

Logo here	ABC Company
	Safety Statement

Contents

PART 1 Company Statement

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Community Centre Safety Statement
- 1.4 Policy
- 1.5 Revisions

PART 2 Duties and Responsibilities

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Supervisors
- 2.5 Employees
- 2.6 Contractors

PART 3 Arrangements for Safe Working

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Welfare Facilities
- 3.9 Personal Protective Equipment
- 3.10 Smoking Policy
- 3.11 Drugs and Alcohol Policy
- 3.12 Bullying Policy
- 3.13 Young and Inexperienced Workers Policy

PART 4 Hazard Identification and Control Measures

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Housekeeping
- 4.5 Manual Handling
- 4.7 Electricity
- 4.8 Offices
- 4.9 Visual Display Units
- 4.10 Hazardous Substances
- 4.11 Bullying and Harassment

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	2

Logo here	ABC Company
	Safety Statement

- 4.12 Ladders
- 4.13 Equipment and Maintenance
- 4.14 General Maintenance activities
- 4.15 General activity based hazards
- 4.16 Hazard control rules for user groups

PART 5 Staff and User group sign off.

PART 6 Annual Report

PART 7 Appendix

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

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Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

Logo here	ABC Company
	Safety Statement

1.1 APPLICATION

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

1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	4

Logo here	ABC Company
	Safety Statement

1.3 Community Centre Safety Statement

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

It is our intention that all activities 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, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Nigel, 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 will 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: _____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	5

Logo here	ABC Company
	Safety Statement

2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a community based indoor sports centre.

There are varying numbers of staff and volunteers. The facility is open an average of 65 hours per week across 7 days.

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/User 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 2010
 - 6.2. Annual reviews after 2010
7. Monthly Safety review (part of general management meetings)
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation in 2010
 - 8.2. Annual reviews after 2010
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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	9

Logo here	ABC Company
	Safety Statement

3.10 SMOKING POLICY

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

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all 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.

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	25

Logo here	ABC Company
	Safety Statement

4.2 FIRE

FIRE HAZARDS

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

RISK ASSESSMENT: **Low**

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	32

Logo here	ABC Company
	Safety Statement

4.11 Ladders

Risks Identified: High

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

CONTROL MEASURES

Maintenance of ladders and folding step-ladders.

- Ladders and folding step-ladder 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.
- In the case of a wooden ladder, if the tenon joints are not secured by wedges, reinforcing ties must be used.
- Wooden stiles or sides and wooden rungs of ladders must have the grain running lengthwise.
- Timber used ladders, and folding step ladders must not be painted or treated in such a way that defects cannot easily be seen.

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
 - Near to its upper resting-place or, in the case of a vertical ladder near to its upper end

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	47

Logo here	ABC Company
	Safety Statement

4.13 General Maintenance Work

Risks Identified: Low

Maintenance work is carried out by the centre staff that are hired specifically for the task. None of our maintenance staff are permitted to carry out any work for which they have not been trained.

In order to protect all persons on these premises the points below will be adhered to as a minimum. The services of external contractors and experts will be sought whenever necessary and these individuals will comply with section 3.2.6 of this safety statement.

Basic controls:

The workplace and all equipment and devices in these premises need to be maintained in an efficient state, in efficient working order, and in good repair. Therefore systematic maintenance, particularly in those areas where failure could endanger persons, will be employed. Whenever possible planned maintenance will take place outside of opening hours so that the minimum number of persons are on the premises during maintenance work.

Buildings, including any temporary structures, will be maintained in good repair and services will be in efficient working order.

Proactive building maintenance systems, with identified priority action areas, will be used where feasible. Our system of maintenance will ensure that:

- (a) Regular maintenance including (as necessary inspection) testing, adjustment, lubrication and cleaning is carried out at suitable intervals;
- (b) Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime;
- (c) Regular maintenance and remedial work is carried out properly; and
- (d) A suitable record is kept to ensure that the system is properly implemented, and to assist in validating maintenance programmes.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

Logo here	ABC Company
	Safety Statement

4.14 General activity based hazards

Risks Identified: Low

As a Community Based Sports Centre we have to accommodate large-scale movements of people often concentrated into short periods of time. Many accidents in this sector result from slips, trips and falls in main corridors. Therefore housekeeping and maintenance will be a high priority.

Controls:

All floors are maintained to avoid presenting slip/trip hazards. All stairways have handrails and barriers to prevent a fall from height. These barriers will be maintained as necessary.

The following area specific controls are also in place:

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

Logo here	ABC Company
	Safety Statement

Area	Controls
Building entrances/exits	Provide suitable non-slip, water absorbing mats at entrances. Maintain mats in good condition and change when saturated. Ensure that temporary matting does not pose a trip risk. Display signs warning of hidden steps/changes of level. Display signs warning of risk of slipping when appropriate.
Sports hall	Avoid over polishing of floor surface. Ensure suitable footwear is worn. Maintain floor mats in good condition and ensure they remain flat. Keep smooth floors clean and completely free of wet or dusty contamination.
Changing rooms	Avoid contamination of the floor surface with mud/water from pupils entering – provide shoe cleaning brushes/scrapers. Provide non-slip tiling on floor surfaces. Ensure specialist anti-slip tiles/surfaces are sourced and specified correctly. Provide drainage mats or grids in shower areas.
Internal stairs and corridors	Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions. Lighting – replace, repair or clean lights before levels become too low to be safe Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet
Canteen areas	Ensure staff wear suitable footwear. Clean spillages immediately. Use safe cleaning methods. Provide suitable floor surface. Clean floors when public have left. Display suitable warning signs re wet floors/stairs while cleaning is in progress. Remove warning signs when cleaning/drying is complete.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	53

Logo here	ABC Company
	Safety Statement

4.15 Hazard control rules for user groups

Hazards

Manual Handling
Slips and Falls

Risk

Medium
Medium

General Controls

Training

All staff working on/with the on sports areas will be:

- Instructed in safe lifting techniques where applicable.
- Advised on the nature and location of fire fighting equipment.
- Instructed on evacuation procedures.
- Notified on any changes to safety procedures.

Welfare

Toilet and cloakroom facilities are provided for all users.

First Aid

First aid boxes are available for the pitch and sports hall.

Fire Protection

Fire extinguishers are provided and sited to meet statutory and insurance requirements throughout the premises.
All fire exits and emergency paths of escape are clearly marked.

Fire Evacuation

Evacuation procedures are provided for each employee.
Evacuation drills take place as part of Centre program.
Employees are reminded to familiarise themselves with procedures and facilities so a fast evacuation can be achieved if necessary.

Smoking

Smoking is not allowed in close proximity of the pitch or in any place covered by the Tobacco Control Regulations.

Accident/Incident Reporting

All incidents no matter how small whether to employees, facility users or onlookers must be reported to the Centre Management.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

Logo here	ABC Company
	Safety Statement

Erecting and removing nets at session start and end.

Correct safe procedures to be documented by the Group renting the facility and a written task description to be given to all their employees/staff.

All employees moving nets have been given safe instruction in lifting.

Putting up and taking down Goal Posts.

Correct safe procedures to be documented and a written task description to be given to all employees. The particular risk of not over stretching to be emphasised.

Only 2 step stepladders to be used when fixing and removing net toggles.

Slip and fall when cleaning changing rooms and toilets.

Correct safe procedures to be documented and a written task description to be given to all employees.

Non slip footwear to be worn.

Signs indicating the possible hazard of a slippy floor to be deployed as appropriate.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	56