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SAFETY STATEMENT

ABC Company

Address Line 1

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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 are fully aware of ABC Company' commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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1.3 COMPANY SAFETY STATEMENT

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

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, Working at Height Regulations, Electricity 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: _____

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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 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.

It is our policy when purchasing raw 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.

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 Manager 1 to determine the corrective action necessary to prevent recurrence.

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

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

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company are a company working in the area of Horse Management and Riding Instruction. Operational hours are dependent on work schedules and available light. During winter hours we occasionally start work at 07:00.

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:

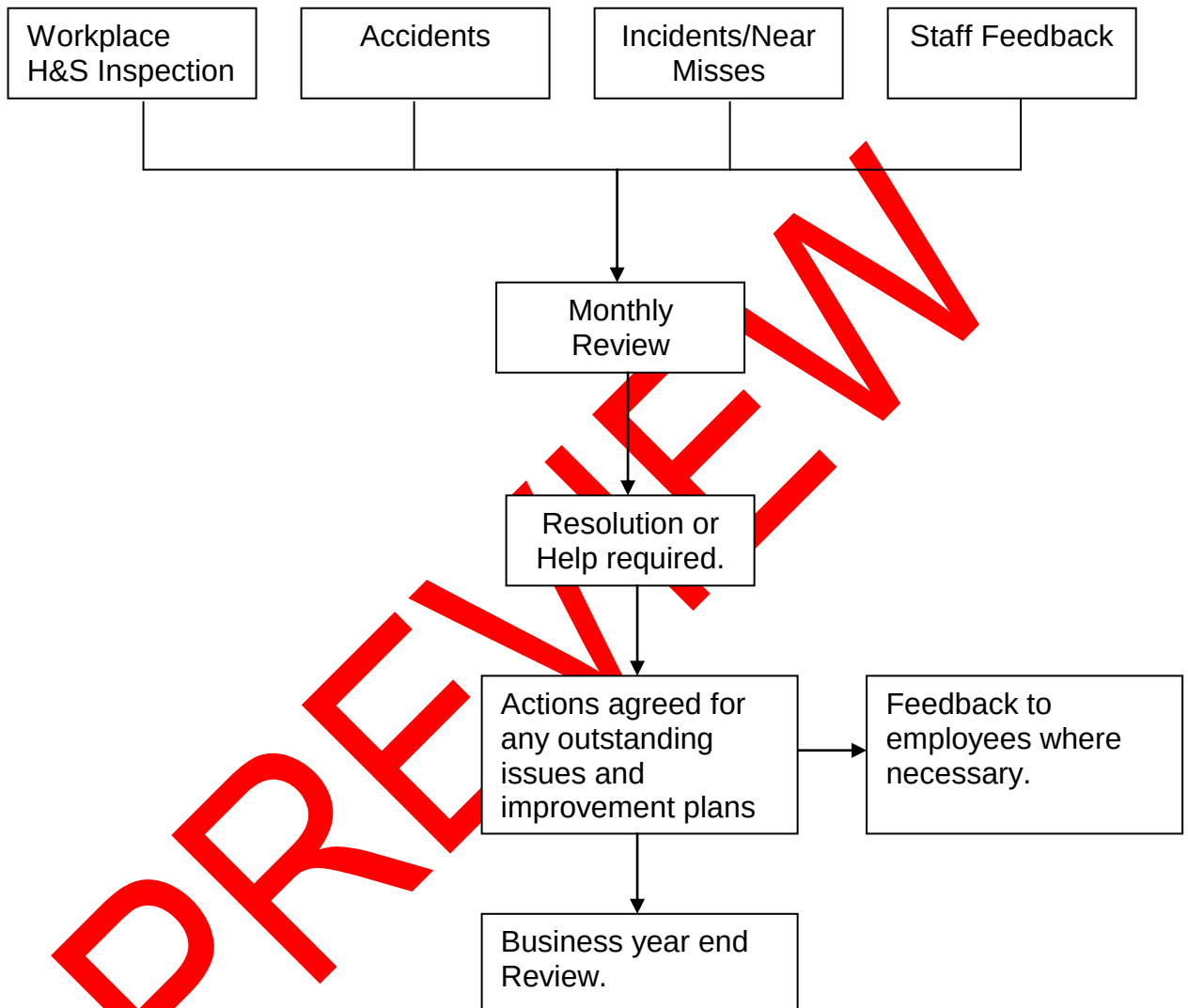
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
 - 3.4. Other Skills cards for Excavators, etc. as per need.
4. Safety critical equipment maintenance records
 - 4.1. Vehicles
 - 4.2. Fire extinguishers
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
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation after xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

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Health and Safety Management process for ABC Company

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



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2.2 Manager 2

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 Manager 1

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

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2.4 SUPERVISORS

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

Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Where work is of a nature not normally carried out by the Company, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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2.6 CONTRACTORS (This includes Vets and Farriers as well as horse transporters and electricians, etc.).

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

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All contractors will be expected to 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 and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the farm.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

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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.

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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 Foreman will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company 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.

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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 company vans. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

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

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3.5 SAFETY REPRESENTATION

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

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ☐ **General office**
- ☐ **Vehicles**
- ☐ The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- ☐ When employees are carrying out an installation at a Client 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.

First aiders

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The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
 - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
 - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
 - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

❑ ***Accident report Form***

- ❑ The accident report form must be completed for all accidents. Copies of this form are available from the Foreman.

❑ ***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 Manager 1.
- ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

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

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

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3.8 WELFARE FACILITIES

The Client's Site Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

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

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

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

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

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3.10 SMOKING POLICY

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

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company 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 is Client H&S Manager. He/She shall inform all existing employees, trainees, consultants and contractors of the policy and their role in its implementation. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

INFRINGEMENTS

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

SMOKING CESSATION

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

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3.11 DRUGS AND ALCOHOL POLICY STATEMENT

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

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

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

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

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3.12 Bullying at Work Policy

ABC Company recognises and accepts his 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 Manager 2 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.

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3.13 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

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.

All workers on construction crews are subject to specific site inductions by the relevant site managers or safety managers.

Construction crews are supervised at all times by an experienced foreman.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

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4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- ❑ The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- ❑ "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- ❑ "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- ❑ Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
1							
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

□ Risk Control.

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

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

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

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4.2 FIRE

FIRE HAZARDS

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.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.

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- (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. Advise the Client Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

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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.

4.2.3 FIRE DRILL

Staff will partake in 2 fire drills per year.

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4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Parking area shall be provided for private cars.

Safe walkways shall be maintained from entrances to working areas, this will include directional signs.

Pedestrians shall be segregated from vehicles wherever possible.

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.

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4.4 HOUSEKEEPING

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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.

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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.

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Precautions**1. Manual Lifting Procedure****1. The Lift**

The key factors in safe lifting are:

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

a) Balance

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

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

b) Position of the Back

Straight - not necessarily vertical

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

c) Position of the Arms and Body

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

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placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

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

e) The Hold

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

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

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

2. Centre Line of Gravity

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

3. Testing the Weight

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

4. The shape of the weight

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

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5. Movement.

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

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

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

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

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

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

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

TRAINING

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

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4.6 ELECTRICITY

ABC Company' employees do not engage in general electrical work.

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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 by the company is in safe condition.

CONTROL MEASURES

1. ABC Company will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
2. 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.

If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

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.

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

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4.7 OFFICES

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

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4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

(b) Posture

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

(c) Radiation

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

(d) Stress

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

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

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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CONTROL MEASURES

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

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

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4.9 HAZARDOUS SUBSTANCES & MEDICINES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES FOR GENERAL ITEMS

- ☐ The Workplace Supervisor will ensure that:
- ☐ 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.
- ☐ 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.
- ☐ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- ☐ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

CONTROL MEASURES FOR MEDICINES

The advice and guidance of a Vet will always be sought however set out here are some general controls:

- ☐ Select a less hazardous veterinary product, e.g. a water-based vaccine instead of an oil-based one where possible.
- ☐ Use a safer application system, e.g. a pour-on rather than an injectable product may be safer for the operator.
- ☐ Provide effective engineering controls, e.g. properly designed bays or stalls with room for treatment.
- ☐ Provide facilities to ensure animals are properly restrained.

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- ❑ Ensure operators are properly trained and competent to safely use the product. Work with veterinary medicines should only be done by competent persons who have received adequate instruction, information and training.
- ❑ Dispose of any surplus concentrate or dilute product safely.
- ❑ Store securely all medicines and application equipment such as syringes and needles, where children cannot get at them.
- ❑ Always follow the label or package instructions carefully, especially those relating to personal protective equipment.
- ❑ Wash off splashes from the skin and clothing immediately, and wash before eating, drinking or smoking.
- ❑ Report all suspected cases of poisoning or other adverse reactions, so they can be thoroughly investigated.

4.10.1 Weedkillers and Pesticides

ABC Company recognises the fact that Pesticides and Weed Killers are Hazardous substances. Manager 1 will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any pesticide or hazardous substance or process are carried out fully and that, any equipment, hygiene measures or protective clothing are provided and maintained as required.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

Exposure to Pesticides and Weed Killers can be reduced to acceptable levels if precautions are taken in the following areas:

- ❑ Handling
- ❑ Storage
- ❑ Transportation
- ❑ Use of correct protective clothing
- ❑ Correct disposal of empty pesticide containers.

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

Correct handling of pesticides and weed killers.

Authorised personnel may only handle Pesticides and Weed Killers.

The material Safety Data Sheets, container labels and detailed health and safety information must be consulted before use.

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To decrease the risks involved with the handling of Pesticides and Weed Killers the following precautions must be taken.

- Eating and drinking in the vicinity of Pesticides and Weed Killers is prohibited.
- Where possible Pesticides and Weed Killers should be purchased so as minimal measuring out is required this will reduce the possibility of spillage.
- Open one container at a time.
- When adding concentrate, pour slowly and allow air to enter the container to avoid glugging and splashing.
- Exclusion notices must be displayed when applying Pesticides and Weed Killers to an area. The area should subsequently be marked off to designate that spray has been applied.

Pesticide and Weed Killer Storage

Pesticides and Weed Killers must be stored on their own in a safe place access to which is limited to only the necessary people.

The store must conform to the following criteria:

- It should be easily locked secure.
- The storage facility should be ventilated and frost proof
- The store should be adequate for the maximum quantity of pesticide required at any one time without the need for stacking of containers.
- A supply of absorbent material must be available to mop up spillages. Spillages must never be flushed as this can expose the eyes to splashes and spread the contamination to other areas.
- The store should be located as to provide access and in the event of a fire. Floors must be impermeable to liquids and be anti-slip.
- The store must be marked with an appropriate warning sign to highlight the dangers involved in the area.
- A water supply must be available in the area outside the store.
- An area that allows separate storage of protective clothing and personal clothing must be provided.
- Wash facilities should be convenient to this area.
- A pesticide stock sheet that describes the contents and Quantities of chemicals should be available. This should be updated as chemicals are applied and as additional chemicals are purchased. The list must not be kept in the chemical store. This can exist as a tractability record and as a record of

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application. It can also provide the emergency services with valuable information in the event of fire or poisoning.

Protective Clothing

Protective clothing must always be worn when handling Pesticides and Weed Killers. Contamination risks are highest when handling concentrates. The tasks of mixing, measuring and filling are high-risk activities and therefore extreme caution should be exercised and protective clothing is of paramount importance.

When applying spray always wear protective clothing. This should constitute

- **Waterproof boots and trouser /leggings**
- **Suitable mask**
- **Sprayers should be regularly serviced to prevent exposure due to leaking sprayheads etc.**
- **After use wash all protective clothing.**
- **Store all protective clothing in clean , ventilated press away from the chemical store**

Disposal of empty Chemical Containers

- All empty containers must be triple washed – Part fill 10 – 20 % with water, secure cap and shake.
- Add the rinsings to the sprayer
- Puncture or crush empty containers and store in a suitable plastic sealed bag
- Part used containers must be returned to the store until further use.
- All options must be explored in the disposal of chemical containers and the safest available option at that time must be utilised.

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4.10 General Equestrian Centre work

Note: All non standard work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

To ensure that the activities of staff does not create a hazard.

CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate for the mini diggers and excavators.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- 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.
- 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 will be worn as relevant for the particular type of hazard.

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4.11 Working at height

Hazards

- Falls over edges
- Falls through the roof
- Items falling from work area
- Throwing waste material from roof etc.
- Overreaching
- Tripping Hazards on work area
- Collapse of unit
- Falls through opes

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Leave clear access and egress for others on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by a competent person, this will include a copy of CR 8 form.
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height over 2 metres must have a method statement and must be given to foreman.

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4.12 Company vehicles (Jeeps, cars and vans)

Hazards Identified

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

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

DESCRIPTION

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

HAZARDS

1. Road Traffic Accident – Injury due to collision

CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

2. Manual Handling – Injury due to lifting and carrying.

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.

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- Be very aware of your own capabilities
- Be very careful of trap points on doors.
- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

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

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
 - Turn on hazard lights
 - Pull in to the left-hand side of the road when safe to do so
 - Get out of the vehicle and go to the boot
 - Place the red triangle approx. 30 feet from the vehicle
 - It is imperative that the yellow jacket is worn even in broad daylight
 - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
 - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
 - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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4. Mobile phones – road traffic accident

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages
- Training / instruction must be given to staff on the dangers of using a mobile phone while operating a vehicle

5. Vehicle Maintenance – RTA due to poor maintenance

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-monthly Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

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

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4.13 Ladders

HAZARDS

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

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person 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.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- Only one person at a time on a ladder
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

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4.14 General Machine Hazards

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Vehicle List:

- Mini diggers
- 360 excavators
- Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Auxiliary devices are provided where operators vision is obstructed.
- People and traffic will be segregated as much as possible.
- Safety cut-outs on all equipment.
- Only trained staff with necessary skills cards may use plant and machinery.
- Vehicles shall not be driven or operated on dangerous slopes.
- Staff will not carry out any general maintenance on vehicles.
- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month
- All equipment subject to a planned schedule of maintenance.
- All equipment shall be subject to the statutory maintenance checks as per the construction regulations.
- Employees have a legal duty to report any known defects.
- Only those with relevant skills cards may operate machinery
- Any lifting equipment is inspected at statutory intervals as per our insurance company recommended inspector and the 2006 regulations.
- Wind is always assessed before carrying out lifting.
- Operator to make sure there are no obstructions.
- Keys are never left in vehicles.
- All vehicles will be secured at night to prevent unauthorized access.

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4.15 Tractors

Hazards

1. Overturning causing entrapment
2. Persons being run over/struck by vehicle
3. Loose clothing catching in drive shaft
4. Jumping from a vehicle while still in motion.
5. Excess speeding in confined areas.
6. unauthorised/Inexperienced personnel having access to machinery

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only certified staff who also hold a valid driving license will be allowed to drive tractors.
- All tractors will have roll over protection.
- All PTO shafts shall be guarded.
- All tractors shall be subject to planned maintenance
- No passengers shall be carried on the tractor
- All machines should be fully roadworthy.
- Drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.
- Drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months
- Keys must be removed when not in use.
- Guards should be over drive shafts at all times
- All blades shall be kept sharp to ensure smooth cutting.
- Staff will not carry out any general maintenance on vehicles.

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4.16 Horse hazards

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Always wear safe clothing and use equipment that is in good repair. Always wear boots to protect your feet should you get stepped on when you are working near animals.
- Wear pants to protect your legs, especially while riding. Your clothing should be well fitted so that it does not catch on any farm equipment.
- Never run, make sudden movements or sudden loud noises around animals. Some animals will become startled from sudden actions or noises and a startled horse is more likely to cause injury to you than a calm one.
- Never approach an animal directly from the front or rear. Always approach the animal by his shoulder or to the side.
- Never stand directly in front or directly behind an animal, even when you are brushing his tail or forelock, because he may not be able to see you well.
- Whenever you are near an animal, always make sure he knows where you are by speaking to him or keeping a hand on his body as you move around him.
- When you walk around an animal, either walk far enough away that you are not in his kicking range (at least 12 ft.), or so close that you cannot receive a full blow should he kick.
- Always let an animal know what you intend to do. For example, when picking up a horses foot, do not grab the foot hurriedly. Instead, run your hand down starting at his shoulder and down to his pastern, and the horse should pick up his foot for you.
- When holding the lead rope, always fold the extra rope back and forth instead of around in a loop. Then, hold the rope around the outside of the bundle. Never, ever loop the extra rope (or any equipment), around your hand or other body

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part. If you do this and the animal pulls away, the rope can tighten around your hand or fingers, possibly causing serious injury should the animal then take off running.

- Never hold the animal's halter with your hand when leading. Your hand could get stuck if the animal tosses his head and/or decides to spook or take off running. Always use a lead rope when leading an animal, and hold it in both hands.
- Remember that the animal is much stronger than you are. If the animal becomes startled and attempts to run, just let go of him. If you hang on to the lead rope while the animal tries to escape, you may put yourself in danger of being knocked over, dragged or trampled. Remember that the animal can always be caught again, and your safety is the most important.
- Whenever you are leading an animal through an entranceway or doorway, be sure that there is at least 4 feet of clear space on either side of him. Open all gates and stall doors all of the way before walking through them. Never lead an animal through an opening smaller than this, as an animal can injure his side or hip on the corner of a gate or doorway. This will also give both you and the animal more room to react should he become frightened from accidentally bumping against the opening of the entranceway.
- Always work with horses on their left side when you are saddling, leading, mounting, and dismounting.
- Always wear an approved helmet when riding. Accidents always occur when you are least expecting them.
- To decrease the possibility of you being kicked when turning out your animal, always lead him all the way through the gate and turn him around to face the gate. When you remove his halter, be sure to step well out of the way, since some animals become excited when being turned out and immediately turn to buck and run.

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4.16.1 Stallions

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk: handler

When at risk:

- Walking the stud from one place to another
- Turning the stallion out in a pasture or paddock
- Feeding the stallion in his stall or in the paddock
- Grooming and bathing the stud
- Giving him treats

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- One basic rule of thumb when controlling a stallion is the respect of boundaries. The handler should make sure to keep a safe distance from the horse at all times to avoid being trampled; this means walking the horse with a long arm, and with the hand fixed on the lead shank near the jaw. When turning a stallion out in a pasture or paddock, the handler should turn around to face the gate, unfasten the halter and back away.
- Handlers should never turn their backs on stallions. It isn't because the stud horse is violent or malevolent, but because the horse might accidentally injure his handler with sudden movements.

Stallion Safety in the Saddle

- Riding a stallion is the same as riding any other horse except that a stud horse is usually more difficult to control. Only experienced riders should attempt to ride a stallion, and they should be well-versed in stud safety before they climb on.
- If there are mares in the arena or pasture when riding a stallion, the rider should be extra mindful. The stallion might, at some point, decide he wants to mount one of the mares, and it will be very difficult to stop him. It is best to avoid close contact with mares when they might be in heat, which is usually during the summer months.

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Rules for Stallion Safety

Anyone who is going to be working directly with stallions should consider the following rules:

- Lock all gates when entering or leaving an enclosed area.
- Attach a stud chain to the lead rope for strong stud horses.
- Keep stallions separated from other horses during breeding season.
- Watch for signs of aggression in a stallion at all times.
- Consider calming supplements for unruly stud horses.

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4.17 General Health Hazards

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
All outdoor staff

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Advice:

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. If you are working with parts of your body immersed in water wear waterproof protective clothing. 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.

Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

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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.

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4.18 ATV (quads and attachments/trailers)

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.

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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.

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4.19 Spraying

HAZARDS

Chemicals

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All controls as per earlier assessment on hazardous substances to be followed.
- Only trained staff may use the sprayers whether they are knapsacks or vehicle mounted.
- Where possible spray staff will attend the Teagasc spray training program.
- Before using, always inspect the backpack pesticide sprayer tank for damage or defects and make sure sprayer hoses, regulator, wand, and nozzle(s) are clean and functioning properly. Pay particular attention for leaks from the sprayer and attachments.
- Always wear appropriate personal protection equipment, including eye protection, chemical-resistant gloves, and coveralls and when necessary, chemical-resistant clothing and a respirator.
- Follow instructions on the substance label when mixing substances for use in a backpack sprayer.
- Pour the pesticide mixture through the filter basket when loading the backpack sprayer tank.
- Due to the weight of a loaded backpack spray, be careful when walking or bending. Look where you are stepping and always bend at the knees.
- Due to their inherent hazardous nature, never use flammable liquids, acids, or caustic chemicals such as bleach in a backpack sprayer.
- Relieve sprayer tank pressure through the shut-off valve and spray wand before adjusting the pressure regulation valve or control knob.
- Apply pesticides at the rates recommended by the manufacturer.
- Never point the spray wand in the direction of people or animals.

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- Spray tanks, hoses, regulator, wand, and nozzle(s) shall be rinsed thoroughly after each use. Rinsate (and pesticide containers) shall be disposed of properly.

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4.20 General Training and Livery of Horses

Hazards

- Crush
- Being thrown
- Unpredictable animals

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Always wear safe clothing and use equipment that is in good repair. Always wear boots to protect your feet should you get stepped on when you are working near animals.
- Ensuring horses are not startled, by talking to them on approach, slow controlled movements, reassuring calm behavior etc.
- Minimizing the times when necessary to walk or stand behind horses.
- Tying horse to suitable places with lead ropes attached to breakable string/baler twine etc so that in an emergency the horse can release itself rather than panic
- Ensuring horses are tied up when grooming, tacking up, mucking out stables, etc.
- Not sitting/lying/kneeling on the ground next to horses to ensure a person can quickly get out of the way if the need arises.
- Using headcollars or bridles to lead, (not just grabbing a handful of the mane and hoping for the best!)
- Awareness of external factors likely to frighten horses e.g. tractors, bags blowing in the wind and taking appropriate action.
- Safely applying tack, leg bandages etc and ensuring there are no trailing stirrups, headcollars, bandages etc in which horses could get caught and then panic.
- Not causing pain through inappropriate use of whips or other gadgets.
- Ensuring environmental conditions are adequate for the task in hand, e.g. not grooming in confined spaces, allowing sufficient lighting.

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- Safe methods of grooming and 'picking out the feet', (cleaning the underneath of the hooves from mud, stones and other dirt).
- Careful use of appliances such as electric clippers, to be used in conjunction with residual current devices (RCD's)

Horseboxes

- Adequate training for horses in loading, unloading and travelling.
- Training for staff in loading/unloading to ensure they do not place themselves in a position of danger.
- Staff training in driving the vehicles.
- Appropriate maintenance of vehicles to ensure roadworthiness and compliance with the law.
- Use of headcollars or bridles to control horses.
- Wearing hard hats, gloves and protective toe capped footwear.
- Securing partitions or breeching straps behind horses prior to tying them within the compartment. Assistance is usually required for this task.
- Ensuring people stand to the sides of rear doors hinged at the base when opening or closing.
- Controlled use of aids such as anti rearing bits, lunge lines, whips.
- Careful selection of assistants for the tasks required.
- Ensuring people travel in proper seats fitted with seatbelts, not in the horse travelling areas.

Turning Out

- Leading using headcollars with leadropes attached, or bridles.
- Leading a small number of horses at a time, usually one or two.
- Ensuring entrance gates are closed and the horse is facing the gate before release.
- Controlled use of incentives such as feed to entice horses to be caught when other horses present in a field.
- Staff should always wear suitable footwear and gloves/hard hats may be deemed necessary under the risk assessment.
- High visibility reflective jackets should be worn when leading along roads to and from fields, etc.
- Ensuring staff/clients/volunteers are adequately trained/experienced/supervised for the task.

Lunging and riding instruction

- Adequate experience/training/supervision of the person lunging.

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- Selection of suitable horse with regard to rider and/or person lunging
- Suitable, properly used equipment for lunging e.g. bridle, lunging cavesson, side reins
- Checks to ensure tack secure, e.g. if no rider the stirrup leathers secured to prevent the stirrups banging against the horse's sides.
- Lunging in an enclosed area.
- Use of suitable footwear, hard hat and gloves by person lunging.

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FOR POSTING IN THE BARN/STABLE

Risk Assessment for the advice of any person using the services of ABC Company

4.21 Horse riding Safety**Hazards**

- Crush
- Being thrown
- Unpredictable animals

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

Many inexperienced riders get hurt because they do not know what they are doing. Follow all the rules below and listen to your instructor.

Wear a Helmet

It sounds like a simple thing, but wearing a helmet while riding a horse can save your life. Be sure you purchase a helmet specifically for horse riding. Unlike bike helmets, horse riding helmets are designed to brace for an impact to the back of your head, where the majority of head injuries occur.

Stirrup Safety

The correct use of stirrups is also very important in horse riding safety. Make sure your boot has a good enough heel to keep your foot from slipping through the stirrup. A good riding boot should have minimal tread and a heel of at least 1 inch. If your foot does get through the stirrup and you cannot get it free, you risk the possibility of being dragged by the horse. Toe stoppers can also be attached to your stirrup to prevent your foot from slipping through.

General Safety Rules

There are some general safety rules you should always follow when riding a horse. One of the most important safety tips is to never ride

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a horse out of your skill level. All horses are different, so if you are a new rider, be sure to tell the stable hand or riding instructor, so he or she can provide you with a horse that is suitable to your skill level. You never want to get on a horse that you cannot control - that is just a recipe for disaster.

When you are riding, it can feel so peaceful and relaxing that you may become a bit disconnected with your environment. Always stay alert to what is going on around you at all times. You do not need to be nervously aware, but just be alert to your riding surface, other riders around you, other horses around you, how your horse is responding, etc.

When riding with others, keep at least one horse length between you and the horse in front of you. When in a group of riders, elect a trail boss - that is, someone who knows the trail well - and never pass him or her. Never leave the trail because there may be holes, unsafe surfaces, or other hazards that you do not know about.

It is okay to talk to other riders with your, but don't talk on your mobile phone while riding. Be sure to check the girths every now and again. Horses often expand their chests when you saddle them, so do not completely tighten it at first. Walk the horse out of the bar, and then tighten the girth. Once you have ridden a few minutes, check the girth again to make sure it is still tight. It should be tight enough to keep the saddle from slipping, but not so tight that it constricts the horses breathing.

(Source: Horseriding lessons UK)

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PART 5**ANNUAL REPORT****ABC COMPANY****SAFETY STATEMENT**

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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ABC Company

Safety Statement

Safety Statement Document Review

ABC COMPANY

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

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

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ABC Company

Safety Statement

Part 6 Staff Sign Off

We the undersigned accept that:

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

Name in block	Signature	Date

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Accident Report Form

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

Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

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Staff Suggestion forms

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 Manager 1

Action Taken:

Signature:_____

Date_____

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PART 8 Related Policies

8.1 ABC Company Environmental Policy Statement

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

PRELIMINARY

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.