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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 appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to 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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1.3 Policy Statement:

ABC Company Ltd is committed to, protecting the Safety, Health and Welfare of all employees at work, protecting the safety of others visiting the workplace, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by ABC Company Ltd to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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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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3.12 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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3.13 Young persons and inexperienced workers policy

ABC Company Ltd does not employ inexperienced workers. ABC Company Ltd do not offer permanent work to any persons under the age of 18.

New employees who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

Where ABC Company choose to offer work experience placements to school children (typically from transition year programmes) the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

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Risk Assessments

The staff at ABC Company conducted all the risk assessments on the following pages.

The risk assessments in this document are based on an identification of the hazards and an assessment of the risks and the control measures necessary for the elimination or reduction of the risk to an acceptable level. The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

While there is a set of risk assessments following on in this section relating to our Day-to-Day activities, ABC Company have also compiled a separate suite of policies based on good childcare, risk assessment and related to the Safety Statement.

These policies are:

- | | |
|--------------|-----------------------------|
| Policy No. x | Health and Nutrition |
| Policy No. x | Infectious Disease Control |
| Policy No. x | Hygiene |
| Policy No. x | Safety and Fire Prevention |
| Policy No. x | Child Protection |
| Policy No. x | Outings |
| Policy No. x | Emergency Treatments |
| Policy No. x | Administering Medications |
| Policy No. x | Nappy Changing |
| Policy No. x | Trampoline |
| Policy No. x | Sun Protection |
| Policy No. x | Health, Safety and Welfare. |

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**Floor/Common area/traffic routes and congestion –
Slips, Trips and Falls**

Hazards

Slip and fall

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

As a Day-care Premises we have to accommodate movements of people/children often concentrated into short periods of time. Many accidents in this sector result from slips, trips and falls in common areas.

Controls:

Shoes should be sensible with no excessively high heels (staff).
All floors are maintained to avoid presenting slip/trip hazards.

The following area specific controls are also in place:

Area	Controls
External steps, paths and parking areas	Suitable lighting – replace, repair or clean lights before levels become too low to be safe. Ensure steps and paths are suitable for the volume of pedestrian traffic. Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface. Maintain parking area so that it is free of potholes. Mark the nosing of steps using anti-slip coating. Discourage short cuts across grassed/muddy areas. Clean leaves, mud etc from surfaces. Remove algal growth and grass growth from the pathway along the perimeter. Put in place effective procedures to deal with snow or ice.
Playgrounds and bark, sports surfaces	Ensure surface is flat and well maintained to avoid surface water Remove accumulations of mud/water. Remove algal growth. Ensure users wear the appropriate footwear for the surface.

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Classroom Hazards

This is a multi-hazard assessment due to the variety of issues in the classrooms. Each individual carer is highly qualified in his/her own area and is capable of managing the risks associated with the particular subject they are teaching. However, set out below are known hazards and the control measures for each of them.

All classrooms and areas of assembly	
Hazard	Controls
Fire	<p>Fire exit and route signs are placed in appropriate locations at classroom exits.</p> <p>A Fire Safety Plan exists and teachers are aware of the content of the Plan.</p> <p>Fire drills are carried out during each term. Only senior management shall have advance notice of the drill.</p> <p>Ceilings and exit doors are kept free of combustible material such as artwork, posters, paper etc.</p> <p>As a guideline, no more than 50% of the total wall surface (include boards, cupboards, windows, etc.) to be covered with combustible materials i.e. artwork, posters, etc.</p> <p>Where there is an EXIT door there is a clear path maintained through the classroom furniture. As a rule of thumb, the width of the clear path should be the same as the width of the door(s).</p>
Electrical	<p>Portable appliance testing will be carried out on portable equipment as necessary.</p> <p>All electrical equipment will be earthed as appropriate.</p> <p>All electrical outlets cover plates and wall switches are kept secure and undamaged.</p> <p>All extension cords are kept good condition and used for temporary purposes only.</p> <p>All extension cords will have their own fuse.</p>

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Managing Medicines.

Hazards

Incorrect medicines

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

This assessment is information based for staff and should be read in conjunction with Policy x "Administering Medication".

Many children will need to take medicines during the day at some time during their time in ABC Company. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent.

Medicines should only be taken to ABC Company when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the day. ABC Company will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

ABC Company need to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents and relevant health professionals. This can include:

- details of a child's condition
- special requirement e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

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Accident Report Form

Location:	Department/Division:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party:	

Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

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8.2 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.