

LOGO HERE	ABC Company
	Safety Statement

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SAFETY STATEMENT

ABC Company

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Disclaimer.

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1.1 APPLICATION

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

While we operate in the general area of Outdoor Adventure Pursuits and Team Building type events, we concentrate on personal survival skills and bushcraft techniques. We do not use Vehicles, Animals or any equipment beyond what a person can safely carry on our activities.

We have tried to address the known hazards of the operation within the Safety Statement but will update it from time to time as experience grows.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and on any external activities. 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

Bushcraft its nature involves people taking part in activities that could be hazardous. In order to minimise the risk to participants and instructors alike, we will put reasonably practicable controls in place for each activity we offer.

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 2007 and any other applicable regulations from those implemented in 2007 and thereafter. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

ABC Company has appointed Manager 2 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 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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The table below is a record of all revisions made to the safety Statement

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a company working in the area of what is generally referred to as Outdoor Adventure Pursuits. Operational hours are dependent on work schedules and available light. During winter hours we occasionally start work at 07:00. We may also run courses that involve building shelter and staying out overnight.

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:

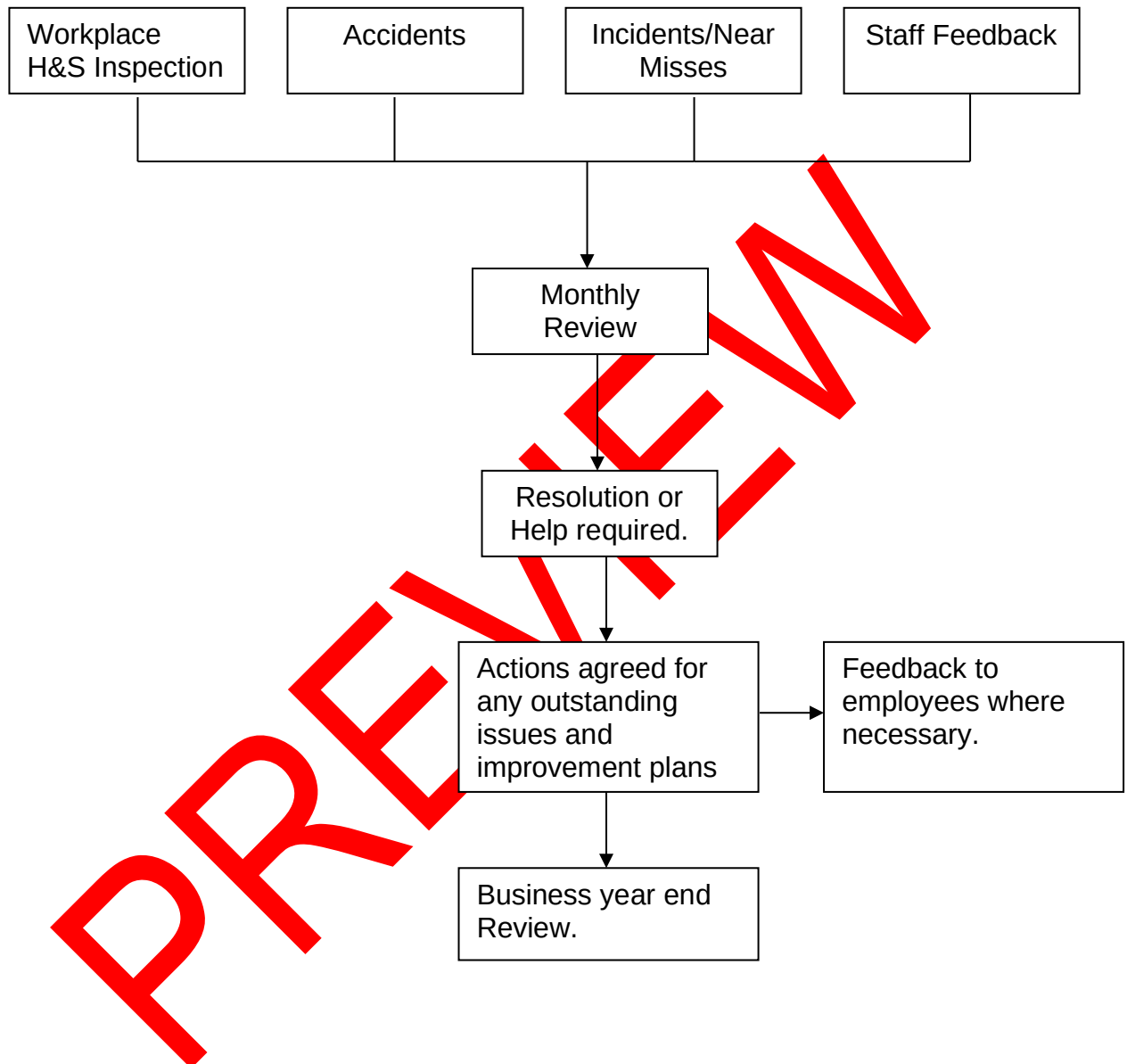
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid and Mountain Rescue
 - 3.2. Instructor training
 - 3.3. Other Skills, etc. as per need.
4. Safety critical equipment maintenance records
 - 4.1. First Aid Equipment
 - 4.2. Climbing equipment and ropes
 - 4.3. Fire extinguishers
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation after xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
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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Health and Safety Management process for ABC Company

Process flow below indicates how Health and Safety issues and procedures are handled.



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2.2 Manager 2 (Assisted by others as required)

- ❑ 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.
- ❑ He is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.

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- ❑ 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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2.3 INSTRUCTORS

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

They bear the responsibility for ensuring that participants are given correct information for them to do a task safely and that they do not compromise health and safety requirements.

SPECIFIC RESPONSIBILITIES

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all participants are aware of our standards and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and supervise all activities in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all participants directly under your control are aware of their own specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Know the emergency procedures.
- ❑ Report any accident or damage, however minor, to senior management.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

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3.1 RESOURCES

ABC Company 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 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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3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company at the work place where a new employee/instructor 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 environment.
3. Warn new employee of any prohibited actions in the work place, e.g. activities that must be stopped immediately in the event of a sudden weather change.
4. The training and instruction required for each individual must be considered. Manager 2 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. Instruct the staff member in relation to any job specific risk assessments.

3.3 TRAINING

Inadequately trained staff are a hazard to themselves and participants. ABC Company shall identify the training needs of their instructors and ensure they are fulfilled.

ABC Company 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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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

Manager 2 will seek more information as necessary from any relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

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.

However, as of the date of this Safety Statement, we do not have the numbers of staff/instructors to warrant a H&S Representative.

3.5 FIRST AID

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

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

The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, the Instrucotr 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 from.
- ❑ The relevant instructor on duty will be responsible for completing the form.

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3.6 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

❑ ***Accident report Form***

- ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 2.

❑ ***Health & Safety Authority***

- ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
- ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

3.7 WELFARE FACILITIES

As we are an Outdoor Activity working in the area of Bushcraft, we show participants how to source and filter or heat-treat water. We show them how to conduct toilet activities in the outdoors and not to leave spoor behind. We also inform participants of what materials they need to bring with them on a course.

We do not operate from a fixed premises and always meet participants at an agreed outdoor point, often a car park. Therefore we do not have permanent welfare facilities to offer.

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3.8 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment as required on a particular course. This equipment will be based on the instructors level of training and the activity being undertaken.

Participants on a course will be advised in advance as to what protective clothing they need to bring. Participants who do not arrive with the correct clothing will not be accepted on the course.

3.9 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. While we do not operate a closed workplace, we actively discourage participants from smoking while on any of our courses/activities.

3.10 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Instructors and Participants must be able to perform the course/activity tasks in such a manner that will not affect their safety or the safety of others by acts or omissions.

If we have reasonable grounds to suspect that an instructor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken against the Instructor which may lead to dismissal of the individual concerned. Participants are not permitted to drink alcohol or take any other substance that can have an adverse effect on their ability to safely perform a task. If participants break this rule they will be asked to return to base as soon as it is safe to do so.

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3.11 Bullying at Work Policy

ABC Company recognises and accepts his 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 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 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 Manager 2 or the Safety Representative.

Manager 2 gives the undertaking that he will 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.

3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices, Interns, etc. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All instructors or guides will have relevant qualifications and are experienced in their profession.

New employees who are experienced in their profession/activity receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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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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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 6 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 36.

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.

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

□ Risk Control.

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.

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4.2 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 = 1	Score =3	Result =3

CONTROL MEASURES

While we do not use hazardous substances as part of Bushcraft Activities, it is possible that hazardous products would be present within commercially sourced fire starting materials or other items we may use from time to time. The following controls will apply:

- ❑ All substances/items will be used strictly in accordance with the label on the product.
- ❑ The smallest possible amount of the product will be carried and used.
- ❑ As with all of our bushcraft activities, we will strive to leave no hazardous remains from our activity and no pollution.
- ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- ❑ First aid kits are carried on all activities.

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4.3 General Health Issues

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
All outdoor staff

RISK ASSESSMENT:

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

CONTROL MEASURES

General Advice:

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

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Tetanus

The organism causing tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by splinters and thorns. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your doctor how often you need a booster.

Legionellosis (Legionella)

Caused by Legionella bacteria, this is an infectious disease that can be caught by anyone but those with a suppressed immune system are most vulnerable. There are two types to which adventure centre workers may be exposed: Legionella longbeachae, occurring in soil and compost, which can lead to a respiratory disease; and the more common L. pneumophila, which leads to a type of pneumonia known as legionnaire's disease. The latter form occurs naturally at low levels in watercourses but can multiply in standing water to potentially harmful levels when the water temperature is between 20°C to 45°C.

Aspergillus Fumigatus

This fungus, which is commonly found growing on dead leaves, compost piles and decaying vegetation, may trigger a relatively harmless allergic reaction but can cause serious problems if too many spores get into the lungs. Previous cases of serious illness have been identified when people have been exposed to and inhaled extremely large volumes of the spores. Basic precautions and commonsense should protect individuals from serious adverse effects.

CONTROL MEASURES

Following the basic control measures below should protect employees from the various health hazards found in Bushcraft Activities:

- Ensure tetanus jabs are up to date. Otherwise, see your local GP for a tetanus vaccination if you have cut yourself on a plant or got soil or manure in an open wound.
- Discourage rats by securing rubbish in bins and not putting cooked food on the compost heap.
- Protect from water-borne diseases such as Weil's disease by wearing waterproof gloves, clothing and boots when working around water.
- Always wash your hands after being outside and especially before eating.
- Keep a hand sterilising gel available in case clean water is not available.

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4.4 General Bushcraft Workshop Activities

HAZARDS

- Multi hazard

CONTROL MEASURES

- All Instructors will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All participants will be asked to complete a Health Declaration before taking part in any of our activities.
- Participants will be provided with a list of items to carry and wear before attending the workshop.
- Instructor will have a walkie-talkie, mobile phone (in coverage) or other means of emergency communication.
- This workshop covers fire lighting and fire safety, water gathering and purification, knots and tarpaulin set-ups as well as natural shelter building. This will be delivered in a woodland or on private land. The following rules and controls will apply:
 - Instructors will constantly monitor the Weather Conditions to ensure they remain appropriate for the activity.
 - If weather deteriorates sufficiently, the inspector will close the Workshop and return to base with the participants in good time.
 - Fire safety is taught as part of this workshop, therefore the instructor will be constantly monitoring the placement and building of a fire.
 - Fires will generally be built on a 1 metre clear square on bare mineral soil. Never on turf-like or organic soil.
 - Where possible the fire will be built close to a water source such as a stream.
 - As the workshops are repeated activities re-using the same areas, the instructors will identify in advance the best area for providing safe fire building, water and shelter.
 - Instructors will be ready to extinguish any fire immediately if it appears to be unstable/unsafe or may get out of control.
 - Instructors will check the assembly of all shelters and tarp constructions before allowing any person sleep under them.

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4.5 Spoon carving Workshop

Hazards

- Physical injury
- Weather
- Horseplay
- Knives

Person at risk:
Instructor and participants

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 3	Result = 3

CONTROL MEASURES

- All participants will be under the care of a qualified instructor.
- All previous rules as per the General Workshop activities still apply.
- Relevant safety clothing/equipment will be provided to any participant who does not have their own.
- Instructor will have a walkie-talkie, mobile phone (in coverage) or other means of emergency communication.
- Instructor will always take account of the prevailing weather conditions and make appropriate changes as needed.
- Part of the instruction on this course is the safe use of knives, axes and saws. As such the following controls will be in place:
 - All cutting is carried out using motions away from the body.
 - For an overhand grip, participants taught to hold the knife in their hand like a tennis racket. The spine of the knife should be facing away from the body and in line with the V formed between the thumb and index finger.
 - When needing to use a chest lever technique, participants taught to grip the knife in the opposite manner of the overhand grip.
 - When needing to use a Thumb Lever, participants taught to place the off-hand thumb on the spine of the knife in an overhand grip and push the blade with the thumb for better precision cuts.
 - When needing to use a Knee Lever, participants taught to start with an overhand grip, brace the inside of the wrist against the outside edge of the knee. Pull the

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wood towards the body making contact with the anchored cutting edge.

- Beginners, taught to wear a leather glove on the off-hand.
- Participants taught to avoid the Triangle of Death (the triangle formed between the knees and crotch).
- Participants taught to ensure they are alone in the Blood Circle. To define the circle, turn slowly in a circle with an outstretched arm, cutting tool in hand. The area inside this circumference and just beyond is the blood circle. They are the only person allowed in this area.

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4.6 Plant information walks

Hazards

- Trip and fall injury
- Horseplay
- Weather

Person at risk:
Instructor and Participants

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 1	Result = 1

CONTROL MEASURES

- All participants will be under the care of a qualified instructor.
- All previous rules as per the General Workshop activities still apply.
- Relevant safety clothing/equipment will be provided to any participant who does not have their own.
- Instructor will have a walkie-talkie, mobile phone (in coverage) or other means of emergency communication.
- Instructor will always take account of the prevailing weather conditions and make appropriate changes as needed.
- This workshop is generally a walk in areas such as Roundwood Lakes or the Wicklow Hills.
- So long as Participants are dressed appropriately, this is a non-hazardous activity.

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4.7 Animal Track and Signs Workshop

Hazards

- Trip and fall injury
- Horseplay
- Weather

Person at risk:
Instructor and Participants

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 1	Result = 1

CONTROL MEASURES

- All participants will be under the care of a qualified instructor.
- All previous rules as per the General Workshop activities still apply.
- Relevant safety clothing/equipment will be provided to any participant who does not have their own.
- Instructor will have a walkie-talkie, mobile phone (in coverage) or other means of emergency communication.
- Instructor will always take account of the prevailing weather conditions and make appropriate changes as needed.
- This workshop is generally a walk in a woodland or on private land.
- So long as Participants are dressed appropriately, this is a non-hazardous activity.

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4.8 Survival training

By its nature this activity can be hazardous. The controls below are general guidelines and the qualified instructors will adjust the activity based on the skill level, health, fitness, etc. of the participants.

Hazards

- Physical injury
- Weather
- Food poisoning
- Exposure

Person at risk:
Instructors and participants

RISK ASSESSMENT:

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

CONTROL MEASURES

- All control measures from the General Workshop Activities still apply.
- All participants will be under the care of a qualified instructor.
- The instructor will take the ability of the group into consideration and will set the task based on experience and the average ability.
- When necessary groups will be divided if it is apparent that the skill, fitness or health levels of the participants are grossly disproportionate.
- The instructor will always provide the base office with a full itinerary and location map in case of emergency.
- The instructor will draw up an emergency plan in advance of the activity as relevant to the situation being planned.
- All survival situations will be controlled.
- Relevant safety clothing/equipment will be provided to any participant who does not have their own.
- Instructor will have a walkie talkie or other means of emergency communication.
- Instructor will always take account of the prevailing weather conditions and make appropriate changes as needed.

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4.9 Hill Walking, River Studies, Ecology, Team Building, Orienteering, etc.

By their nature these activities are low risk and the same general controls can be followed for many outdoor activities.

Hazards

- Weather
- Terrain

Person at risk:
All outdoor staff

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 1	Score = 3	Result = 3

CONTROL MEASURES

- All control measures from the General Workshop Activities still apply.
- All participants will be under the care of a qualified instructor.
- Relevant safety clothing/equipment will be provided to any participant who does not have their own.
- Instructor will have a walkie talkie or other means of emergency communication.
- Instructor will always take account of the prevailing weather conditions and make appropriate changes as needed.
- Instructor will provide an itinerary, map and emergency plan to the base office.

The Group leader (instructor) is responsible overall for the group at all times. In delegating supervisory roles to other members of staff in the group, if possible it is good practice for the group leader to:

- Allocate supervisory responsibility to each adult for named participants.
- Ensure that each staff member knows which participants they are responsible for.

It is good practice for each supervisor to:

- Have a reasonable prior knowledge of the participants including any special needs, medical needs or disabilities.
- Carry a list/register of all group members.
- Regularly check that the entire group is present.

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- Have a clear plan of the activity to be undertaken and its objectives.
- Have the means to contact the group leader/other supervisors if needing help.
- Have prior knowledge of the venue – the group leader should normally have made an exploratory visit.
- Anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the participants do, and acting promptly where necessary.
- Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- Be competent to exercise appropriate control of the group, and to ensure that participants abide by the agreed standards of behaviour.
- Clearly understand the emergency procedures and be able to carry them out.
- Have appropriate access to First Aid.
- Each participant should:
 - have been given clear, understandable and appropriate instructions;
 - rarely if ever be on their own;
 - alert the supervisor if someone is missing or in difficulties;
 - have a meeting place to return to, or an instruction to remain where they are, if separated;
 - understand and accept the expected standards of behaviour.

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PART 5**ANNUAL REPORT****ABC COMPANY****SAFETY STATEMENT**

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING;

During the year, the following safety training courses were run:

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

- 1
- 2
- 3

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ABC Company

Safety Statement

Safety Statement Document Review

ABC COMPANY

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Company	Description of Changes	Date of update

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ABC Company

Safety Statement

Part 6 Staff Sign Off

We the undersigned accept that:

- **We have been shown the Safety Statement,**
- **We know where it is to be kept for review,**
- **We will adhere to all safety rules as set out by ABC Company**
- **We will not act in any way that could be harmful to ourselves or any other person.**

Name in block	Signature	Date

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Appendix

PREVIEW

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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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	Safety Statement

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ **Position:** _____
Date: _____

Details of Suggestion:

SECTION B: to be completed by Supervisor or Manager 1

Action Taken:

Signature: _____

Date _____

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PART 8 Related Policies

8.1 ABC Company Environmental Policy Statement

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

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.