

Logo here

SAFETY STATEMENT

ABC Company

Address line 1
Address line 2

PREVIEW

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	Company Safety Statement
1.4	Policy
1.5	Revisions
PART 2	Duties and Responsibilities
2.1	Management control
2.2	Manager 2
2.3	Manager 1
2.4	Employees
2.5	Contractors
PART 3	Arrangements for Safe Working
3.1	Resources
3.2	Safety Induction
3.3	Training
3.4	Safety Consultation
3.5	Safety Representation
3.6	First Aid
3.7	Reporting of Accidents, Diseases and Dangerous Occurrences
3.8	Welfare Facilities
3.9	Personal Protective Equipment
3.10	Smoking Policy
3.11	Drugs and Alcohol Policy
3.12	Bullying Policy
3.13	Young and Inexperienced Workers Policy
PART 4	Hazard Identification and Control Measures
4.1	Hazard Inspections
4.2	Fire
4.3	Access and Egress
4.4	Housekeeping
4.5	Manual Handling
4.6	Electricity
4.7	Offices
4.8	Visual Display Units
4.9	Hazardous substances
4.10	General Maintenance
4.11	Working at Height (Racking, Storage, etc.)
4.12	Company Vehicle

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

- 4.13 Ladders
- 4.14 Working in warehouse/stores
- 4.15 Hand Pallet trucks
- 4.16 Forklift trucks
- 4.17 Pallets
- 4.18 Packing line
- 4.19 Compressors
- 4.20 Drivers
- 4.21 Noise
- 4.22 Cleaning and Disinfecting
- 4.23 General food safety points
- 4.24 Grain intake
- 4.25 Mashing and fermentation
- 4.26 Washing and distillation

PART 5 Annual Report

PART 6 Staff sign off

PART 7 Appendix

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form
- A4 Health and Safety Asset/Year Planner

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

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

Logo here	ABC Company Safety Statement
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1.1 APPLICATION

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

In support of this Safety Statement we are compiling a set of Standard Operation Procedures and a Process Flow for the Distilling. Both of these documents will be used to help identify any new hazards or control measures for inclusion in this Safety Statement.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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

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

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

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

Logo here	ABC Company Safety Statement
-----------	---------------------------------

1.4 Policy Statement:

ABC Company 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 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 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

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

ABC Company is a Distilling company operating from a purpose built food production facility in Leitrim.

The companies' employees operate an average of 40 hours per week from 8:00am to 6:00pm. However this is subject to change depending on customer needs

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:

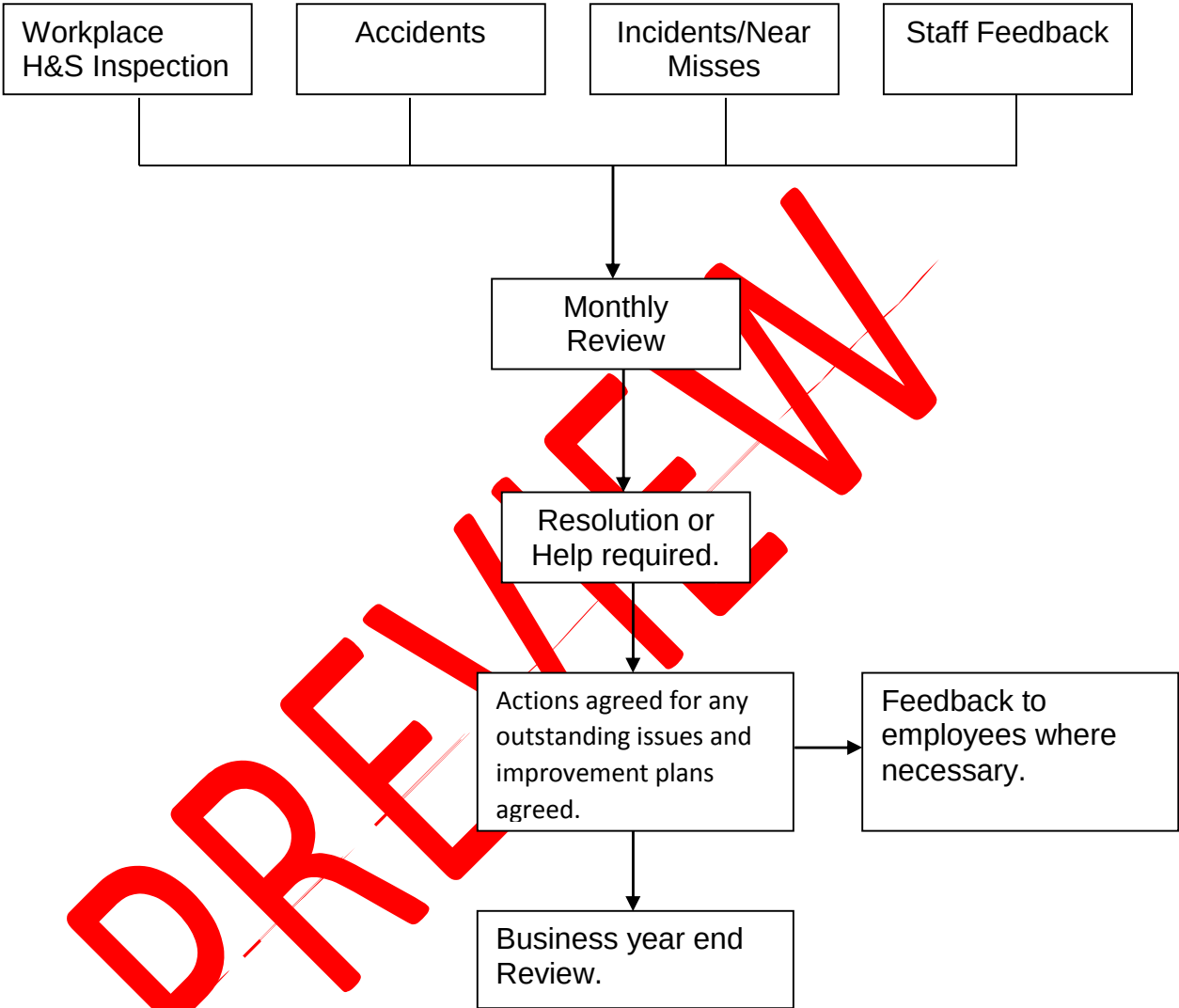
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
 - 4.3. Hand tools
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review (part of general management meetings)
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation on xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 1.

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

- ❑ 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.
- ❑ Supervises the Company Health and Safety programme.
- ❑ Reviews all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigates all major accidents and damage to Company property and recommend action.
- ❑ Ensures that accident records are maintained.
- ❑ Ensures that records of hazards/near miss reports are maintained.
- ❑ Ensures 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.

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

2.3 Manager 1

- ❑ Regularly inspect the workplace to ensure that the H&S 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.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Ensure all Distilling and ancillary equipment is maintained and serviced as per the manufacturer's requirements.
- ❑ Ensure records of all maintenance and training are maintained.
- ❑ 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.

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

2.4 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.

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

2.5 CONTRACTORS (electricians, plumbers, engineers, etc.)

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 sub-contract work.
- When deemed necessary by ABC Company contractors will be required to produce a Method Statement and may also be required to work under the control of a "Permit to Work".
- All Contractors will be expected to adhere to the highest standards of safety.
- 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 on our behalf.
- All ancillary equipment on sub-contractor vehicles such as, Tail lifts, Cranes, etc. must be properly certified and in good working order.
- Any injury sustained by a Contractor's employee while on our premises must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.

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

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	15

3.1 RESOURCES

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

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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

3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company 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.

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

3.3 TRAINING

HAZARDS

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

It is the policy of ABC Company 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 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.

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

3.4 SAFETY CONSULTATION

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

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 ABC Company.

ABC Company 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.

3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

However, at the moment, it has not been necessary to elect a Safety Representative as there are only 3 employees on site:

- 1 Director
- 1 Distiller
- 1 Intern

As the company grows it is accepted that this position may change. ABC Company will facilitate the election of a Safety Rep if the need ever arises.

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

3.6 FIRST AID

CONTROL MEASURES

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;

- On site in general office and on Distillery floor.
- The First Aid Boxes is inspected on a weekly basis by the Manager 1. This check and replenishment is recorded and kept on file.
- 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.

First aider names:

To be added in future. As there are only 3 employees on site carrying out low risk activities basic first aid information is sufficient.

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.

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

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 ABC Company.
 - ❑ 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.

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

3.8 WELFARE FACILITIES

Welfare facilities such as toilets and canteen are provided and maintained by the Local Management.

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.

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

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required. The individual risk assessments in Part 4 of this Safety Statement set out the particular

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

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

ABC Company 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.

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

3.10 SMOKING POLICY

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

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

Implementation

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge for the Client site (delivery location) is Client H&S Manager.

All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

Infringements

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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

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, the Company and others at significant risk.

All Employees, 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 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.

PREVIEW

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

3.13 Bullying at Work Policy

ABC Company 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 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 ABC Company or the Safety Representative.

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

All employees are invited 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	27

3.14 Young persons and inexperienced workers policy

ABC Company does not employ under 18s. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

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

PREVIEW

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

Logo here	ABC Company	
	Safety Statement	

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	29

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	30

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.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.2 Fire	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Fire & Smoke	Low	All persons on site	Local Management carry out the following: Fire extinguisher provision and servicing, fire drills, alarm maintenance and monitoring. Local Management provide emergency notice instructions. ABC Company will ensure the following: The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of firefighting equipment. The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational. The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.	Comply with all Local requirements and take part in drills. Comply with evacuation requirements.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.3 Access and Egress	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Restriction of an orderly evacuation of the premises Trips and falls Obstruction of emergency exits	Low	All Persons on site	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	33

Logo here

ABC Company

Safety Statement

Location: Distillery Title: 4.4 Housekeeping	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Materials left lying in the open Slips:- On a greasy floors, slippery material strewn around Falls:- Use of materials for accessing higher work areas. Collisions:- Blockage of access aisles with materials Objects falling on people:- Improper stacking of materials Fire:- Inadequately and infrequent disposal of combustible rubbish.	Low	All persons on site.	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. Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties. 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	34

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.5 Manual Handling	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Incorrect method of lifting, Attempting to lift something which is too heavy, Lifting sharp/awkward shapes, which can lead to strain, hernias, injury, etc.	Medium	All Distilling staff	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.	Organise training for staff.

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

Logo here

ABC Company

Safety Statement

Location:
Distillery
Title:
4.6 Electricity

Prepared By: ABC Company
Risk assessment team members: Manager 1
Authorised By: Manager 2
Responsible Person: Manager 1
Job Title: Distiller

Assessment Date:
xx/xx/xx
Review Date:
TBC

Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Electric Shock Fire Trips and falls	Low	All persons in premises	All portable electrical equipment shall be tested annually by a competent person to ensure safety. 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 will 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	Ensure Equipment Maintenance records maintained in the future.

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

			working, unless of a specialist type, e.g. servers, etc. Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped. Frayed and damaged cables shall be replaced immediately. Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.	
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PREVIEW

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.7 Offices	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Slips, falls, collapsing shelving, damaged furniture.	Low	Staff in office	Office itself is maintained by the Local Management. Adequate office space is allocated for the working personnel. All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc. Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use. Sufficient lighting and ventilation shall be provided. Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used. Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.	None

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

		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.	
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PREVIEW

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

Logo here

ABC Company

Safety Statement

Location:
Distillery
Title:
4.8 VDU

Prepared By: ABC Company
Risk assessment team members: Manager 1
Authorised By: Manager 2
Responsible Person: Manager 1
Job Title: Distiller

Assessment Date:
xx/xx/xx
Review Date:
TBC

Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Visual discomfort. RSI Upper limb pain	Low	Currently 1 person in office.	Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc. 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.	None.

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

			Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician. Epileptics should see a medical adviser before starting work.	
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PREVIEW

Logo here

ABC Company

Safety Statement

Location: Distillery Title: 4.9 Hazardous Substances	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
External contact - corrosive, skin absorption, dermatitis. Inhalation - gases, fumes, vapours. Ingestion - swallowing.	Low	Distillery staff.	ABC Company do not use hazardous substances. All chemicals used in the cleaning of the premises are food grade and safe to use. Staff do not carry out heavy maintenance on any of the machinery and therefore do not come into contact with any hydraulic fluids, etc. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice. Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.	Ensure good records kept on the stock control and usage of all substances.

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

Logo here

ABC Company

Safety Statement

Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams. Store all products in ventilated areas away from extremes of temperatures and environment.

Clean all spillages instantly and dispose of waste and used containers properly.

Ensure the correct equipment for handling the products is available.

If any person handling the materials shows symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Read the data sheet, container labels, and detailed health and safety information before using any products.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.10 General Maintenance Work	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Multi hazard	Medium	Distillery staff	Maintenance work is restricted to what we refer to as "Operator Maintenance". This is the changing of seals, oils, etc. on a monthly basis and similar small breakdown procedures. Any significant maintenance is carried out by our external contractors. Each task will be assessed at the time and relevant controls will be put in place. Areas of exclusion will be set up to ensure no accidents may happen to third parties. Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day. Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place. ABC Company employees do not engage in general electrical work.	Ensure maintenance records for all work is recorded.

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

			Work areas and machinery will be kept clean and tidy at all times. Work areas will be subject to the H&S inspections. Personal Protective Equipment comprised of Gloves, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.	
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PREVIEW

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.11 Working at height	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Items falling from work area. Overreaching Tripping Hazards on work area. Collapse of unit. Falls from height.	Low	Distillery staff	All Distilling work is at low level or on small stepladders. All step ladders are inspected before use to ensure there is no damage. All Distilling equipment is secure to the floor to prevent toppling or instability. In the future if work at height is necessary in racking or storage areas, then a safe method of work shall be drawn up at the time.	None.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.12 Company Vehicle for deliveries	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Personal Injury from inadequate maintenance / Checks on Company Vehicles Damage to property from inadequate maintenance / Checks on vehicles Road Traffic Accidents	Medium	Driver	Vehicles are fully roadworthy and will be DOE certified at all times. Breakdown kit in the van along with the phone numbers to call in an emergency. Driver is trained in Manual Handling. Driver is provided with suitable trolley for the kegs, crates, etc. Mobile phones are never to be used while driving. At all times the rules of the road must be obeyed. Never drive when tired or having consumed alcohol or any medication that could cause drowsiness.	Ensure training is delivered.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.13 Ladders and step ladders	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Items falling from ladders Working from ladders Throwing waste material from ladders Overreaching Overbalancing Ladders Falling Falls from Ladders Electrocution Defective Ladders	Low	Distillery staff	Ladders must be in good condition, free from defects and to be inspected before ladder is to be used. 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.	None – see also Working at Height.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.14 Working in warehouse/stores	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Poor housekeeping. Spillages/materials on floor. Materials falling from racking. Bad/dangerous forklift driving. Loading/unloading pallets manually.	Low	Distillery staff	Housekeeping cleaning duties must be carried out daily. All spillages should be cleaned up immediately. Restrict access to authorised personnel only. Safety signs are in place re "Caution Beware of Forklift." No obstruction to be put in way of exits. Only trained drivers to drive forklift. Safety boots worn by all staff. All shelving and racking shall be kept in good condition. Shelving and racking shall not be over loaded.	Review this once the actual storage facility is ready.

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

Logo here

ABC Company

Safety Statement

Location: Distillery Title: 4.15 Pallet trucks	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Collision with employee. Material falling from load. Truck/ M.H.E. colliding with objects. Standing on pallet forks while in motion. Unsafe pallets/badly damaged pallets. Poorly maintained pallet truck. Wet floors. Carrying excessive weight. Pallet being dropped on to operator's feet.	Low	Distillery staff	Staff trained in correct use of pallet trucks as part of manual handling training. Keep all body parts inside the confines of your M.H.E. (Manual Handling Equipment) when travelling. Do not carry passengers or scoot on your M.H.E. Always travel at walking pace only. Always be prepared to stop. When travelling with a load, always lift fully, when exiting a pallet make sure you are fully down, and looking in the direction in which you are moving. Be aware of pedestrians in the area or of obstructions on the floor.	Ensure training takes place.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.16 Forklift Truck	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
A truck colliding with object/structure causing collapse of same. Equally hazardous is the practice of jumping from a truck while still in motion. Excess speeding in confined areas, restricted aisle-ways etc. Lack of attention can result in any of the following: Overturning. Persons being run over/struck by fork lift truck.	Medium	Distillery staff and other users.	It is expected that we will share a forklift truck with a neighbour. The following controls are set out in advance of that happening. All forklift drivers will be trained by an external provider and the records shall be held on site. Whenever practicable, internal transport and pedestrians will be segregated. All fork lift trucks are fitted with; Forward flashing warning light(s) interlocked with the ignition, Reversing horns/sirens interlocked into reverse gear. Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. All parts and working gear of vehicles fitted with forks or any other attachments for	Review once the forklift truck is in place.

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

Material falling from forks. A truck colliding with an object			stacking, loading or unloading goods must be thoroughly examined every six months. Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc. Operatives, shall, under no circumstances position themselves between the load being delivered and a fixed obstruction e.g., pallet load and where possible barriers shall be provided to prevent encroachment by the lift truck into an operatives' work area. Keep blade approx. 4 inches off the ground with a slight tilt upwards when travelling. Operatives are never to be lifted on the forks. When lifting a pallet in a truck or off the floor or rack, always check your blade is not puncturing the pallet behind and that the load is stable or safe.	
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Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.17 Pallets	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Badly stacked pallets. Nails sticking out from pallets. Splintered wood on pallet. Blocks missing. Cross pieces missing from pallet. Stacking pallets too high in stores	Low	Distillery staff	Check that all pallets must be stacked neatly and squarely before lifting. Examine pallets for protruding nails or part nails. Reject pallets that are splintered are a hazard to finished product. Pallets with main blocks missing to be rejected as balance is missing Pallets with cross pieces missing to be rejected as they tend to belly in middle. P.P.E. (gloves) must be worn at all times. Always get help lifting pallets	Review once storage area active.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.18 Packing line and Machine hazards	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Entanglement Electricity Conveyers General machine hazards	Medium	Distillery staff	All machines are covered by the general points in this assessment in addition to any specific points they may have. All machines required to have a pre use inspection checklist. All defects are to be reported to/by Manager 1 as soon as they are noticed. All machines are service by external contractors; no parts are replaced or repaired by staff (other than oil, seals, etc). All machines have redundancy built into the production system to avoid the need for staff to try to repair breakdowns in an emergency. All machines are fitted with guards over moving parts, conveyer edges, chains, etc. All guards are interlocked and if opened the machines will stop.	

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	54

			Emergency buttons are in place on various places on each machine/line and on the main electrical panel. In-nip areas on conveyors are guarded Manual handling instruction provided for all operatives loading and labelling Bottles. Emergency stop button installed on the main panel and all operatives should be aware of its location. All power to the packing/bottling machine should be disconnected during maintenance and repair.	
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PREVIEW

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.19 Compressors	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Entanglement Electricity Noise Leaking fluids	Low	Distillery staff	A suitably trained and competent person should carry out maintenance in accordance with the manufacturers' recommendations. The air receiver vessel, compressor, separators and drier should be drained of any condensate weekly. All service records and maintenance/defect records must be kept on file and available. Staff will drain off any water weekly and will inspect the drive belts as per recommendations.	Once compressors are installed follow any guidance from the manufacturer.

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

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.20 Van driver	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Road traffic accidents	Low	Driver	Use seat belts at all times. Always drive within the speed limit. Reduce your speed to take account of weather conditions. Do not continue driving if tired. Take regular breaks. Get out of the vehicle and take some fresh air. Do not use stimulants to overcome tiredness. Always comply with local traffic conditions and follow requirements on driving time. Adjust your seating position so it is as upright as possible and so that you are using the head restraint. This will help to prevent whiplash in the event of an accident. Be familiar with the maintenance procedures for your vehicle and ensure it is kept in good running order.	

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

		Do not drive under the effect of alcohol or drugs or if you have taken any medicines that could affect your driving. Follow the safety instructions for medicines and consult your doctor if in doubt. Make sure load is evenly distributed and properly secured. Ensure vision is not obstructed by pendants or stickers etc. on windows. Try to avoid parking your vehicle in positions that will obstruct traffic or visibility of other drivers or pedestrians. Ensure handbrake is always applied when parked.	
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PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	58

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.20 Noise	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Hearing damage from pumping equipment, compressors or bottles.	Low	Distillery staff	Noise level measured was and averaged at 70dBa. This is well below the action levels. However ear defenders have been provided and staff are advised to use them due to the "nuisance" level of the noise. Re-assess once bottling has begun.	Not anticipated that noise will increase with bottling as it will not be an automatic line. However re-assessment would be advised.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	59

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.21 Cleaning and disinfecting	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: July 2014
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Multi hazard this assessment to be read in conjunction with the assessment on Hazardous Substances.	Low	Distillery staff	Slips trips and falls - o The right cleaning equipment is used for the right job, and staff follow safe systems of work. - o Staff monitor entrances for wet floor surfaces walked in. - o Warning cones placed around spillages, and removed as soon as spillage clear and floor dried. - o Staff do not leave cleaning materials/equipment unattended. - o All areas well lit. Chemicals - o See section on Hazardous Substances. Manual Handling and MSD - o All staff trained in lifting safely, and follow safe systems of work.	Some assumptions made here for full production. Re-assess after 6 months.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	60

Logo here

ABC Company

Safety Statement

- o All staff using cleaning machines trained in their use, according to manufacturers' instructions.
 - o Staff do not overfill bags and buckets.
 - o Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.
 - o Long-handled mops, brushes provided to reduce need to stretch and stoop.
 - o Cleaning machines stored near point of use.
- Cleaning machines
- o Machines provided are the right ones for the job.
 - o Cleaners trained in the safe use of machines.
 - o Pre-use checks done for damaged plugs, cables and on/off switches.
 - o Machines regularly examined and maintained by competent person.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	61

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.22 General Food Safety Points	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Contamination Food poisoning	Low	Distillery staff and customers	All staff trained in basic food hygiene. Premises registered as a food business and HACCP plan in place where appropriate. Dedicated hand washing facilities supplied with a sufficient supply of liquid soap and either a sufficient supply of approved drying facilities. Reusable (e.g. terry towelling) hand cloths are not to be used. Toilets completely separate to all processing, wet storage and handling areas. Signage in all toilets reminding staff about handwashing.	None

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	62

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.23 Grain Intake	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Grain in 1 Ton tote bags Grain in 25kg bags Entanglement	6 3	Distillery staff	Manual handling training provided to all staff as per previous assessment. Forklift available for tote bags. All controls as per previous assessment. Big Bag discharger provided to handle and discharge the grain totes and sacks. Auger provided to move the grain from intake to flip weigher and on to roller mill and masher. All moving parts, augers, etc. enclosed to prevent entrapment. Cleaning and maintenance are carried out while all machinery is isolated from power.	

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	63

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.24 Mashing and fermentation	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Hot water	2	Distillery staff	All hot water and heating elements enclosed. No hot surfaces on exterior. Addition of distillers yeast and anti foam ingredient is added from the top and there is no exposure to entrapment or hot liquids.	
Machinery and equipment	2			

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	64

Logo here	ABC Company
	Safety Statement

Location: Distillery Title: 4.24 Wash transfer and distillation phases	Prepared By: ABC Company Risk assessment team members: Manager 1 Authorised By: Manager 2 Responsible Person: Manager 1 Job Title: Distiller			Assessment Date: xx/xx/xx Review Date: TBC
Hazards & Risks	Rating	Persons at Risk	Controls	Actions Recommendations
Slips and falls Manual Handling Water	2 2 2	Distillery staff	All previous assessments regarding Slips and Falls, Manual Handling, etc. must be strictly adhered to. Vent must be set to open on the Fermentation Vessel to prevent tank collapse when the hose is connected. Hose must be securely attached and all valves and connections must be checked for integrity and stability before pumping. All moving parts on pumps and agitators fully enclosed. Distillation equipment only serviced by experienced personnel.	

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	65

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	66

PART 5

1. 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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	67

2. 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

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

Logo here	ABC Company	
	Safety Statement	

Appendix

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	70

Logo here	ABC Company
	Safety Statement

Accident Report Form

Location:	Department:
Date of Accident / Incident:	Date of Review:
Management present:	
Injured Party Details	

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:

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	71

Logo here	ABC Company
	Safety Statement

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____
Date: _____

Details of Suggestion:

SECTION B: to be completed by Supervisor or ABC Company

Action Taken:

Signature: _____

Date _____

Forklift Pre Use Inspection from the HSA



www.hsa.ie

Forklift Truck Operator Pre-Use Checks



Visual Checks

- General Condition.
- Forks.
- Carriage Plate.
- Mast.
- Back Rest Extension / Load Guard.
- Lift Chains.
- Tyres.
- Wheels.
- Overhead Guard / Roll Over Protection Frame.
- Energy Source.
- Hydraulics.
- Identification / Rating Plate.
- Operator's Compartment.
- Access.
- Lights, Windscreen and Mirrors (if fitted).
- Fire Extinguisher (if fitted).

Working Environment

- No evidence of leaks.
- No obstructions (overhead or in working area).
- Correct forklift type for working environment.

If used on the Public Road

- Forklift truck registered and number plate (front and rear) displayed, clean and legible.
- Valid tax and insurance disc displayed.
- Road lights (side, head, rear, stop and number plate lights) in place, clean, correct colour and working correctly.

Note: Head, stop and direction indicator lights are not required if the truck cannot exceed 12 miles per hour (19 Kilometres per hour) provided that the driver is clearly visible on all sides, can give hand signals to other traffic and the vehicle is not used during lighting-up hours except in an adequately lit public place.

Practical / Operational Checks

- Seat.
- Safety Belt.
- Ignition and Electrical Systems.
- Reversing Alarm and Horn.
- Warning Lights and Lights (if fitted).
- Hydraulic Controls.
- Brakes (Foot & Parking).
- Clutch and Gearshift.
- Steering.
- Exhaust.
- Noise.

Thorough Examination

- Thorough examination carried out every 12 months (every 6 months if used to lift persons) by a competent person and test certificate available.

Logo here

ABC Company

Safety Statement

Forklift Truck Operator Pre-Use Checks



Vehicle Serial / Identification Number _____

Check Items

✓ OK ✗ DEFECT

Visual Checks

- | | | |
|----|---|--------------------------|
| 1 | General: Good condition with no damage, excessive dirt or rust. Any defects previously noted repaired. | ☐ |
| 2 | Forks: Correctly positioned, not damaged, cracked, bent or worn. Anchor pins secure and not worn, loose or bent. | ☐ |
| 3 | Carriage Plate: No damage or distortion, sitting square to the mast and lubricated. End stop bolts engaged and secure. | ☐ |
| 4 | Mast: No damage, distortion or cracks. No undue wear, scoring, dirt or foreign bodies in channels. End stops secure. Rollers, no uneven wear or incorrect tracking. Slides intact and secure. | ☐ |
| 5 | Back Rest Extension / Load Guard: In good condition, secure with no distortion or cracks. | ☐ |
| 6 | Lift Chains: Not damaged worn or stretched, no broken links or rust. All pins in place. | ☐ |
| 7 | Tyres: No damage, excessive dirt or wear, rust, cracks, splits or separation of tyres and rims. Pneumatic tyres correct air pressure. | ☐ |
| 8 | Wheels: Undamaged and free from obstruction and debris. All nuts secure and in place. | ☐ |
| 9 | Overhead Guard / Roll Over Protection Frame: Secure, undamaged with no loose items. | ☐ |
| 10 | Energy Source: <ul style="list-style-type: none">• Gas or Diesel: Engine oil, fuel and radiator water level correct. Gas bottle secured, no rust, corrosion or damaged pipes, hoses or seals.• Electric: Electrolyte level, battery plug and connections correct. Power cable intact, connected and secure. No exposed wires, battery brackets secure and battery adequately charged. | ☐ |
| 11 | Hydraulics: No damage or fluid leaks, no splits in hoses, no leaks around fittings. | ☐ |
| 12 | Identification / Rating Plate: Intact, clean and legible. | ☐ |
| 13 | Operator's Compartment: Clean with no loose items. | ☐ |
| 14 | Access: Steps and grab handles in good condition and clean. | ☐ |
| 15 | Lights, Windscreen and Mirrors (if fitted): Clean and undamaged. | ☐ |
| 16 | Fire Extinguisher (if fitted): Secure and charged. | ☐ |

Operational Checks

- | | | |
|----|---|--------------------------|
| 17 | Seat: Good condition, secure and adjusted correctly. | ☐ |
| 18 | Safety Belt: Accessible, in good condition and working correctly. | ☐ |
| 19 | Ignition & Electrical System: Working correctly. All gauges and instruments visible and working. | ☐ |
| 20 | Reversing Alarm and Horn: Working correctly and audible. | ☐ |
| 21 | Warning Lights & Lights (if fitted): Working correctly. | ☐ |
| 22 | Hydraulic Controls: Working smoothly and correctly. | ☐ |
| 23 | Brakes (Foot & Parking): Working correctly. | ☐ |
| 24 | Clutch & Gearshift: Working smoothly and correctly. | ☐ |
| 25 | Steering: Working correctly with no excessive play. | ☐ |
| 26 | Exhaust: No excessive smoke, sparks or flames. | ☐ |

Defect Details

Operator's Signature _____

Date _____

Manager's / Supervisor's Signature _____

Date _____

Note: This is a sample operator pre-use forklift truck checklist. It is recommended that employers prepare their own operator pre-use checklists, taking account of the manufacturer's recommendations, the type and use of their own forklift trucks.

Logo here	ABC Company Safety Statement
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PART 8 Related Policies

8.1 ABC Company Environmental Policy

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. We will strive for continual improvement in this area and take all reasonable measures to ensure our activities do not cause pollution.

We will at all times comply with the law in the ROI and with local bye laws in so far as they apply to the Environment. When setting performance targets for the company we will include measureable environmental targets and objectives.

The objective of this policy will be to identify our activities, analyse our environmental aspects and minimise the environmental impact of all operations.

All company personnel are trained on the environmental policy and strategy and its importance in mitigating and improving the company's environmental performance.

Measurable targets and objectives can be identified under:

- Consideration being 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.

This policy will be made available to the Public.

Logo here	ABC Company
	Safety Statement

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.

Logo here

ABC Company

Safety Statement

Health and safety Asset/Year Planner xx/xx/xx

Health and Safety System Component	January	February	March	April	May	June	July	August	Sept	October	November	Dec
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												
Fire drills were conducted on -												
Planned Monthly/Weekly Safety Inspections												
All first aid boxes are accessible												
Cost of monthly First Aid replenishment												
Safety Meetings												
Dates of monthly meetings												
Staff carry out + understand Roles												
Manager												
General Employees												
Personal Protective Equipment												
Cost of new PPE for month												
Training – Planned												
Manual Handling												
First Aid												
other												
Planned Maintenance												
Enter equip name in Month												
Vehicle maintenance dates												
Outside Safety Inspections												
Name of inspector												

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	78

PREVIEW