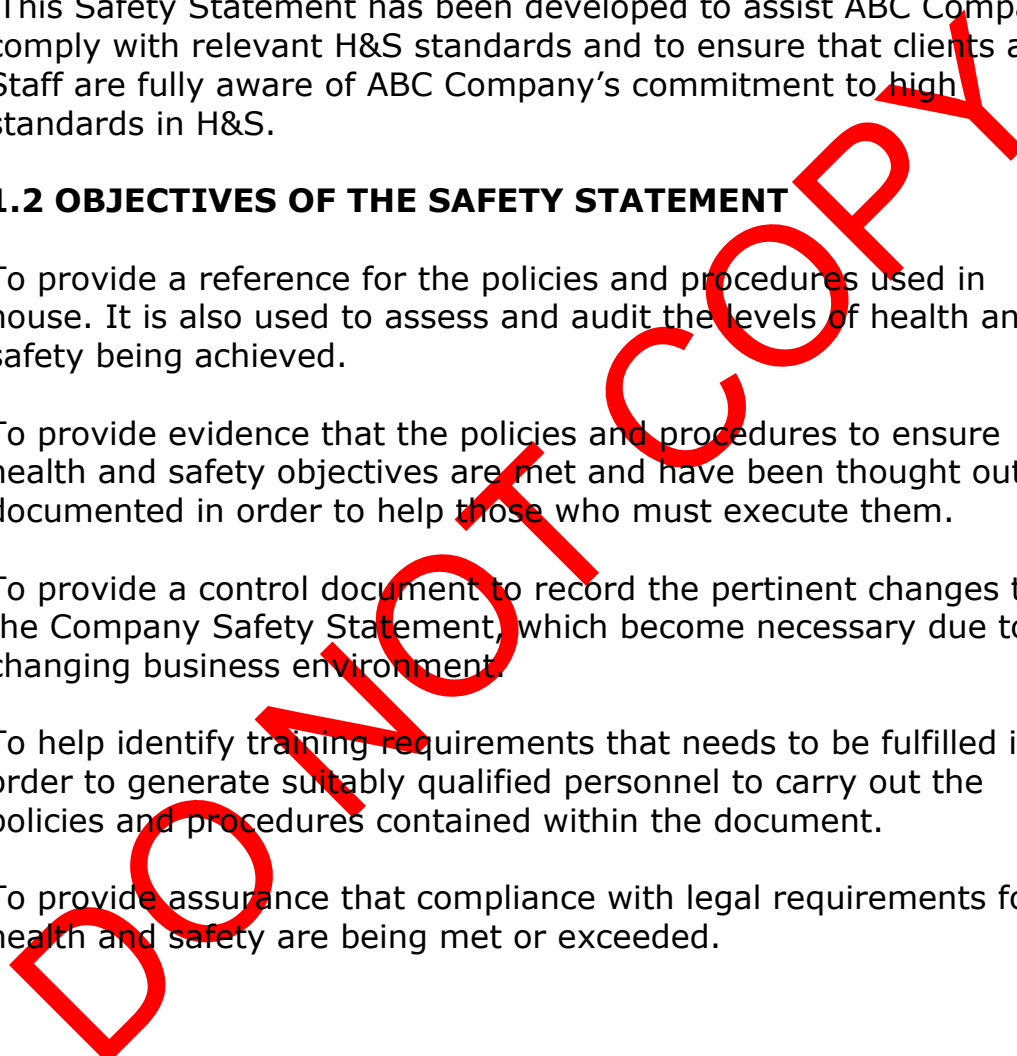
To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

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.

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 Staff or others who may be affected by company activities.

Manager 2 has appointed himself as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 2, 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 Staff. 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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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Also responsible for ensuring that staff reporting to him 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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## 2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ 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.

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### 3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company at the work place where the new employee will be required to work.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The supervisor will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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### 3.6 FIRST AID

#### CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all Staff and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ❑ **Main Office Area**
  - ❑ **Valet Area**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 2. This check and replenishment is recorded and kept on file.
- ❑ When Staff are visiting at a Client or 3<sup>rd</sup> party premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual Staff who believe they might have a need of these items must be responsible for their own supplies.

#### Names of First Aiders


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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 that all of our work areas are smoke free. The Organisation recognises that all Staff 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 Staff, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

#### 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 Staff, 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. Staff, 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 recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for Staff. As part of the policy of maintaining good employer practice, ABC Company 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 will strive to ensure that all Staff 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 2, 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 Staff are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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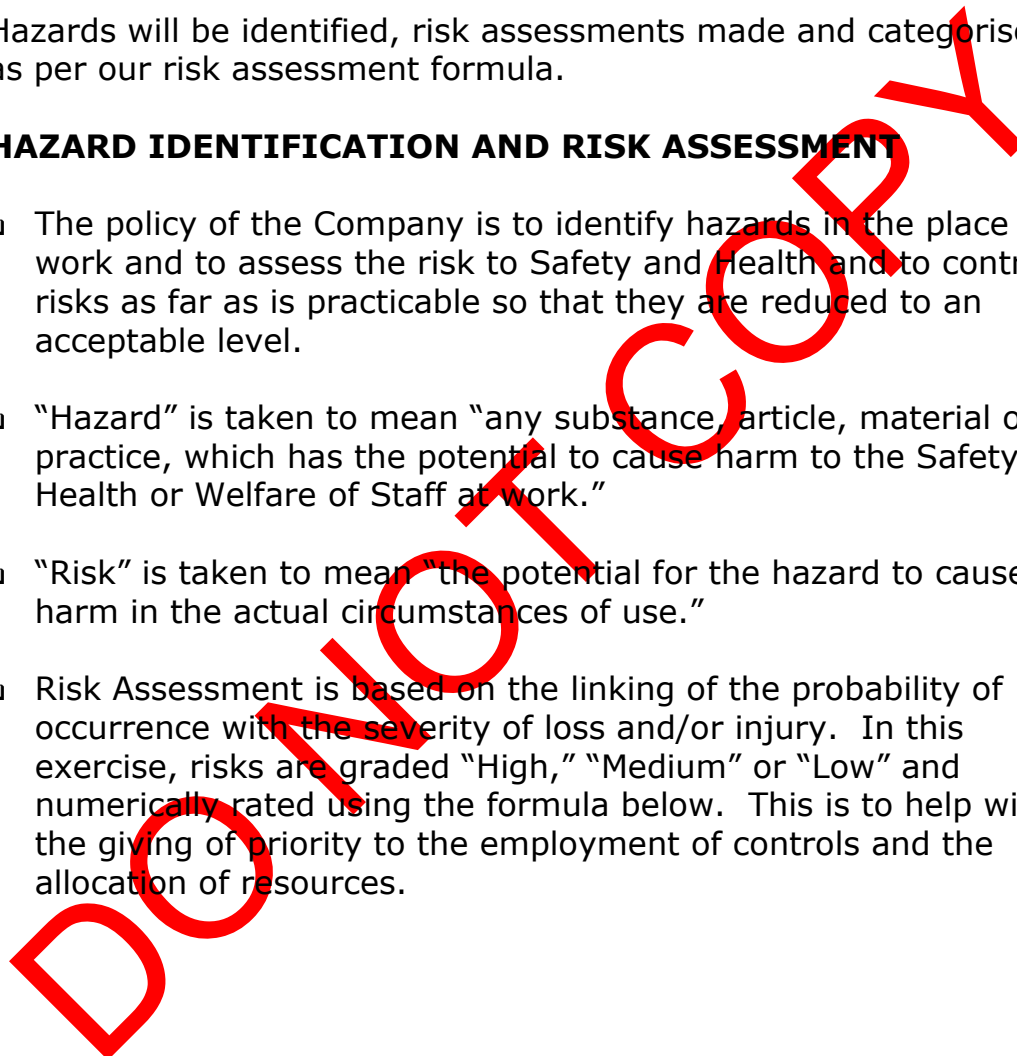
**4.1 HAZARD INSPECTIONS**

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 Staff 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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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

- 1-6 = Very Low risk**
- 7-12 = Low Risk**
- 13-18 = Low to Medium Risk**
- 19-24 = Medium risk**
- 25-30 = Medium to High Risk**
- 31-36 = High Risk, stop the activity and implement immediate controls.**
- Over 36 = Very high Risk, stop the activity and implement immediate controls.**

**Risk Calculation Matrix**

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause and injury.  
 Risk = The likelihood of an injury happening.

- Risk Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc. This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

## 4.2 FIRE (In Premises)

### FIRE HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### 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) Taking part in client 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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## 4.4 VALET ACTIVITIES AND HOUSEKEEPING

### HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

### Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.
- Staff must maintain the workplace in a tidy condition at all times.
- Staff will ensure that all waste materials in and around the premises are cleared and disposed of safely.
- Cables, hoses etc. will be kept clean and tidy to avoid slip and trip hazards.
- Trails and pools of water or other liquids will be cleaned up promptly by staff.
- We use the least hazardous valet cleaners and follow procedures for hazardous chemicals.
- We clean up oil spillages with absorbent material and keep ignition sources out of petrol storage areas.
- All staff receive Specific Manual Handling Training.
- All staff provided with an ergonomic trolley to assist them in completing their tasks.
- All staff provided with PPE as follows:
  - Gloves – Chemicals/Glass, etc.
  - Uniform – General dust etc.
  - Overall – Bio hazard, etc.
  - Mask – Vapours/bio hazard, etc.

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- Bio Hazard kits are available for cleaning of excrement, vomit, blood, etc.
- Manual Handling stresses are reduced for Vacuum cleaning via the training and maintenance of equipment.
- No Bleach or acid based cleaners are used.

**Using Vacuum Cleaners**

- Vacuum and plug to be inspected before use to ensure there are no defects.
- Defects to be reported to Manager 1.
- All relevant attachments for valet to be used.
- Good manual handling practice to be followed.
- Do not allow hosepipe to become kinked or trapped.
- Do not allow power lead to become overextended, kinked or trapped.
- Ensure both hosepipe and power leads do not present a trip hazard.
- If necessary change the vacuum bags as soon as they are full.
- Ensure any dust reservoirs are emptied promptly.
- Noise levels to be monitored. If the noise generated by a vacuum consistently results in employees having difficulty hearing conversations at approx 6 feet distance while vacuum is running, then the advice of a specialist consultant will be sought.

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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 =	Score =	Result =

### 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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## 4.7 OFFICES

### HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

**Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.**

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## 4.9 CLEANING CHEMICALS AND 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 =	Score =	Result =

### CONTROL MEASURES

- All cleaning materials, specialist and other substances are listed in a safety file.
- All cleaning materials, specialist 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 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 processes are carried out fully.
- Any equipment, hygiene measures or protective clothing are provided and maintained as required.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

#### Direct controls for staff to follow

- Always follow carefully any instructions and training information given in the use of cleaning chemicals.
- When handling substances, especially concentrates (if unavoidable), always wear the protective clothing provided, e.g. rubber gloves.
- If there is any danger of splashing, wear eye protection suitable for splash risks, e.g. goggles or visors, and ensure an eyewash bottle is available.
- If cleaning at eye level or above, wear eye protection.

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**4.13 Safety in client and other premises. (Relevant when waiting on pickups for valet or delivery back to client, on site cleaning, etc).**

**Risks Identified**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

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.

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 2 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.

### 4.14 Driving for work

**General Hazards**

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles
- Other road users
- Road traffic accidents
- Driving conditions
- Poor vehicle maintenance

**Risk Assessment**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

**Control Measures:**

- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- Drivers must have a zero level of alcohol or any other intoxicant in their blood stream when driving for work.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be reported and repaired.
- It is forbidden to carry passengers other than authorised company employees when driving on behalf of the Business and those members of the public who are part of a contract/engagement.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.
- Within the premises we ensure separate vehicle and pedestrian routes and have a safe system for manoeuvring vehicles into and out of garages.

**OTHER HAZARDS**

Five main other hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

**1. Road Traffic Accident – Injury due to collision**

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### 4.18 Cash Handling

**HAZARDS**

- Robbery
- Physical Injury

**Risks Identified**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

**CONTROL MEASURES**

**Cash Movement Controls**

- Avoid letting large amounts of cash accumulate on the premises.
- Perform cash drops regularly depositing cash in a safe. Use a night safe if receiving cash on evening call outs.

**Cash Movement to and from the Bank**

- Avoid, as far as possible, set patterns when making lodgements.
- Trips to the bank, where possible, should be made by car.
- Precautions should begin with varying, as much as possible, the times and routes of such journeys.
- Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.

**Action to be taken in the Case of an Armed Robbery or Personal Attack**

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. Concentrate on:
  - Male/Female
  - Age
  - Height
  - Build
  - Hair colour
  - Colour of eyes
  - Mode of dress
  - Right or left handed
  - Distinguishing features
  - Words used and accent
  - Number of attackers
  - Note where criminals may have placed their hands and feet

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### 4.19 Power Washer

**HAZARDS**

- Electricity
- Cleaning solutions
- Slips and falls
- Pressured water

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

**CONTROL MEASURES**

- Washer to be inspected before use and any defects notified to Manager 1.
- Follow the safety instructions in the supplier's manual.
- All cleaning solutions are basic non hazardous detergents.
- Never point a pressure washer at yourself or others.
- Never attempt to push or move objects with spray from the washer.
- If an extension cord must be used, keep the pressure washer's power cord connection out of any standing water, and use a heavy duty extension cord with components rated for use in wet locations. Keep both the power cord and extension cord connections as far away as possible from the item being washed and away from any water runoff.
- Wear your safety shoes/boots when using the pressure washer.
- Never cut or splice the pressure washer's power cord or extension cords.
- Pressure washer is also subject to the electrical test schedule.

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