

COMPANY SAFETY STATEMENT

ABC Company

Address line 1
Address line 2

PREVIEW

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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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1.2 (contd.) 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 2007-16 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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The table below is a record of all revisions made to the safety Statement

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1.5 Our basic Company Safety Rules

We will:

- ✓ Provide a seat belt for the driver and each passenger required to travel in the vehicle so long as the design of the vehicle permits it and the regulations require it.
- ✓ Purchase or lease vehicles that are equipped with the best safety features including seat belts and air bags, safety screen behind the driver's seat, anti-lock brakes, blind spot elimination equipment, etc.
- ✓ Establish procedures to ensure proper maintenance of our Vehicles.
- ✓ Establish schedules that allow drivers enough time to obey speed limits.
- ✓ If speed-limiting devices are fitted, we will check they are not tampered with.
- ✓ Take account of weather and adverse conditions when setting schedules.
- ✓ Monitor and control driving hours within recommended safe limits and legal requirements.
- ✓ Employ suitable drivers. Check their driving licence background. Check they are fit to drive.
- ✓ As per the 2008 Regulations only drivers holding a CPC or who will be entitled to a CPC at the renewal of their licence will be hired.
- ✓ Ensure drivers are trained in safe driving practices, checking vehicle safety, proper use of vehicle safety features.
- ✓ Ensure drivers attend the 35 hour training program for the CPC.
- ✓ Plan refresher training and regular briefings.
- ✓ Develop clear policies on control of alcohol and other substance abuse.
- ✓ Ensure that mobile phones are used appropriately.
- ✓ Adopt any codes for road safety as set out by the RSA.
- ✓ Contract owner-drivers who also adhere to standards for vehicle maintenance, safety features, seat belt use, training and experience etc.

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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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:

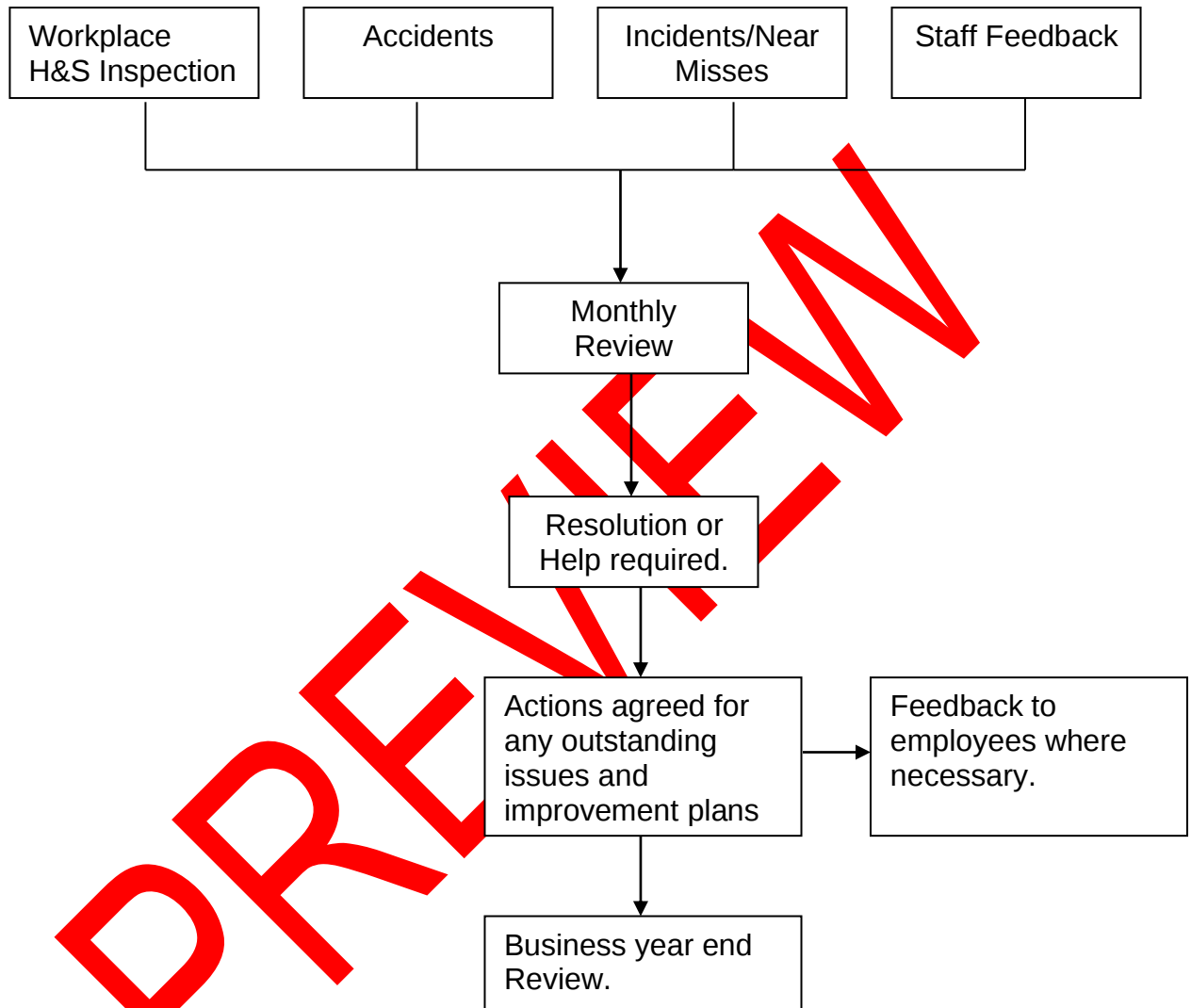
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Fire alarms
 - 4.2. Fire extinguishers
 - 4.3. First aid equipment
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 (part of general management meetings)
 - 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 Ltd

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



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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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2.3 Manager 1

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety at the Management meeting.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.4 Department Managers (will be activated in the future for the possibility of needing a transport management office).

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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2.5 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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ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

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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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3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company Ltd 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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3.3 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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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company Ltd 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.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held in the main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

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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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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 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 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**
- ❑ **Each coach/bus**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- ❑ When employees are visiting at a Client or 3rd 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 employees 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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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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3.7 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 1.

❑ ***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 ABC Company Ltd. This will be done via the Accident Report section of www.hsa.ie
- ❑ 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.

CONTROL MEASURES

❑ ***All Accidents, near misses and Dangerous Occurrences***

- ❑ Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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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 shall be 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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3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company Ltd shall ensure that all employees use Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

All safety equipment purchased by the Company will be to approved standards.

ABC Company Ltd will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Company Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

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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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3.11 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company Ltd 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 Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

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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.

ABC Company do not offer work placements to local schools for Transition year students.

3.14 Membership of Professional Bodies

In order to ensure that ABC company is fully up to date with the latest in best practice and procedures within the industry, we will maintain membership of the Coach Operators body PAMBO. PAMBO provide guidance to operators on all aspects of the business.

3.15 Driver Working Hours

At all times ABC Company will do everything practical to ensure that drivers adhere to the working time restrictions.

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3.16 Policy and Protection for Covid 19 outbreak 2020

1. General Points

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter.

Due to the significant Deaths, levels of Illness and disruption that this virus has caused, ABC Company have developed the following policy and Procedures for our Employees, Visitors and any person affected by our activities.

2. Return to Work Process after the 2020 Shutdown

We have completed a risk assessment of our activities and this assessment is included in the Appendix to our Safety Statement. We have updated our Safety Statement to take account of the Government Return to Work Protocol.

All staff will complete the HSA online training on Covid 19 Return to Work Training at this link <https://www.hsa.ie/RTWS/#/>.

All Managers or Supervisors and staff who have been appointed as Lead Worker Representatives will complete the HSA online training at this link <https://www.hsa.ie/LWR/#/>.

All staff will complete the questionnaire/self-declaration (see supporting documents) at least 3 days before returning.

All staff will be expected to follow the directions of the **C-19 Compliance Officer**.

A contact log will be maintained of all people entering our offices, yard/parking facility, to provide contact tracing for the HSE if necessary.

Where we provide transport services on a contract basis for a client's employees going to and from work, etc. the client's work roster will be used as a contact log.

It will not be possible to maintain a contact log for any services we provide that are under a Public Transport Contract.

3. Travelling in the community

3.1 Our Employees Travelling to and from Work

If any employee is displaying any symptoms of Covid 19 or has been exposed to a confirmed case, they should not travel to work. Where possible Employees should travel alone in their own vehicle. Staff made aware of the need to sanitise their own car/vehicle and themselves before getting out.

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Staff travelling on public transport advised to sanitise hands when getting on and off transport.

Masks/Face Coverings must be worn on Public Transport.

Staff are made aware of the latest Public Health advice from the HSE and NPHET via email in advance of returning to work.

3.2 Members of the public travelling on our vehicles

All of our drivers will wear FFP2 facemasks while driving our vehicles.

All of our drivers will have personal bottles/dispensers of hand sanitiser and wipes in the Cab area.

All passengers travelling on our vehicles will be expected to put on Facemasks before entering the vehicle. Signage will be in place in the Windscreen to reinforce this message.

All passengers will be expected to use the provided Hand Sanitiser as soon as they enter the vehicle.

Seats will be marked with Covid 19 signage to reflect the Public Health guidance for safe distancing.

All passengers must sit in the seats that are marked as being available (see example picture).

No person may sit in the seats marked by Covid 19 restricted signage.



3.3 Bus Eireann School Transport Contracts

When our vehicles are used as school transport, they are a "Controlled Environment", this means that the same children travel together on the bus at the same time each school day. This reduces the risk of transmission in the vehicle itself. Where we provide transport services for Schools under a Bus Eireann or a private contract, the following shall be in place. Parents will be informed of these control measures by the School or Bus Eireann and our staff will manage the controls so far as is reasonably practicable:

- Children should practice social distancing where possible when waiting to board or disembark from the bus and should do so in an orderly fashion.

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- Children should sit in pre-assigned seating or next to a sibling or child from their class group (this should be with the same child at all times).
- It is recommended that children wash/sanitise hands prior to boarding the vehicle, but additional supplies will be available on board where necessary.
- To observe proper cough and sneeze etiquette while on board.
- Children aged 13 years and older are required to wear face coverings while waiting for and while on board school transport vehicles (with the exception of those children who for medical or special educational needs reasons are not in a position to wear a face covering).
- On board sanitising products and Personal Protective Equipment (PPE) are provided by ABC Company.

4. Cleaning and Hygiene

4.1 Cleaning and hygiene to prevent contamination

Throughout our offices and parking/yard facility, the following enhanced cleaning and sterilisation shall be adhered to:

- ✓ Trolley and handling equipment handles
- ✓ Taps and washing facilities
- ✓ Toilet flush and seats
- ✓ Door handles and push plates
- ✓ Handrails on staircases and corridors
- ✓ Lift controls and other control panels
- ✓ Desk phones and ancillary equipment
- ✓ Printer, copier and other similar control panels
- ✓ Food preparation and storage areas
- ✓ Rubbish collection and storage points/area
- ✓ Regular cleaning of all other welfare areas.

4.2 Vehicle/Bus/Coach interior cleaning

In the company vehicles, the Driver shall clean and disinfect the following after each route:

- ✓ Steering Wheel
- ✓ Gearstick
- ✓ Handbrake
- ✓ Door handles
- ✓ Radio and infotainment controls
- ✓ Steering column and stalks



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- ✓ Elbow rests
- ✓ Seat position controls
- ✓ Door frame

At the end of the shift or working day the person cleaning the vehicle will do the following:

- ✓ Put on personal PPE of disposable overalls, long sleeved "Marigold" type gloves and an FFP3 Facemask.
- ✓ First use wipes and/or disinfectant spray to disinfect all door handles, seat back rails, handrails, touch points, bins, etc.
- ✓ When disinfection is complete, the coach/bus may be swept/vacuumed and all general waste removed.



4.3 Good hygiene and hand washing

All persons should follow this advice and encourage others to follow this advice as well. Posters and other information will be used to reinforce this message.

Do wash your hands properly and often. Hands should be washed:

- ✓ after coughing or sneezing
- ✓ before and after eating
- ✓ before and after preparing food
- ✓ if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- ✓ before and after being on public transport if you must use it
- ✓ before and after being in a crowd (especially an indoor crowd) when you arrive and leave buildings including your home or anyone else's home
- ✓ before having a cigarette or vaping
- ✓ if your hands are dirty
- ✓ after toilet use

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- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Put used tissues into a bin and wash your hands.
- ✓ Clean and disinfect frequently touched objects and surfaces.

Don't:

- ✓ Do not touch your eyes, nose or mouth if your hands are not clean.
- ✓ Do not share objects that touch your mouth – for
- ✓ example, bottles, cups.

4.4 Disposable gloves

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.

Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

4.5 Tools and handling equipment

All tools (stretch wrappers, Knives, Labelling machines, etc.) and handling equipment shall be sanitised to prevent cross contamination.

Arrangements for one individual to use the same tool, equipment and MHE as much as possible.

Make available cleaning material for all items to be wiped down with disinfectant between each user.

Organise work practices to reduce eliminate or reduce transmission points and coach site personnel on the same.

5. Rules for Close Working in the offices, maintenance area and support facilities.

While Social Distancing will remain the rule for most work, occasionally it is necessary for two people to assist each other. An example of this will be two people needing to lift heavy items together. In that event the following shall apply:

- ✓ No worker has symptoms of COVID-19.
- ✓ The close contact work cannot be avoided.
- ✓ PPE of Gloves, Mask and Goggles is present.
- ✓ An exclusion zone for <2m work will be set up pre-task commencement.
- ✓ Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.

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6. First Aid and illness

6.1 First aid and incident response for Covid 19

While Covid 19 is not necessarily an issue for First Aid. It is necessary that all our first aid trained staff are protected in the event that they need to treat a person at work.

The following equipment will be provided to the First Aid staff and they must use it for **ALL** events.

- ✓ Disposable gloves (nitrile/latex)
- ✓ FFP3 or FFP2 Face masks
- ✓ Disposable plastic aprons
- ✓ Enclosed eye protection

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

6.2 Suspect Covid 19 case in the premises

If someone becomes unwell in the premises with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people.

The person will be brought immediately to the isolation space.

If it is possible to open a window, do so for ventilation.

Request individual to wear facemask to prevent contamination of area and close-by personnel.

The individual who is unwell should call their doctor/parent and should outline their current symptoms. Whilst they wait advice, ideally they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst

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waiting for medical assistance, they should use a separate bathroom if available.

When the person is leaving the premises, they must be guided out, they must wear a mask and they must not touch any surfaces along the way.

Closure of the workplace is not recommended.

The Manager will be contacted by the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by HSE with the Manager. Advice on the management of staff will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

6.3 Confirmed Covid 19 case

If a confirmed case is identified, the HSE will provide the relevant staff with advice.

This will include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee/ family member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.
- they will be actively followed up by the HSE
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment if they become unwell with cough and/or fever they will be tested for COVID-19

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- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

6.4 Return to work after a confirmed case of Covid 19

In the event of an employee either being a suspected/confirmed case of COVID-19 or a known "close contact" with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration.

Fitness for Work should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their duties/studies?
2. Does their illness pose a risk to other individuals?

An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with management.

When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. 14 days since their last "close contact" with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
3. They have been advised by a GP / healthcare provider to return to work.

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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 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
1							
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause and 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 FIRE

FIRE HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Fire Extinguishers on Coaches

- All vehicles fitted with small-capacity, stored-pressure foam extinguishers.
- All extinguishers manufactured to EN 3 with CE and BSI Kitemark (or equivalent) to show compliance.
- All extinguishers are mounted inside a bespoke 'transport' bracket which:
 - secures the extinguisher to the vehicle and
 - incorporates a quick-release, circumferential, securing-strap, to prevent the extinguisher from being ejected from its bracket during more violent vehicle movement.
 - This avoids personal injury to staff and passengers, and also avoids damage to the extinguisher itself.
- Ensure extinguishers are easily accessible and easy to release from the stowage.
- Carry out a visual inspection, at least weekly, to check:
 - Each is correctly located, unobstructed and visible, and that tamper indicators are neither missing nor broken.
 - The operating instructions are clean, legible and facing outwards.
 - Each extinguisher has not been operated or suffered damage. The results of these checks should be recorded.
- Ensure extinguishers are subject to a suitable maintenance regime carried out by a competent person.
- Consideration should be given to the risk of vandalism when assessing the positioning of an extinguisher inside a passenger carrying vehicle.

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GENERAL 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.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires

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2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

Action in the event of fire

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

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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 in our offices. Records of the date of these drills are on the H&S asset. The drills are also reviewed at our Management meeting. Drills are not applicable to the vehicles.

4.2.4 FIRE WARDEN NAMES

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4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All doors and access points shall be kept clear and maintained. This includes the steps and doors to our vehicles.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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4.4 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

All coaches and buses will be cleaned down at the end of each Duty.

All drivers are issued with a Cleaning pack that includes general domestic cleaners, protective gloves and bags for disposal of rubbish.

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.

Employees must maintain the workplace in a tidy condition at all times.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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4.5 MANUAL HANDLING

HAZARDS

- Placing luggage into or taking it out of the storage bays in the buses.
- 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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Precautions**1. Manual Lifting Procedure****1. The Lift**

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

b) Position of the Back

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures

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that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

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Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

Note: if in doubt when lifting **GET HELP.**

TRAINING

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

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4.6 ELECTRICITY

Set out below are the general controls for the company. Electricity is not considered to be a hazard on the road while driving. This is only applicable to our office.

HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.
- Electrical installations are checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards.
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Work on live electrical equipment is avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.

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- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- 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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4.7 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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4.8 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 electro-magnetic 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 =	Score =	Result =

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CONTROL MEASURES

- Each workstation shall be assessed to ensure the individual's health is not likely to be put at risk.
- The Display Screen Assessment sheet in the appendix shall be used for this purpose.
- Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- This underlines the importance of keeping VDU's in good condition.
- It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.
- Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- There should be a restriction on continuous use:
- Over two hours with pauses of between 5-10 minutes before further use.
- In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
- The total time of continuous work at a VDU should be restricted to 6 hours per day.
- Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
- Epileptics should see a medical adviser before starting work.

If there is any untoward incidence of VDU related problems medical advice must be sought.

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4.9 HAZARDOUS SUBSTANCES

This is a very low risk activity for ABC Company. On the buses and coaches we only use domestic type cleaners. In the offices we only use a small amount of Toner and Ink.

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

Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- All substances are list in a file and copies of the Safety data Sheets are available.
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.

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- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

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4.10 Ladders

Step Ladders are occasionally used in washing of buses and coaches. However, this is a low risk activity as the drivers normally use extension poles but if ladders are necessary they are only used on solid surfaces such as car parks.

HAZARDS

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching
- Overbalancing
- Ladders Falling
- Falls from Ladders
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Maintenance of ladders and folding step-ladders.

- Ladders are only used by ABC Company for short periods and only for accessing items stored on shelving, bus cleaning etc.
- Ladders and folding step-ladders must be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used and must be properly maintained.
- Ladders must not be used if one or more rungs are missing or where one or more rungs are defective.
- Rung must be properly fixed to the stiles or sides.
- Rungs must not be supported solely on nails, spikes or other similar fixing.

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Use of ladders and folding step-ladders

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
 - Be securely fixed
 - 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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4.11 Machinery, Equipment and Maintenance

Hazards Identified

Electricity
Entanglement
In running nips, etc.

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

In general the use of machinery and equipment in the Business is confined to low-risk items, which do not present any significant hazards.

However notwithstanding this the following precautions are taken.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

General

The following precautions are taken when using machinery and equipment.

- All guarding, safety devices (e.g. interlocks) must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Machinery and equipment must be properly maintained and all faults to be reported and corrected immediately.

Maintenance

ABC Company recognises that there may be additional risks associated with maintenance activities, due to such factors as need to remove guarding, disable safety features such as interlocks, electrical safety issues, etc. In order to minimise the risks involved in maintenance activities, the Business takes the following actions.

- No maintenance is carried out by general staff, other than routine cleaning and similar activities which can be carried out without disassembling the equipment or disabling safety measures in any way.
- All maintenance is carried out by suitably capable and experienced staff or by outside suppliers.
- This competence includes:
 - Appropriate knowledge of the machinery and equipment

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- Relevant health and safety requirements (in the case of suppliers, they are checked to ensure that they meet 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.

4.13 Noise

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Because of the nature of the business, there is no risk from noisy operations (i.e. no risk that the action levels of 80 dB(A) and 85 dB(A) will be exceeded).

However the Business will continue to monitor noise levels on an informal basis to ensure that noise levels remain as low as is practical, and should there be any significant increase in noise levels, appropriate formal monitoring and further action will be taken.

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4.14 Safety in client/hotel/hostel and other premises.

Hazards identified

Fire
Housekeeping
Access, egress, etc.

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual premises 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.)
- On receipt of this information, and/or based on an inspection of the site, 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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4.15 Driving

Hazards Identified

Road crashes
Other road users
Road conditions
Road works, etc.

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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.
- All drivers must remain within the statutory legal limits for drinking and driving.
- 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.
- 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.

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4.16 Pregnancy and New Mothers

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

Employees who are pregnant or breastfeeding will not be required to perform any duties which are likely to expose them or their unborn or breastfeeding child to any risk related to their pregnancy or breastfeeding.

A risk assessment will be carried out to assess if there is any additional risk.

If any additional risk is identified, suitable preventive measures will be taken to deal with the risk.

Examples of circumstances where a pregnant worker or their child could be exposed to additional risk include work involving:

- Shocks, vibration or movement
- Manual handling involving risks to the lower back
- Noise
- Ionising and non-ionising radiation
- Extremes of heat and cold
- Movements and postures, travelling, mental or physical fatigue, other physical burdens

Other potential risks as identified in the Safety, Health & Welfare at Work (Pregnant Workers) Regulations.

Examples of suitable action when additional risks are identified are:

- Restrict the pregnant worker from carrying out the work;
- Adjust the working conditions on a temporary basis so that the risk is avoided;
- Re-allocate the worker to other work which does not entail risk to the worker or child;
- If the risk cannot be avoided by any other means, give the worker leave or additional maternity leave.
- Where additional risk to the pregnant worker or their child is identified, the worker will be informed of the risk and the steps to be taken to deal with the risk.

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4.17 Violence and Aggression

Difficult passengers 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.

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Drivers are susceptible to Violence and Aggression as they generally have to work alone.

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

- Always keep aware of Passengers 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.
- 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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4.18 Bus and Coach Maintenance

Hazards

Road Traffic Accidents

Breakdowns

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control measures

- All buses and coaches shall have a series of Planned Preventative Maintenance in pace with an approved Service Garage.
- All repairs, modification, maintenance or servicing will be carried out by a competent person.
- Maintenance and service records will be kept for all vehicles. If some vehicle defects occur frequently, the root cause will be investigated.
- At a minimum the recommendations of the manufacturer of the Coach/Bus shall be adhered to with regard to maintenance.
- All safety equipment that is part of the vehicle i.e. Anti Lock Brakes, shall be kept in good condition.
- All drivers shall perform a Safety Check of the vehicle before use and will report any defects to Manager 1.

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4.19 Drivers

Hazards

Road Traffic Accidents

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control measures

- Ensure your CPC is current.
- Follow safety instructions.
- Use seat belts at all times.
- Always drive within the speed limit.
- Reduce your speed to take account of weather conditions.
- Do not continue driving if tired. Take regular breaks. Get out of the Coach/Bus and take some fresh air.
- **Do not use stimulants to overcome tiredness.**
- Always comply with local traffic conditions and follow requirements on driving time.
- Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help to prevent whiplash in the event of an accident.
- 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 luggage in the bays 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.
- Eat regular, healthy meals.

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4.20 Company Vehicles – General Points

Risks Identified: Medium

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles
- Road Traffic Accidents

Person at risk:

Employees / Sub-Contractors / Passengers / Others

Use of company vehicles

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

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Only suitably qualified and insured employees may operate company vehicles.

They must always be driven within the rules of the road and the law.

They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.

Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Refuelling.

RISK ASSESSMENT: Low

CONTROL MEASURES

All refuelling is carried out by people over 18 years of age.

Refuelling is only carried out in open air such as garage forecourts.

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Fire extinguishers are always present on the forecourts.

3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

RISK ASSESMENT: Low

CONTROL MEASURES

All bus and coach drivers are supplied with an emergency contact number for Breakdowns including roadside wheel changes. Breakdown kit includes screwdriver, reflective jacket, torch and red triangle.

All of this equipment is to be properly maintained by the vehicle drivers.

If a puncture occurs on a smaller vehicle and a wheel change is needed, do the following:

- Turn on hazard lights
- Pull in to the left-hand side of the road when safe to do so
- Alert the passengers to the problem
- Get out of the vehicle and go to the storage compartment
- Place the red triangle approx. 30 feet from the vehicle
- It is imperative that the yellow jacket is worn even in broad daylight
- Go back to the Coach and call the relevant emergency roadside assistance company.
- When the wheel has been changed replace all equipment back in the vehicle in their original storage places

4. Mobile phones – road traffic accident

RISK ASSESMENT: Medium

CONTROL MEASURES

At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages

Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

5. Bus/Coach Maintenance (company owned) – RTA due to poor maintenance

RISK ASSESMENT: Low

CONTROL MEASURES

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Maintenance / service in place.

A bi-monthly Health & Safety Vehicle Review will be made on the Coach/Bus and a record kept in the Health & Safety folder

Staff will occasionally be requested to carry out an assessment on the Coach/Bus.

Coach/Bus to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

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4.21 Safety issues on School Bus runs

Hazards

Road Traffic Accidents
Unruly children
Distractions

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Set out below are some control measures for buses used on schoolruns and awareness point for our drivers:

Control measures

- All buses that are designed for it shall have a seat belt for every child.
- Children must sit in single seats and use a seat belt where it is provided.
- All buses and drivers are provided with the means to be able to communicate with Manager 2 in the event of an emergency.
- Busses carry fire extinguishers and first aid kits.
- All drivers are supplied with relevant contact numbers for an emergency.
- All drivers are supplied with the number of a call out service for break downs or punctures.

Driver awareness points

- Always do a pre-trip inspection prior to every run to check for mechanical defects that could jeopardize safety.
- After unloading all children at the school or after your last stop, make sure to do a post-trip of your bus and check to make sure that no child has been left on the bus
- Children get easily distracted, be aware of children possibility getting up and moving around while the bus is moving. Remind them to sit down.
- Watch where children place bags or sports equipment and remind them not to block the aisle.
- Be aware of children behaving erratically around bus stops or when alighting from the bus.
- Be very careful of blind spots on your bus and use your mirrors fully.
- If a problem arises:
 - Stop the bus when and where it is safe to do so.

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- Secure the bus using the parking brake and remove the key if necessary.
- Go back and investigate the problem as necessary.
- If medical attention is needed call the Emergency services.
- Be careful not to lose your temper or shout at pupils who may be disruptive or causing you distraction. Stop the bus when it is safe and talk to the pupil if necessary.
- Never let a pupil off the bus expect at school or his/her residence or nominated drop point.

Dealing with Emergencies

There are many kinds of emergencies that a driver of a school bus may have to deal with. They include:

- Adverse weather and not being able to reach a destination
- A fire on the bus
- A road traffic accident blocking the way
- A road traffic accident involving the bus
- A sick pupil
- A sick driver
- Bus breakdown

In many cases the driver will have to make a commonsense decision on what to do. Set out below are some guidelines for dealing with emergencies:

- For some emergencies it may be necessary to evacuate the bus, for example a fire on the bus. However it will be necessary for the driver to decide if the pupils are actually safer on the bus than off the bus. In general if the emergency is a threat on the bus then get everybody off the bus. If the emergency is a threat outside the bus then ask if the pupils would be safer off the bus or at their destination.
- Evacuating the bus should only be done when the hazards outside the bus are lower than those on board i.e. on a dark wet, winter's morning on a busy street; 30 pupils may be better off in the bus than standing at the roadside.

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4.22 Cleaning of vehicles

HAZARDS

- Multi hazard

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Slips trips and falls
 - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
 - Staff do not leave cleaning materials/equipment unattended.
 - Access to and from the vehicle is by means of a single step with a non-slip surface.
- Chemicals
 - All cleaning chemicals are from the "Food Safe" range of cleaning products are also environmentally safe and are non-hazardous.
- Manual Handling and MSD
 - All staff trained in lifting safely, and follow safe systems of work.
 - All staff using cleaning equipment trained in their use, according to manufacturers' instructions.
 - Staff do not overfill bags and buckets.
 - Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.
 - Long-handled mops, brushes and litter pickers provided to reduce need to stretch and stoop.
- Collecting waste
 - Staff trained in safe systems of work and provided with suitable tools (litter pickers) and personal protective equipment.

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4.23 Cleaning of body fluid and bio haz spillages

HAZARDS

- Multi hazard

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Exposure to body fluids very unlikely due to transporting processes.
- Body Fluid Spill kits carried on the vehicle comprising:
 - An apron
 - Scooper and scraper
 - Rubber gloves
 - Disinfectant spray
 - Over sleeves
 - Disinfectant wipes
 - Container of Powder absorbent granules
 - Yellow Haz Disposal bag
- Procedure for use is:
 - Alert own office after the event causing the body fluid or bio-haz spill.
 - Cordon off the area
 - Only staff trained on the specific vehicle and this procedure may deal with the spillage
 - Put on the apron, Over Sleeves and Gloves.
 - Sprinkle the granules liberally over the affected area.
 - Leave in situ for several minutes until the spillage solidifies into a gel.
 - Use the scooper and scraper to lift the gel and place it in the yellow bag.
 - Spray the area with the disinfectant spray and leave for 2 minutes.
 - Use the disinfectant wipes to clean the area.
 - Place the disinfectant wipes in the yellow bag.
 - Remove Apron, Over sleeves and finally gloves. Place them all in the yellow bag as they are removed.
 - The yellow bag is to be tagged for hazardous disposal.
 - Wipe hands using the disinfectant wipes then wash hands thoroughly with warm water and Anti-Bacterial soap.

Contact Office for replacement kit.

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PART 5

ANNUAL REPORT

ABC COMPANY LTD

SAFETY STATEMENT

The annual safety review is inserted into our end of year accounts by our company Accountant and may be reviewed there.

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Safety Statement Document Review

ABC COMPANY LTD

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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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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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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Staff Suggestion forms (Welfare and Concerns Register)

SECTION A: To be completed by staff member with suggestion

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

Details of Suggestion:

SECTION B: to be completed by Manager 1

Action Taken:

Signature: _____

Date _____

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A4. Display Screen assessment

Name:	Date:	Location
--------------	--------------	-----------------

No.	Check item	Yes	No	Comments
1	Is the display screen image clear?			
	Are the characters readable?			
	Is the image free of flicker or movement?			
	Are the brightness and/or contrast adjustable?			
	Does the screen swivel and tilt?			
	Is the screen free from glare and reflection?			
2	Is the key board comfortable?			
	Is the key board tiltable?			
	Can you find a comfortable keying position?			
	Is there enough space to rest hands in front of keyboard?			
	Is the keyboard glare free?			
	Are the characters on the keys easily readable?			
3	Does the furniture 'fit' the work and the user?			
	Is the work surface large enough for documents, monitor keyboard etc.?			
	Is the surface free of glare reflections?			
	Is the chair stable?			
	Can the chair be adjusted?			
	Do the adjustment mechanisms work?			
	Is your posture comfortable?			

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A4 Template Method Statement for Specific School Runs

Please note the following:

On the next 2 pages is a template method statement for addressing any safety concerns on specific schools runs. This method statement can only be completed once the full details of the school are available and any concerns specific to that school can be addressed.

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Method Statement for Specific School Runs

Bus Operator	Name:	Address:	Tel:
			E-mail:
School Name			
Description of the particular hazards or concerns for the school			
School Address/Location:		Run Start Date/Time:	
		Run Finish Date/Time	
Personnel Involved in the preparation of this Method Statement and the operation of the School Run.	Name	Position	
Bus Operator Supervisor:		Tel:	
Bus Operator Safety Officer		Tel:	
Vehicle type, size and description dedicate to this run.			
Any Key Adaptations?			
Other Essential Equipment:	(i.e. wheelchair lift, etc)		

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Sequence of specific operations or requirements for this school:	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
Emergency Procedures:			
	First Aid Facilities:	Name of School First Aider if known:	
		First Aid Box Locations (school and bus):	
		Location of Nearest Hospital:	
Other information & Comments			
Prepared by:			
Position:			Date:

We (the undersigned) have read and understood the attached method statement and will comply with the specified requirements and control measures. If the work activity changes or deviates from that originally envisaged, we will seek further advice and request an amended method statement.

Name (Print)	Signature	Date

Instructions for interior cleaning of vehicles

These will be the requirements for general internal weekly cleaning;

- 1) Sweep behind the driver's seat. Remove any debris and clean under seat.
- 2) Sweep the rest of the bus thoroughly, making sure to remove all debris under and between the seats. Ensure that the rear wheel wells are completely clean on each side, sweeping out any debris. Use a small brush under the seats and a large brush down the main walkway.
- 3) Wipe the dash, driver's gauges and driver's sun visor (if equipped).
- 4) Mop the bus floor thoroughly and scrub out any stains. Clean the steel runners on both sides of the floor. Mop thoroughly behind each wheel well and along the surface of the lower panel just below the seats in the very back of the bus.
- 5) Mop the entire bus and also include the driver area floor.
- 6) Remove any graffiti and gum.
Clean and mop the flooring ledge at the rear of the entrance step well.
- 7) All debris and rubbish are to be kept in a rubbish bin and disposed of in the main bin, recyclable materials should be sorted and placed in the appropriate container(s).
- 8) All cleaning material and mops and equipment are provided.
- 9) Clean window frames and panels between and above each window.
- 10) Clean each interior mirror used by the driver.
- 11) Clean all hand rails, equipment boxes etc with a damp or dry cloth as to not water soak the equipment.
- 12) Clean the entrance and exit door including grab rails and step well lights and modesty panels.
- 13) Clean all interior windows, clean speaker panels, A/C return air grill and ceiling panels, roof hatches and rear wall including the area below the rear seats.
- 14) Clean Melamine panels from above the windows and to the bottom of the seat edge.

Requirements for detail cleaning;

This is in addition to the requirements listed in the general cleaning instructions and to be done on a monthly basis as scheduled;

- 1) On vehicles equipped with upholstery the upholstery will be shampooed. Vendor must use an approved cleaner that is non allergenic. Upholstery is to not be wet soaked and should be dry within 6 hours of shampooing.

- ## Record Sheet for Interior Cleaning Services for Buses

[illegible]

- 1) Take the minibus to the authorised vehicle wash centre on a weekly basis and get the vehicle washed.
- 2) On a daily basis check and clean (if necessary) the following:
 - a. Windscreen
 - b. Mirrors
 - c. Rear Window
 - d. Headlights
 - e. Indicators
 - f. Door handles
 - g. Steps into the vehicle
 - h. Wheelchair lift (if relevant)
 - i. Remove excess mud from tyres if relevant from road or weather conditions.

[illegible]

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A6 Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff at least 3 days in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Dates: _____

Questions	YES	NO
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3. Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4. Have you been advised by a doctor to self-isolate at this time?		
5. Have you been advised by a doctor to cocoon at this time?		
6. Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and manager re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements.

Please note: ABC Company is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____

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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 it's 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.

Location	ABC Company
Assessment team members	Manager 1, Manager 2
Date prepared	xx/xx/xx
Date Issued	xx/xx/xx
Description	Risk assessment on the possible presence of Covid 19 within the workplace and the controls needed to reduce the possibility of transmission to the lowest level practical.

No.	Activity or Location	Who can be affected?	Where can they be affected?	How can they be affected?	Initial Risk	Controls	Complete Y/N	Residual risk
	General management of the Covid 19 response	All persons working or attending our premises.	Any area of the premises.	Lack of proper controls for responding to the Covid 19 pandemic will expose workers to hazard.	High	Covid 19 Management Team assembled. Covid 19 risk assessment completed and actions developed to form a management plan. Control measures following in this assessment to be implemented and monitored by the Covid Management Team. Weekly progress meeting on Covid 19 response with Fixed Agenda. Meeting will be remote or outdoors. Supporting documents for this risk assessment: - Covid 19 Meeting agenda - RTW Questionnaire - Worker Roster - Cleaning schedule - Contact log - Covid 19 method statement for contractors		
	Travelling to work	Any person coming to work in our premises.	In their vehicle, on public transport,	Transmission of the virus in the community	Med	Return to work declarations supplied by all staff. Staff made aware of the latest Public Health advice from the HSE and NPHET		

			walking, etc.	on transport, in vehicles.		via email in advance of returning to work. Staff advised to travel alone in their vehicle. Staff made aware of the need to sanitise their own car/vehicle and themselves before getting out. Staff travelling on public transport advised to sanitise hands when getting on and off transport. Workplace contact logs to be maintained.		
	Entrances	Door access	At panels controlling access.	Community transmission from touching.	Med	Staff advised not to come to work if showing symptoms of Covid 19. Signage displayed at all entrances advising customers with symptoms of Covid 19 not to enter. Hand sanitising stations set up inside doorway. Where possible doors are held open to eliminate contact.		
	Arriving to work or to the entrances	Any person coming to the premises.	Opening doors, using keys, signing logs.	Possibility of picking up the infection on surfaces or from other people.	Med	Entrance and exit have been rearranged with signage and to encourage people to use a one way system within the warehouse/stores. All non-essential displays and promotional stands have been removed to reduce contact surfaces. Sanitising stations have been provided at all doorways and at key points within the offices/warehouse/stores. Staff returning to work will be doing so on a phased basis.		
	Bus or vehicle waiting areas	All persons in the area	In the general area	Touching contact surfaces		Remove all non-essential items to increase space for social distancing and reduce the number of contact surfaces.		

					Mark out 2M zones with Yellow/Black Haz Tape. Signage in place advising to wear Facemasks. Ensure area cleaned and disinfected regularly.		
	On board our buses/coaches	ABC Company drivers and passengers	Travelling on routes	At risk of infection in the confined space of a bus/coach	All of our drivers will wear FFP2 facemasks while driving our vehicles. All of our drivers will have personal bottles/dispensers of hand sanitiser and wipes in the Cab area. All passengers travelling on our vehicles will be expected to put on Facemasks before entering the vehicle. Signage will be in place in the Windscreen to reinforce this message. All passengers will be expected to use the provided Hand Sanitiser as soon as they enter the vehicle. Seats will be marked with Covid 19 signage to reflect the Public Health guidance for safe distancing. All passengers must sit in the seats that are marked as being available. No person may sit in the seats marked by Covid 19 restricted signage.		
	Customer interactions in our premises	All persons	Entire premises	Contact surfaces or community transmission	Place instructional signage for customers outside the door or in the Window informing them of the controls inside. Place HSE signage throughout the premises to reinforce public health messaging. Mark out the floor in 2M zones. Place hand sanitiser inside the front door and at stairways, landings, etc.		

	Entering welfare areas	All persons	Entering through doors, in the rooms or welfare areas.	Using switches, taps, hangers or other contact surfaces,	Med	Housekeeping to be maintained to a high standard with active cleaning program minimum of twice per day. All frequently touched surfaces (door handles/ bannisters, light switches, handrails, dispensers, taps, sinks, fixtures and fittings) to be part of the process. Signage displayed to indicate occupancy level. Sign boards with information on Coughing Etiquette, hand washing, etc. placed in all rooms. Hand sanitising at entrance/exit.		
	Entering office areas	All workers	Entering through doors, in the office, in hallways.	Using switches, keyboards or other contact surfaces.		Housekeeping to be maintained a high standard with active cleaning program minimum of twice per day. Office users to clean and disinfect their workstations: desks, display units, keyboards, etc. with supplied materials. All frequently touched surfaces (door handles/ push bars, light switches, handrails, dispensers, taps, sinks, fixtures and fittings) to be part of the process.		
	Close working	Workers who need to assist each other with a task.	Various tasks and locations.	While working together on the tasks.		For some tasks involving Heavy items, Facilities, cleaning, etc. it may be necessary to allow 2 people to work inside the 2M distance. Procedure for Close Working to be covered at induction for relevant staff. Covid 19 Officer to monitor throughout the day to verify that the process is being followed. Close Working Permit, Pen and Supply		

					of PPE for use in close working situations to be supplied by Manager. Method for donning, doffing disposing gloves to be demonstrated. Once the need for a close work permit is noted, the Covid 19 Compliance officer is to be called. Compliance officer will arrange for the permit to be completed. Only 1 person is to complete the permit form. Person completing the form is to wash their hands before removing a permit form and the pen from the box. Once the Permit has been completed the pen is to be sanitised and returned to the box. The completed Permit is to be sent to the Covid 19 Officer.		
	Using the tea stations or canteen areas	All persons working in the premises	Within the canteen space.	Community transmission from Coughing, sneezing, surfaces, etc.	Tea Station/Canteen has been marked out to allow for social distancing within. Basic equipment of Kettle and Microwave only are provided. All chairs, tables and other surfaces in the canteen will be easy wipe clean plastic/metal. Tea Stations will be sanitised by the dedicated cleaner – minimum twice per day. Tea Stations will be fully cleaned at close of business each day. Notices/signs reinforcing the social distancing, latest HSE Public Health information, etc. will be displayed in all Tea Stations. Covered bin will be provided for		

						disposing of sanitising wipes, tissues, etc. All staff involved in cleaning have been trained in infection control. All cleaning staff will perform cleaning in compliance with this assessment and the Return To Work Protocol. In the company vehicles, the Driver shall clean and disinfect the following after each route: - Steering Wheel - Gearstick - Handbrake - Door handles - Radio and infotainment controls - Steering column and stalks - Elbow rests - Seat position controls - Door frame At the end of the shift or working day the person cleaning the vehicle will do the following: - Put on personal PPE of disposable overalls, long sleeved "Marigold" type gloves and an FFP3 Facemask. - First use wipes and/or disinfectant spray to disinfect all door handles, seat back rails, handrails, touch points, bins, etc. - When disinfection is complete, the coach/bus may be swept/vacuumed and all general waste removed.		
	Cleaning the various facilities and vehicles	Dedicated cleaning staff and drivers	All areas where cleaning is required.	Heightened risk due to the fact that the cleaner is actively seeking the hazard.	PREVIEW			
	Giving first aid	First aiders	Possibility of transmission while			While Covid 19 symptoms are not a first aid action, the First Aider will need to accompany any person showing		

			assisting an injured person			symptoms to the isolation room while they call their own doctor for advice. First aid station supplemented with: - Disposable gloves (nitrile/latex) - FFP3 or FFP2 Face masks - Disposable plastic aprons - Enclosed eye protection If the First aider needs to give any treatment to a person on site, they must assume the person is a risk as they will be acting in very close proximity. The First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face. Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly. Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.		
	Maintenance Contractors	Maintenance Contractor's own staff and any other people interacting with them.	Community transmission	Coughing, sneezing, surfaces, sharing tools or equipment, etc.		All employees of Contractors (Plumber/Electrician, etc.) must have CIF induction Card on their phone. All employees of Contractors must abide by this risk assessment. All Contractors to supply their updated Safety and Method Statements		
	Community transmission – suspect case	All persons in the premises	All areas	Community transmission.		Ensure good personal hygiene is always maintained. Adopt sensible hygiene measures by washing and drying hands thoroughly with warm water and soap, more frequently than normal and avoiding		

					unnecessary hand to mouth or hand to eye contact. Covid 19 Officer to monitor hygiene standards. Cover mouth and nose when coughing or sneezing. Tissue must be disposed of safely. If no tissue is available sneeze or cough into elbow. Put all used tissues into a bin and wash your hands. Don't touch eyes, nose, or mouth with unwashed hands. Do not share objects that touch the mouth (e.g. cups). Do not share pens and wipe down tools and equipment after use. Any persons displaying the following symptoms to immediately self-isolate, contact their Doctor/Local Public Health Authority/Supervisor; Cough / Shortness of breath / Breathing difficulties / Fever or High Temperature / Any other flu like symptoms. Isolation space will be the TBC. Isolation space will be provided with First Aid Kit, 1 Box of Surgical Gloves, 1 box/pack of FFP3 masks, 1 full face shield.		
	Community Transmission through non-adherence to controls	Any person on the premises	Any area of the premises	People who do not follow the new controls measures.	Normal HR Disciplinary procedures will be followed for any employee who does not adhere to the Covid 19 control measures either wilfully or through neglect. Visitors or Contractors on the premises who do not abide by the Covid 19 Control measures will be asked to leave immediately.		

	ABC Company
	Covid 19 Risk Assessment

PREVIEW