

COMPANY SAFETY STATEMENT

ABC Company

Address line 1
Address line 2

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Disclaimer.

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1.1 APPLICATION

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

1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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1.3 Policy Statement:

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

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

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

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

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

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

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The table below is a record of all revisions made to the safety Statement

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

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:

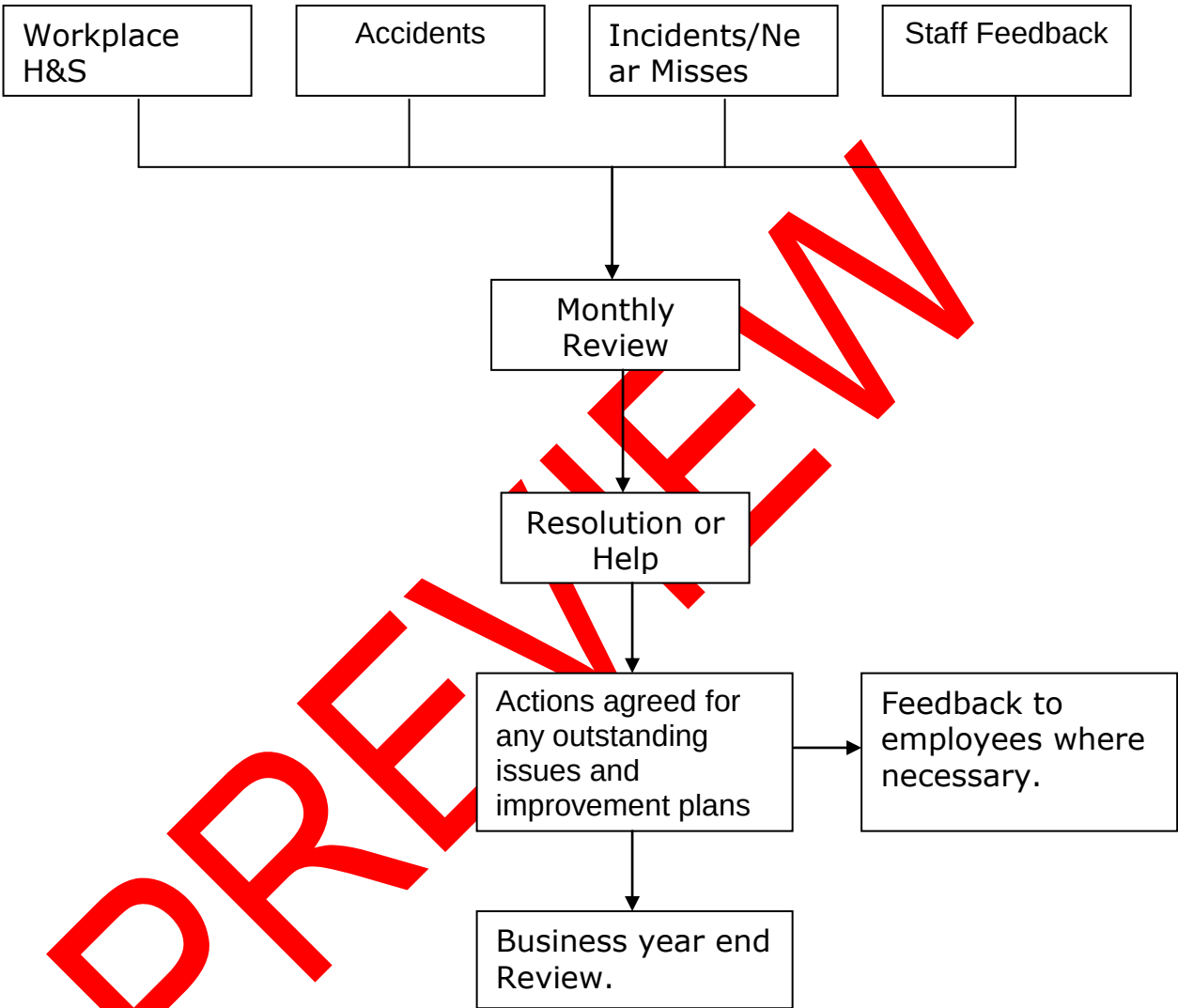
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Fire alarms
 - 4.2. Fire extinguishers
 - 4.3. First aid equipment
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from 2012
 - 6.2. Annual reviews after 2012
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 2012
 - 8.2. Annual reviews after 2012
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 Supervisors.

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

Supervisors 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.

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- 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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2.6 OFFICE BASED STAFF

- ❑ Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- ❑ Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions or training.
- ❑ Report any defects in office equipment or machinery immediately.
- ❑ 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.
- ❑ Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- ❑ Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- ❑ Do not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- ❑ Suggest ways of eliminating hazards and improving working methods.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.

Guidance on workstations for office workers

The Company believes that our present level of activity and use of Visual Display Units (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric shocks. Nevertheless, there are guidelines for users of VDUs and indeed all desk-related activities, which we commend to office staff e.g.

- ❑ Avoid slouching and keep the curve in the lower back.

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- ❑ Adjust the seat's backrest to support the lower back.
- ❑ Sit right back in the chair to gain adequate support.
- ❑ Use a footrest if the seat is too high.
- ❑ Rest the upper body when the routine allows, try to vary your work pattern so that the body uses a different position every 20 minutes.
- ❑ Where screens are involved change the screen angle to suit the sitting height.
- ❑ Avoid locations where VDUs will pick up sunlight or reflections.
- ❑ Adjust the height of the seat until the forearms are horizontal with the desk.
- ❑ Align hands with forearms and work with straight wrists.

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2.7 CONTRACTORS

The following responsibilities are allocated to contractors to whom ABC Company assigns work:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto the premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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ARRANGEMENTS FOR SAFE WORKING

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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**
- ❑ 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.

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

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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 an injury.

Risk = The likelihood of an injury happening.

Risk Control measures are intended to reduce the risk to an acceptable level.

Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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Risk Assessments

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

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

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

These policies are:

Health and Nutrition
 Infectious Disease Control
 Hygiene
 Safety and Fire Prevention
 Child Protection
 Outings
 Emergency Treatments
 Administering Medications
 Nappy Changing
 Trampoline
 Sun Protection
 Health, Safety and Welfare.

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The following are the main hazards identified:

Fire Hazards
 Electrical hazards
 Manual Handling
 Chemical Handling
 Housekeeping
 Stress
 Bullying
 Maintenance Work
 Ladders and Steps
 Floor/Corridor traffic routes and congestion – slips, trips and falls
 General activities and Equipment hazards
 Group Outings
 Maintenance
 Managing Medicines

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4.2 Fire Hazards

Hazard

Burns
Death
Property loss

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

As with all premises and operations there is always a danger of fire. Sensible precautions taken by all will reduce this risk dramatically.

The following provisions, which have been implemented will minimise the risk as long as everybody adheres to them:

- all fire exits kept clear at all times
- fire alarms tested and maintained regularly
- provision of appropriate fire fighting equipment and training
- maintenance of fire fighting equipment
- fire drills conducted regularly
- regular inspection of escape routes and protective equipment
- smoking is not permitted in any part of the Premises
- proper control of visitors and contractors
- good housekeeping practised at all times
- all flammable liquids are identified and isolated
- Combustibles will not be placed on or near any electric heaters, radiators, etc.

Fire drills will be conducted on a regular basis and recorded in the Fire & Emergency Management file.

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4.3 Electrical Hazards

Hazard

Death
Burns
Electrocution
Property Loss

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

The risks here are from all powered equipment throughout the Premises.

In the office area the risks are minimised by checking all equipment prior to use. (Is it right for the job in hand? Are all cables in good condition? Are sockets or even individual plugs overloaded?)

Regular planned cleaning and maintenance of all equipment will minimise any risk.

Good housekeeping will be practised at all times.

- all electrical equipment is installed to statutory regulations by qualified personnel only, i.e. RECI
- all equipment is grounded
- 30MA ELCB installed on all circuits
- no trailing cables are left in any area. Ducting is used as appropriate
- low voltage supply on portable equipment
- regular maintenance of all equipment
- switch off all electrical equipment at end of day in high risk areas.

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4.4 Manual Handling

Hazards

Physical Injury
Property loss/damage
Slips, Trips and Falls

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- All staff should be trained in correct manual handling procedures by an external provider appropriate to their tasks.
- There is responsibility on staff in all areas to minimise the risk by arranging their workplace in a sensible way.
- Under current legislation there is no longer a defined maximum limit on the weights that employees may handle (H.S.A G6). This means that all tasks will be assessed according to the individual's capabilities.

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4.5 Chemical Handling

Hazards

Burns

Poison

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

As a rule, large amounts of chemicals are not in general use by ABC Company.

Wherever chemicals are in use, the following rules are to be strictly adhered to:

1. Children do not handle or use chemicals.
2. No bottle or container may be placed in storage or used by without a comprehensive label on the exterior detailing the contents.
3. The use of all substances is monitored through the operation of an inventory system.
4. Chemicals are only purchased from approved suppliers.
5. All chemicals are used on a first in first out basis, with close attention paid to expiry dates where they are applicable.
6. At all times the instructions relating to storage and handling as printed on the respective chemical product labels will be strictly adhered to.
7. All substances are locked in childproof cabinets

If you have any doubts contact Manager 2.

Suitable gloves, barrier creams and eye protection will be provided wherever it is necessary.

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4.6 Housekeeping

Hazards

Slips, Trips and Falls
Fire
Falling Objects
Property Damage

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- Everything will be kept in its proper place
- A system of "clean as you go" will operate
- All cleaning is part of a planned and recorded program
- Cleaning chemicals, i.e. cleaners/bleaches etc., are used strictly in accordance with "instructions for use"
- Cleaning equipment will be stored correctly and not left unattended
- All common areas will be kept clear
- All fire exits will be kept clear
- Rushing is discouraged
- Always ask for help when needed
- Spills/breakages will be attended to immediately
- Sufficient bins/skips will be provided and maintained properly

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4.7 Stress

Stress is a recognised hazard in childcare. In this area the policy as set out in Policy number XX, Health, Safety and Welfare will be strictly adhered to.

4.8 Bullying

The Premises maintains a separate detailed policy on bullying in addition to the highlights in the Safety Statement.

Bullying is a hazard for Carers and Children alike. It is not possible to satisfactorily quantify a risk level for this hazard. Therefore the Premises policy on bullying will be strictly enforced.

Definition of bullying

Bullying embraces all anti-social acts which are intended to intimidate or embarrass another. Bullying may be visual, psychological or physical. It may be conducted by an individual or a group.

It is the responsibility of everyone involved in the Premises to prevent/stop bullying. The ABC Company Premises policy should be referred to as necessary.

With Regard to the possible bullying of Staff, this policy protects employees from, general harassment, sexual harassment and racism by the employer, fellow employees, clients, parents and other business contacts including any person with whom the employer might reasonably expect the employee to come into contact in the workplace. This may include those who supply or deliver goods/services to the employer, maintenance and other types of professional contractors as well as volunteers.

Definitions

Bullying

Workplace Bullying is defined as repeated inappropriate behaviour, direct or indirect, 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.

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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.

Examples of bullying behaviour may include but are not limited to the following:

- Open aggression, threats, shouting abuse or the use of obscenities
- Constant humiliation, sneering or ridicule
- Unreasonable scrutiny or unreasonable demands
- Taking credit for another person's work
- Undermining a person's authority
- Spreading malicious rumours

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4.9 Maintenance work

Maintenance work is carried out by the Premises Contractors that are hired specifically for the task.

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 the relevant sections 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 Premises terms so that the minimum number of persons are on the premises during maintenance work.

Buildings, including the Shed structures and all playground equipment, will be maintained in good repair and services will be in efficient working order.

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.

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4.10 Ladders and Mobile Steps (High Shelves, Maintenance, etc.)

Hazards

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

- Ladders and mobile steps will be maintained in good condition free from defects and to be inspected before ladder is to be used.
- Ladders will only be used after assessing the needs of the job and ensuring that a ladder is the right piece of equipment.
- When not in use, ladders and mobile steps will be stored without causing an obstruction
- Any damage to ladders and mobile steps to be reported to management. However, damaged ladders and mobile steps may not be used. A record of all inspections and repairs will be kept in writing
- Whilst using ladders and mobile steps, good manual handling will be practised, both in moving the ladder and mobile steps and in using them, i.e. do not over reach – move the ladder
- Any horseplay involving ladders or steps will be treated with the utmost severity.

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- Ladder must be positioned on solid ground - if metal check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder

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

Hazards

Slip and fall

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

Controls:

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

The following area specific controls are also in place:

Area	Controls			
External steps, paths and parking areas	Suitable lighting – replace, repair or clean lights before levels become too low to be safe. Ensure steps and paths are suitable for the volume of pedestrian traffic. Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface. Maintain parking area so that it is free of potholes. Mark the nosing of steps using anti-slip coating. Discourage short cuts across grassed/muddy areas. Clean leaves, mud etc from surfaces. Remove algal growth and grass growth from the pathway along the perimeter. Put in place effective procedures to deal with snow or ice.			
Playgrounds and bark, sports surfaces	Ensure surface is flat and well maintained to avoid surface water Remove accumulations of mud/water. Remove algal growth. Ensure users wear the appropriate footwear for the surface. Ensure adequate supervision at all times.			
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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 risk of slipping when appropriate.
Internal common areas	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
Activity room areas	Avoid trailing cables from equipment and tools. Provide coat hooks/racks for drying wet clothing. Do not store materials or equipment below tables/benches. Avoid overcrowding of rooms. Control the entry and exit of people from classes. Display art work, practical work etc safely.
Staff areas	Ensure staff wear suitable footwear. Clean spillages immediately. Use safe cleaning methods. Provide suitable floor surface. Display suitable warning signs re wet floors/stairs while cleaning is in progress. Remove warning signs when cleaning/drying is complete.
Office	Avoid trailing cables/Use cable covers. Provide adequate storage. Avoid storage of materials on floors. Ensure good housekeeping round photocopiers, printers etc. Replace worn or damaged carpets/tiles. Provide secure storage for bags etc.

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Area	Controls
Events (e.g. Movie Days, Santa, etc.)	Ensure temporary cabling is routed safely and protected from damage. Provide sufficient lighting during set-up/dismantling. Use temporary matting/straw coverings on grassed areas.
Educational visits	Assess location and anticipated weather. Modify visit depending on local conditions when on site. Wear suitable footwear. Ensure effective management of the visit (see policy number XX)

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Activity room Hazards

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

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

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Area	Controls
General	Windows open easily and stay open according to their design. Air quality, temperature and ventilation are maintained to meet applicable standards. Ventilation and heating ducts are kept unobstructed by books, paper etc. Ceiling tiles are in place, unbroken and with no sign of mould formation. Floor tiles or carpeting will be securely fastened to reduce trip hazards. Floors are kept free from slips, trips and fall hazards. Audio-visual screens and maps are securely suspended using fittings designed for the purpose. Shelves or shelving units are firmly anchored to the wall. Storage of all items should be as per the following guide: heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves. Step stools or small ladders are available for accessing stored items from high shelves. Storage on top of wall-mounted cupboards is limited to lightweight objects such as empty boxes.

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Shelving areas and cupboards

General

Bookshelves are situated with clear paths for exit in case of fire.

Free standing bookshelves are double width and shoulder height for stability.

All wall mounted shelves are securely fastened to the wall.

Computer cabling and socket boards are secured to prevent a tripping hazard.

Cables are placed inside ducting wherever possible.

All monitors are placed on benching that keeps the back of the monitor and cables clear of the Child sitting at the bench in front.

As Children do not use the workstations for an extended period of time as per the VDU regulations, the standard Premises desk chair is considered to be safe.

Visual arts

General

Flammable materials such as solvents, solvent based paints, solvent based cements etc. are not used.

Physical education

General

Storage areas where sports equipment, etc. are stored have suitable restraints to prevent slipping and falling.

All outdoor activity equipment is regularly inspected and only used under supervision.

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4.12 Group Outings. (See also Policy x)

Hazards

Abduction
Road Traffic accidents
Physical injury
Death

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

The purpose of this Risk Assessment is to highlight information that might be helpful to group leaders and others, day to day, whilst taking part in an educational visit.

Key Points and Controls

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, if possible it is good practice for the group leader to:

- ◆ allocate supervisory responsibility to each adult for named Children;
- ◆ ensure that each adult knows which Children they are responsible for;
- ◆ ensure that each Child knows which adult is responsible for them;
- ◆ ensure that all adults understand that they are responsible to the group leader for the supervision of the Children assigned to them;
- ◆ ensure that all adults and Children are aware of the expected standards of behaviour.

It is good practice for each supervisor to:

- ◆ have a reasonable prior knowledge of the Children including any special educational needs, medical needs or

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disabilities;

- ◆ carry a list/register of all group members;
- ◆ directly supervise the Children - particularly important when they are mingling with the public and may not be easily identified;
- ◆ regularly check that the entire group is present;
- ◆ have a clear plan of the activity to be undertaken and its educational objectives;
- ◆ have the means to contact the group leader/other supervisors if needing help;
- ◆ have prior knowledge of the venue – the group leader should normally have made an exploratory visit
- ◆ anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the Children do, and acting promptly where necessary;
- ◆ continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- ◆ be competent to exercise appropriate control of the group, and to ensure that Children abide by the agreed standards of behaviour;
- ◆ clearly understand the emergency procedures and be able to carry them out;
- ◆ have appropriate access to First Aid;

Each Child should:

- ◆ know who their supervisor is at any given time and how to contact him or her;
- ◆ have been given clear, understandable and appropriate instructions;
- ◆ never be on their own;

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- ◆ alert the supervisor if someone is missing or in difficulties;
- ◆ have a meeting place to return to, or an instruction to remain where they are, if separated;

Maintenance procedures.

Hazards

Fire
Entanglement
Physical injury
Death

The purpose of this Risk Assessment is to highlight some essential processes in relation to maintenance in the Premises.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls

No member of staff is allowed to carry out any task that they do not have suitable knowledge, skills and experience for. Any task that is not covered by an existing risk assessment must be assessed using the formula at the start of this chapter and a blank assessment sheet from the appendix.

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4.13 Managing Medicines.

Hazards

Incorrect medicines

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

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

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

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

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

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

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Some typical Childhood Ailments

ASTHMA**What is Asthma?**

Asthma is common and appears to be increasingly prevalent in children and young people.

The most common symptoms of asthma are coughing, wheezing or whistling noise in the chest, tight feelings in the chest or getting short of breath. Younger children may verbalise this by saying that their tummy hurts or that it feels like someone is sitting on their chest. Not everyone will get all these symptoms, and some children may only get symptoms from time to time.

However in early years settings staff may not be able to rely on younger children being able to identify or verbalise when their symptoms are getting worse, or what medicines they should take and when. It is therefore imperative that ABC Company staff know how to identify when symptoms are getting worse and what to do for children with asthma when this happens.

Medicine and Control

There are two main types of medicines used to treat asthma, relievers and preventers. Usually a child will only need a reliever during the ABC Company day. **Relievers** (blue inhalers) are medicines taken immediately to relieve asthma symptoms and are taken during an asthma attack. They are sometimes taken before exercise.

Children with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicines. A spacer device is used with most inhalers, and the child may need some help to do this. It is good practice to support children with asthma to take charge of and use their inhaler from an early age, and many do.

The signs of an asthma attack include:

coughing
being short of breath
wheezy breathing
feeling of tight chest

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being unusually quiet

EPILEPSY

What is Epilepsy?

Children with epilepsy have repeated seizures that start in the brain. An epileptic seizure, sometimes called a fit, turn or blackout can happen to anyone at any time. Seizures can happen for many reasons. At least one in 200 children have epilepsy and around 80 percent of them attend mainstream facilities. Most children with diagnosed epilepsy never have a seizure during the day. Epilepsy is a very individual condition.

If a child does experience a seizure in ABC Company, details should be recorded and communicated to parents including:

any factors which might possibly have acted as a trigger to the seizure – e.g. visual/auditory stimulation, emotion (anxiety, upset)
any unusual “feelings” reported by the child prior to the seizure
parts of the body demonstrating seizure activity e.g. limbs or facial muscles
the timing of the seizure – when it happened and how long it lasted
whether the child lost consciousness
whether the child was incontinent

This will help parents to give more accurate information on seizures and seizure frequency to the child’s specialist.

What the child experiences depends whether all or which part of the brain is affected. Not all seizures involve loss of consciousness. When only a part of the brain is affected, a child will remain conscious with symptoms ranging from the twitching or jerking of a limb to experiencing strange tastes or sensations such as pins and needles. Where consciousness is affected; a child may appear confused, wander around and be unaware of their surroundings. They could also behave in unusual ways such as plucking at clothes, fiddling with objects or making mumbling sounds and chewing movements. They may not respond if spoken to. Afterwards, they may have little or no memory of the seizure.

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During a seizure breathing may become difficult and the child's colour may change to a pale blue or grey colour around the mouth. Some children may bite their tongue or cheek and may wet themselves.

After a seizure a child may feel tired, be confused, have a headache and need time to rest or sleep. Recovery times vary. Some children feel better after a few minutes while others may need to sleep for several hours.

Medicine and Control

Most children with epilepsy take anti-epileptic medicines to stop or reduce their seizures. Regular medicine should not need to be given during ABC Company hours.

During a seizure it is important to make sure the child is in a safe position, not to restrict a child's movements and to allow the seizure to take its course. In a convulsive seizure putting something soft under the child's head will help to protect it. Nothing should be placed in their mouth. After a convulsive seizure has stopped, the child should be placed in the recovery position and stayed with, until they are fully recovered. An ambulance should be called during a convulsive seizure if:

it is the child's first seizure
the child has injured themselves badly
they have problems breathing after a seizure
a seizure lasts longer than the period set out in the child's health care plan
a seizure lasts for five minutes if you do not know how long they usually last for that child
there are repeated seizures, unless this is usual for the child as set out in the child's health care plan

DIABETES

What is Diabetes?

Diabetes is a condition where the level of glucose in the blood rises. This is either due to the lack of insulin (Type 1 diabetes) or because there is insufficient insulin for the child's needs or the insulin is not working properly (Type 2 diabetes).

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About one in 550 children have diabetes. The majority of children have Type 1 diabetes. They normally need to have daily insulin injections, to monitor their blood glucose level and to eat regularly according to their personal dietary plan. Children with Type 2 diabetes are usually treated by diet and exercise alone.

Each child may experience different symptoms and this should be discussed when drawing up the health care plan. Greater than usual need to go to the toilet or to drink, tiredness and weight loss may indicate poor diabetic control, and staff will naturally wish to draw any such signs to the parents' attention.

Medicine and Control

The diabetes of the majority of children is controlled by injections of insulin each day. Most younger children will be on a twice a day insulin regime of a longer acting insulin and it is unlikely that these will need to be given during ABC Company hours, although for those who do it may be necessary for an adult to administer the injection.

Children with diabetes need to ensure that their blood glucose levels remain stable and may check their levels by taking a small sample of blood and using a small monitor at regular intervals. They may need to do this during the ABC Company lunch break, before exercise or more regularly if their insulin needs adjusting.

When staff agree to administer blood glucose tests or insulin injections, they should be trained by an appropriate health professional.

Children with diabetes need to be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise.

Staff should be aware that the following symptoms, either individually or combined, may be indicators of low blood sugar - a **hypoglycaemic reaction** (hypo) in a child with diabetes:

hunger
sweating
drowsiness
pallor
glazed eyes
shaking or trembling

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lack of concentration
irritability
headache
mood changes, especially angry or aggressive behaviour

If a child has a hypo, it is very important that the child is not left alone and that a fast acting sugar, such as glucose tablets, a glucose rich gel, or a sugary drink is brought to the child and given immediately. Slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, should be given once the child has recovered, some 10-15 minutes later.

An ambulance should be called if:

the child's recovery takes longer than 10-15 minutes

the child becomes unconscious

ANAPHYLAXIS

What is anaphylaxis?

Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to a certain food or substance, but on rare occasions may happen after a few hours.

Common triggers include peanuts, tree nuts, sesame, eggs, cow's milk, fish, certain fruits such as kiwifruit, and also penicillin, latex and the venom of stinging insects (such as bees, wasps or hornets).

The most severe form of allergic reaction is anaphylactic shock, when the blood pressure falls dramatically and the patient loses consciousness. Fortunately this is rare among young children below teenage years. More commonly among children there may be swelling in the throat, which can restrict the air supply, or severe asthma. Any symptoms affecting the breathing are serious.

Less severe symptoms may include tingling or itching in the mouth, hives anywhere on the body, generalised flushing of the skin or abdominal cramps, nausea and vomiting. Even where mild symptoms are present, the child should be watched carefully. They may be heralding the start of a more serious

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reaction.

Medicine and Control

The treatment for a severe allergic reaction is an injection of adrenaline (also known as epinephrine). Pre-loaded injection devices containing one measured dose of adrenaline are available on prescription. The devices are available in two strengths – adult and junior.

Should a severe allergic reaction occur, the adrenaline injection should be administered into the muscle of the upper outer thigh.
An ambulance should always be called.

Staff that volunteer to be trained in the use of these devices can be reassured that they are simple to administer. Adrenaline injectors, given in accordance with the manufacturer's instructions, are a well-understood and safe delivery mechanism. It is not possible to give too large a dose using this device. The needle is not seen until after it has been withdrawn from the child's leg. In cases of doubt it is better to give the injection than to hold back.

Anaphylaxis is manageable. With sound precautionary measures and support from the staff, life may continue as normal for all concerned

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PART 5

ANNUAL REPORT

ABC COMPANY

SAFETY STATEMENT

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

SAFETY TRAINING;

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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Safety Statement Document Review

ABC COMPANY

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

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

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Part 6 Staff Sign Off

We the undersigned accept that:

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

Name in block	Signature	Date

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Appendix

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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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Fire Drill Records ABC Company

Date: _____ Conducted By: _____

DID ALL STAFF ATTEND THE DRILL?

WERE ALL PROCEDURES FOLLOWED?

WHAT ISSUES AROSE?

RECOMMENDATIONS:

COORDINATOR'S SIGNATURE:

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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.

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ABC Company Health and Safety Year Planner

Health and Safety System Component	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug
General Safety Requirements												
Safety Statement is available to all staff + visitors												
Safety Statement review date												
Safety policy displayed prominently												
Number of Accident reports for month												
Number of Welfare and Concerns entries for month												
Number of visitors this month												
Fire Alarm test to be carried out on												
Evacuation assembly point is -												
Fire drills to be carried out on -												
Fire drill was conducted on -												
Planned Monthly Safety Inspections												
All first aid boxes are accessible												
Cost of monthly First Aid replenishment												
Safety Meetings												
Dates of monthly meetings												
Accident prevention recommendations reviewed												
Corrective action following meeting taken												
Staff carry out + understand Roles												
Manager 2												
Manager 1												
Staff												
Personal Protective Equipment												
Cost of new PPE for month												
Cost of replacement PPE for month												
Training – Planned												
Manual Handling												
First Aid												
Fire Safety												
Induction												
Other												
Planned Maintenance												
Date for term inspection and maintenance												
Date for annual maintenance inspection												
Signage												
Fire Points												
Exits												
First Aid												

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