

SAFETY STATEMENT

Address line 1
Address line 2

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

Contents

PART 1 Company Statement

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

PART 2 Duties and Responsibilities

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Clients' Supervisors
- 2.4 Employees

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 Permit to Work Systems
- 3.11 Smoking Policy
- 3.12 Drugs and Alcohol Policy
- 3.13 Bullying Policy
- 3.14 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
- 4.6 Electricity
- 4.7 Offices
- 4.8 Visual Display Units
- 4.9 Hazardous Substances
- 4.10 General Firearm Safety
- 4.11 Culling activities
- 4.12 Noise

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

- 4.13 Safety in customer premises
- 4.14 Driving for work
- 4.15 Pregnancy and new mothers
- 4.16 Violence and Aggression
- 4.17 Weils disease and other hazards
- 4.18 Quad/ATV vehicles
- 4.19 Game Larder

PART 5 Annual Review**PART 6 Staff sign off****PART 7 Appendix**

- Safety Inspection sheet
- Accident Report Form
- Typical MSDS for office toners

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

1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards. As a specialist company dealing in the Culling of Wildlife, we deal with a large variety of behaviours and conditions. Every effort has been made to identify hazards and set out control measures in this safety statement. As we become aware of new hazards we will update the Safety Statement accordingly.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the project. 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 project, which may become necessary from time to time?

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

1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007-16 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013
- ✓ The Firearms Secure Accommodation Regulations SI 307 of 2009

All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has responsibility for managing Health, Safety & Welfare, on site. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 has 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: _____

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

1.4 Policy Statement:

Manager 2 is committed to protecting the Safety, Health and Welfare of all Employees at work, avoiding product loss, 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 our activities will be followed.

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

It is our policy when purchasing materials, making process alterations, altering (by approval) existing equipment or changing a system of work to study each proposed change to ensure that it is safe in so far as reasonably practicable.

Accidents/incidents reported shall be investigated by Manager 2 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	6

Logo here	ABC Company
	Safety Statement

STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	8

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:

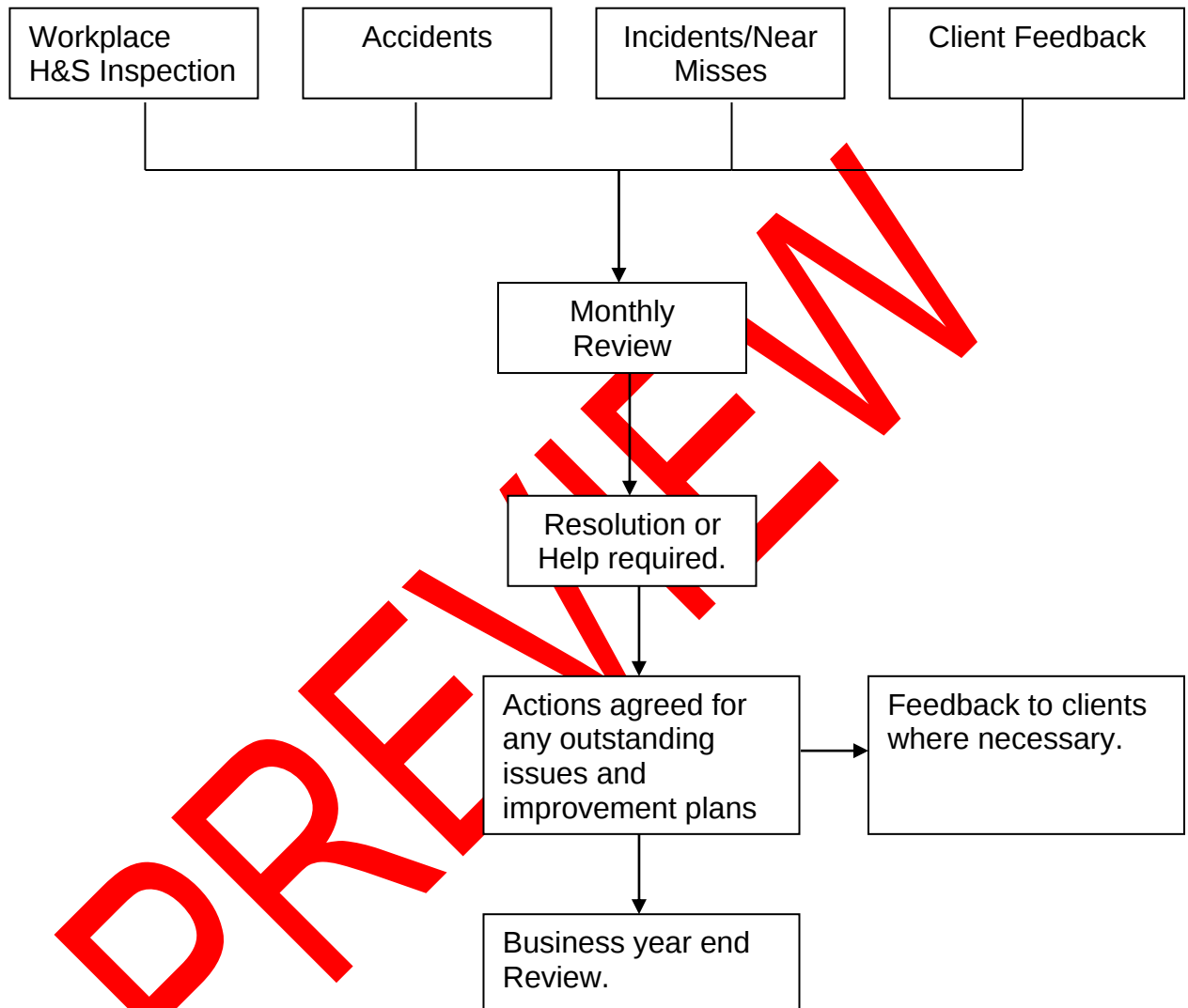
1. Workplace safety and housekeeping inspections
2. Staff/Client suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
4. Risk assessments
 - 4.1. Initial assessments from xx/xx/xx
 - 4.2. Annual reviews after xx/xx/xx
5. Monthly Safety review
 - 5.1. Minutes
 - 5.2. Action points
 - 5.3. Outstanding issues resolved
6. Safety Statement
 - 6.1. Implementation on xx/xx/xx

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 2.

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

Health and Safety Management process for ABC Company

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



Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	10

2.2 Manager 2 will:

- ❑ Be responsible for implementation of the procedures within the Safety Statement.
- ❑ Be responsible for ensuring that contractors are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to 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 fire precautions are adequate.
- ❑ Ensure the Health, Safety, and Welfare of all Contractor's Employees are not compromised when all other performance standards are set.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	11

2.3 CLIENTS SUPERVISORS

This section is inserted into the safety statement as a guide to our Employees to make them aware of what they should expect from a Client Supervisor when visiting sites.

SPECIFIC RESPONSIBILITIES OF ALL CLIENT'S SUPERVISORS

- ❑ Provide induction training as necessary to ABC Company Employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards.
- ❑ Provide assistance to our staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Show our Employees the location of the First Aid Box.
- ❑ Ensure that our Employees know the procedure in the event of an emergency.
- ❑ Report any accident or damage, however minor, to senior management.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	12

2.4 All Employees

- ❑ Site visit rules:
 - ✓ Under no circumstances should a member of staff enter a closed site alone.
 - ✓ A detailed site note is to be drafted after every visit. If there were any safety concerns, note them.
 - ✓ Personnel heading out to work on culling must have their required site clothing. Safety Boots, Orange-Viz Jacket and are the minimum. Protective Glasses may be required depending on site hazards. Entry onto site will not be permitted (and will not have insurance cover) without this minimum level of safety clothing.
- ❑ 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 removal from the site.
- ❑ 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 an emergency.
- ❑ Report any accident or damage, however minor, to management.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	13

Logo here	ABC Company
	Safety Statement

ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	14

3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out.
- To include health and safety considerations into our estimates for running the business.

3.2 SAFETY INDUCTION

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 site equipment unless authorised to do so.
4. The training and instruction required for each individual must be considered.
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 Employee in relation to any job specific risk assessments.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	15

3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-Employees.

Training should include safety induction and safety awareness, manual handling training and First Aid training as necessary.

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.

3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on the Contractors 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.

Currently, there are a small number of people working fulltime within the company which allows for a simple communication. As this number grows, this area will be kept under review.

3.5 SAFETY REPRESENTATION

As above, this area will be kept under review. However, where appropriate, we will provide relevant information to the duly elected Safety Rep for any Client on a project.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	16

3.6 FIRST AID

CONTROL MEASURES

The First Aid Box is in our kitchen area.

- ❑ The First Aid Box is inspected on a Monthly basis by us. This check and replenishment is recorded and kept on file.
- ❑ When Employees are visiting at a Client or Third 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.

PROCEDURE & RECORD KEEPING

- ❑ All issues of First Aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ As there are currently a small number of fulltime persons, there is no Occupational First Aider. We will however be providing basic first aid training for these staff.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	17

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 2.

❑ ***Health & Safety Authority***

- ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by the Employee.
- ❑ 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***

- ❑ On site 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	18

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.

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all Employees use of Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

Manager 2 shall use the information provided by Clients to determine the need for extra or specialist PPE.

3.10 PERMIT TO WORK SYSTEM

ABC Company do not issue permits to work within their own offices. However, when on Client sites, we will complete permits as required.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	19

3.11 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 our offices are a smoke free Zone.

3.12 DRUGS AND ALCOHOL POLICY STATEMENT

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

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties when they are on our premises in such a manner that will not affect their safety or the safety of others by acts or omissions.

If we have reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on our premises will lead to removal from the premises and possible other sanctions.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	20

3.13 Bullying at Work Policy

This policy is in place but will grow and be adapted as Employee numbers grow.

ABC Company recognises and accepts their responsibility as an employer to provide a safe and healthy working environment for Employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self'. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all Employees are free to perform their work in an environment which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 2.

Manager 2 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All Employees are encouraged to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	21

3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company only employs people who are qualified in the relevant field.

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	22

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	24

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
	2						
	3						
	4						
	5						
	6						

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

Risk Control

- ☐ Control measures are intended to reduce the risk to an acceptable level.
- ☐ Where practicable the Company commits itself to the elimination of hazards.

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

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

4.2 FIRE

FIRE HAZARDS

The Fire and Emergency plan for our premises will be followed by the ABC Company Employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	26

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

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect Employees and visitors.
4. Protect property.

Portable Fire Extinguishers

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

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember portable equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
5. Make sure that the building is cleared of Employees and visitors. Close doors. See that no unauthorised person enters the building.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	27

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	28

4.3 ACCESS AND EGRESS

HAZARDS

ABC Company Employees will adhere to all rules regarding access and egress to/from the Premises. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

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

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

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	29

4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open.
- Slips:- Greasy floors, slippery material strewn around.
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials.
- Objects falling on people:- Improper stacking of materials.
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

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

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	30

4.5 MANUAL HANDLING

HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

4.6 ELECTRICITY

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all electrical equipment used on the project is in safe condition. As the premises is quite new, the electrical installation is in very good condition.

CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate, all equipment not in use to be switched off, especially at the end of a working day, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.

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

4.7 OFFICES

HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs, desks or drawers should never be used to access higher areas. Only step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture, equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners), read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	33

4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

The main problems that may be associated with VDU's are as follows:

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

(b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

(c) Radiation

Radiation levels across virtually the whole of the electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

(d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users, as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	34

CONTROL MEASURES

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

4.9 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- ❑ External contact - corrosive, skin absorption, dermatitis.
- ❑ Inhalation - gases, fumes, vapours.
- ❑ Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- ❑ All substances are listed in a safety file.
- ❑ All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- ❑ The control measures listed in the MSDS are followed.
- ❑ A written assessment, control measures and other information are on site.
- ❑ All substances are stored in an appropriate unit that is fire retardant and can contain spillages if needed.
- ❑ Procedures planned to handle or use any hazardous substance or process are carried out fully.
- ❑ Any equipment, hygiene measures or protective clothing are provided and maintained, as required.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	36

4.10 General Firearms Safety

Hazards

Severe injury or death from misuse

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- There are considerable obligations on firearms license holders to ensure that firearms are stored safely and securely, both in the home and whilst travelling to a shoot or to a cull/hunt.
- All firearms will be stored and carried as per the 2009 Regulations.
- During transport, firearms must always be stored in a case/sleeve, out of sight in a locked vehicle boot. They should not be immediately accessible to the driver or any passenger.
- No gun should be loaded with ammunition while travelling to or from a cull/shoot.
- Where possible, rifle bolts and shotgun fore ends, pistol top slides and magazines should be removed and kept separately.
- A firearm should never be left inside the seating area of a vehicle: whether occupied or unattended.
- If it is necessary to stop and leave the vehicle, reasonable steps should be taken to ensure the safety of the firearm in question. It is a good idea to also place in the boot anything which might indicate that a firearm may be in the vehicle e.g. hunting clothing, stalking stick, hunting knife, binoculars, decoys, hunting hat etc.
 - (Partially sourced – An Garda Síochána)

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	37

4.11 Culling Activities

Hazards

Severe injury or death from misuse
 Trip and fall in undergrowth
 Injury from a spooked animal

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

- The Coillte Code of Practice (COP) for Sustainable Hunting would be followed when planning the Cull.
- As per the COP, all game hunters complete a Nationally recognised, certified, firearms safety training course and have demonstrated their competence through the successful completion of an appropriate assessment
- Meet with the land owner/Forest ranger to get a brief on what is the damage being done by the Deer.
- Maps of the area would be looked at to make sure work is within the boundaries.
- Before beginning culling, red warning tape would be put on every entrance into the area along with warning signs.
- The vehicle would be parked within this area as well.
- While stalking, it is recommended that the rifle be carried with an empty breech, bolt closed, the magazine full, safety catch applied, and the rifle slung over the shoulder preferably with the barrel forward and upwards, in order that the direction the muzzle is pointing can be seen at all times.
- It is recommended that the rifle should only be loaded before taking the shot.
- Always load the rifle in the same manner with the same number of rounds of ammunition.
- The trigger should only be touched if you intend to fire or to release spring tension having ensured that the breech is emptied.
- Continually check the safety catch as it can be pushed off accidentally by clothing or vegetation.
- Never take a shot without a solid backstop! This should be preferably solid earth - trees and bushes are definitely not adequate. Avoid the risk of the bullet being deflected (ricocheting) either before reaching the target or after it.
- Always be aware of the position of roads, pathways, buildings, and areas regularly frequented by the public and never fire in their direction.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	38

- Where more than one hunter is hunting in the same area, high visibility caps or vests should be worn at all times.
- When crossing obstacles, gralloching (eviscerating) an animal, or climbing into highseats, ensure that the rifle is unloaded, the bolt closed and the safety catch applied.
- In low light conditions use a finger or torch light to ensure the breech is clear.
- Regularly check the barrel for obstructions such as mud, snow, heather, etc. Sealing the muzzle with insulating tape will prevent objects entering the muzzle.
- Never give or accept a firearm without ensuring the breech is cleared, indicate this by leaving the bolt open.
- In transit to and from the stalking grounds, the chamber and magazine should always be empty, the bolt removed and the rifle enclosed in a slip or case.
- No shot should ever be fired if there is the slightest doubt about safety.
- When finished shooting the Deer, of which the number can and will vary They will be removed from the area via hand or Quad Bike.
- The carcasses would be transported in the vehicle to a local game handling establishment for processing
 - (Partially sourced – Coillte SOP)

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	39

4.12 Noise

Hazards

Hearing loss or impairment

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

All persons who are shooting or assisting will wear ear protection.

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	40

4.13 Safety in Client and other premises.

Note: **The Client will supply ABC Company with the information relevant to the site and the supplied document shall be used to assess any necessary controls. Set out below are some general control measures.**

Hazards

Slips and falls
Access and egress
Fire
Housekeeping

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual customer site may have additional hazards, over and above the hazards identified in this Safety Statement.

It is the responsibility of the person(s) in charge of the premises (or someone that they appoint) to provide information about all specific hazards on the premises, and the steps that must be taken to deal with these hazards.

For this reason it is essential to find out who is responsible for health and safety on the premises and contact them so that they can provide the required information.

Typical safety-related information could include:

- Any specific safety arrangements for those working on the premises;
- Fire and other emergency arrangements;
- Client contacts (e.g. safety personnel, first aid personnel, etc.)
- Personal Protective Equipment (PPE) requirements
- On receipt of this information, and/or based on an inspection of the site, ABC Company will:
 - Identify any additional safety measures that are required;
 - Communicate these measures to all appropriate staff;
 - Ensure that any required additional information, training, personal protective equipment, etc. are provided.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	41

4.14 Driving for work

Hazards

Other road users
Road traffic accidents
Driving conditions
Poor vehicle maintenance

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- All drivers must remain within the statutory legal limits for drinking and driving.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be repaired.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	42

4.15 Pregnancy and New Mothers

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

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

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

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

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

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

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

Examples of suitable action when additional risks are identified are:

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	43

4.16 Weils Disease, etc

Hazards

- Weils
- Lyme
- Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

This is relevant when on sites, etc.

Weil's disease (Leptospirosis)

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

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

Tetanus

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	44

4.17 Quad/ATV vehicles

Hazards

- Crush
- Roll over
- fuel

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Correct helmet to be worn at all times.
- Clothes should cover arms and legs.
- Boots with strong grips should be worn.
- Correct clothing to be worn for the weather.
- Never carry passengers unless the ATV/Quad has been designed for same.
- Ensure brakes give a straight stop and throttle is smooth across the range.
- Ensure tyre pressures are correct.
- If your ATV has a differential and it is disengaged, then, when cornering, weight should be transferred to the inside of the turn.
- When riding across a slope, keep your weight on the uphill side of the ATV.
- When going downhill, slide your weight backwards and select a low gear, reducing the need to use the brakes.
- When going uphill, move your weight forwards and maintain a steady speed.
- NB: The positions described above can be made more effective for rough ground and higher speeds by standing in a stooped position (called active riding). This increases the ability to shift weight quickly and maintain stability. It is important to keep both feet on the footrests at all times.
- Avoid sudden increases in speed, as this is a common cause of rearward overturning accidents, even from a standing start on flat ground where there is good grip.
- Never put your foot onto the ground to stabilise an ATV when riding.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

ATV AND TRAILER CONTROL MEASURES

Ensure all riders know the manufacturers recommended towing capacity and drawbar loading limit. Always operate within these requirements. Remember that your ability to control the ATV by your body movements will be considerably reduced when carrying a load or towing a trailer.

When selecting trained equipment look for:

- – over run brakes;
- – swivel hitch drawbar;
- – bead lock rims on wheels;
- – a low centre of gravity and a wide wheel track;
- – a long drawbar;
- – attachment points for securing a load.
- Check the weight ratio between your ATV and its trailed load. This needs to be assessed for each operation. As a general guide, on level ground braked trailed equipment can be a maximum of four times the unladen weight of the ATV. For unbraked trailed equipment the maximum should be twice the unladen weight. These loads should be reduced when working on slopes, uneven ground or poor surface conditions. Follow the manufacturer's advice for your particular machine.
- Weight transfer is also important. Stability and resistance to jack knifing is improved if some load is transferred onto the ATV's drawbar. Approximately 10% of the gross weight of the loaded trailer is recommended, but this should not exceed the manufacturer's drawbar loading limit. Remember that weight transfer can change dramatically when you start going up or downhill.
- When selecting mounted equipment, make sure it is within the Manufacturer's approved weight limit, with a low centre of gravity, and controls which are easy to operate but do not create a hazard. Where equipment is added to one end of the machine, add ballast at the other end to maintain stability.
- Loads carried on racks must be well secured, e.g. with ratchet straps, and be evenly balanced between the front and rear, except where they are deliberately altered to aid stability when going up or down a slope. Only tow a load from the hitch point. Loads towed from other points such as the rear rack have caused sudden rear overturning even on slight slopes or with slight acceleration. Ropes or chains should not be used to drag a load where they can become caught on a wheel. This may lead to entanglement with the brake cable, causing unexpected braking.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	46

4.18 Game Larder

Hazards

- Manual Handling
- Slip and fall
- Knives and other sharp implements
- Low temperatures

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Larder area to be kept clean and tidy at all times.
- Good hygiene regarding food safety procedures to be followed.
- Wherever possible large game such as Red Deer should be carried moved on a trolley.
- Be aware of antlers, hooves and sawn/broken bones as sources of injury.
- Knives are to be stored safely ideally on a wall mounted magnetic strip or carried in a scabbard.
- Never leave knives in buckets of water or water filled sinks.
- Chain mail glove should be worn on the non-cutting or guiding hand.
- Where saws are to be used to cut bone, the animal must be made as secure as possible to prevent unintended movement.
- For rinsing and cleaning out, large animals should be hoisted by the use of an electric winch and Butcher Hooks.
- Avoid using sharply pointed S-Hooks and keep hooks above eye/head height where possible.
- Water used for rinsing should be from a clean source within the larder.
- Safety wellington boots should be worn during the butchering and rinsing stage.
- Where there has been gross contamination through gut spillage or other cause, the animal may not enter the food chain.
- Wash down protective clothing and clean exposed areas of skin at end of working.
- Protect wounds with clean plasters(blue) and /or wear gloves(change them when soiled).

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

Logo here

ABC Company

Safety Statement

Part 5 Annual Review

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	48

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	49

Appendix

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	50

Logo here

ABC Company Safety Statement

Safety Inspection Sheet

Inspector:		Area:		Date:
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date

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

Logo here	ABC Company
	Safety Statement

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:		