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Disclaimer.

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1.1 Application

ABC Company falls into the general category of Catering. We provide a range of "Fast Food" for consumption on and off the premises. This Safety Statement has been developed to assist ABC Company Ltd comply with relevant H&S standards and to ensure that clients and employees are fully aware of ABC Company Ltd's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the Company and 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 and the Safety, Health & Welfare at Work (General Application) Regulations and that all reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 1 has responsibility for managing Health, Safety & Welfare, to whom reference should be made, in the event of any difficulty arising in the implementation of this policy.

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

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COMPANY STRUCTURE FOR HEALTH AND SAFETY

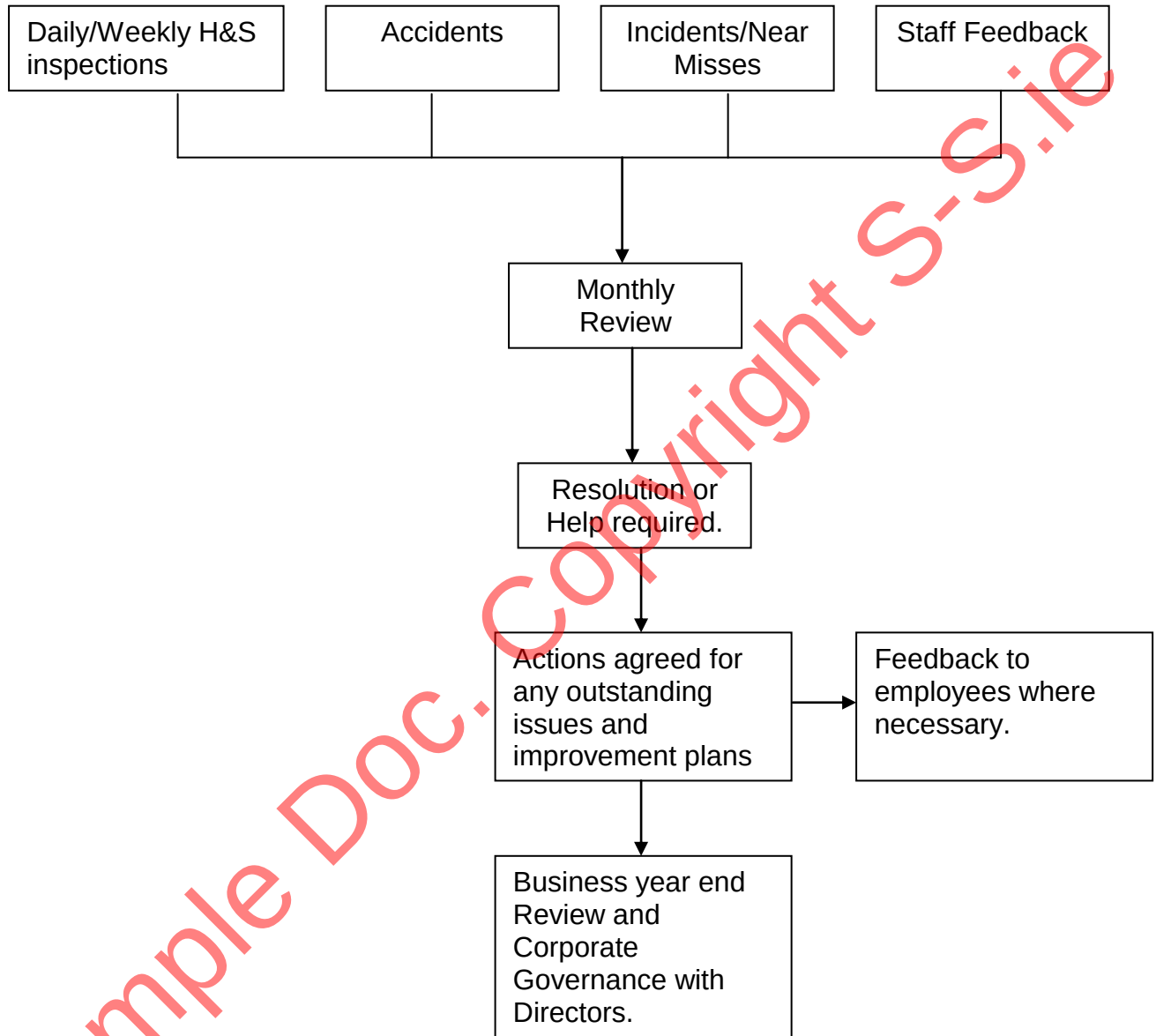
PART 2

Detailed Responsibilities of Personnel carrying out functions of Part 3

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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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2.3 MANAGER 1

- ❑ Regularly inspect the premises 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 with the Manager 2.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ 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.
- ❑ Investigate all accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained and regularly inspect first aid records.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Carrying out monthly report on accidents, near misses, new procedures, weekly audit & implement company Safety Statement.
- ❑ Establish and convene regular meetings of the Health & Safety Committee.

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2.5 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ All contractors will be expected to comply with ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the Company 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 site.
- ❑ 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.
- ❑ ABC Company must be notified of any material or substance brought onto the site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ❑ Contractors must take all reasonable steps to avoid interference by mobile plant.
- ❑ ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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3.1 RESOURCES

The management of 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.

The Management of ABC Company undertake:

- 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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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. The management at 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.

All the safety training received will be monitored and updated by the HR Department.

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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3.5 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.

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. Currently the staff **have not** elected a representative, if they do so in the future the position will be recognised by the company.

After that time, all representations by the Safety Rep must be made to the company via Manager 1.

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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.
- ❑ Accident Report Forms must be passed directly to Manager 1.

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3.8 WELFARE FACILITIES

Management shall 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 is provided in the form of a staff rest area on the premises.

An adequate supply of drinking water is provided on the premises.

Adequate cloakroom facilities are provided.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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

A fire safety register will be maintained by the Company.

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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

- 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 doors are not obstructed at any time.

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

All staff are trained in Manual Handling. This training is in the form of a briefing using the HSA Simple Safety for Retail Series. Download from www.hsa.ie

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

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4.7 OFFICES**HAZARDS**

- Multi-hazard.

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 shall be carefully disposed of.

4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

TRAINING

Staff using the food grade approved cleaners; receive training from our suppliers. This training is validated and recorded.

SUPERVISION WHEN NECESSARY

- ❑ The Workplace Supervisor will ensure that:
 - ❑ Cleaning and other food grade substances are only purchased from approved suppliers.
 - ❑ A full list of all substances in the Outlet is available.
 - ❑ Material Safety Data Sheets (MSDS) have been provided from our suppliers for each substance.
 - ❑ The control measures and other information from the MSDS are available on site.
 - ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
 - ❑ Staff sign for the above PPE and are expected to wear them.
 - ❑ Staff to adhere to training, instructions on the labels and precautions in the MSDS.
 - ❑ Information is given on the following:
 - ❑ Hazards presented by substances and nature of risks to health from exposure to substance.
 - ❑ The control measures in force, the reasons for the controls and how to use them.
 - ❑ The reasons for the provision of P.P.E. and where it should be used.
 - ❑ The use of warnings/safety signs.

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4.11 Cash Handling**Hazards:**

Irate customers
Robbery

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Staff always have an experienced manager within easy reach.
- Cash is dropped to a safe on a regular basis.

All staff trained in the following procedures:

Dealing with Angry Customers

1. Try to remain calm.
2. Do not take any comments personally.
3. Listen to the complaint very carefully without interrupting the Customer.
4. Take notes if relevant.
5. When the Customer has finished making the complaint, tell them that you want to make sure you have all the details correct and repeat the details in a polite fashion. This will allow you a little breathing time and also allow the Customer time to relax a little.
6. If you can assist the Customer with his/her problem then do so as best you can.
7. If you cannot personally assist the Customer then politely ask them to wait while you get a senior member of Management to attend to them.

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Action to be taken in the Case of an Armed Robbery or Personal Attack

1. Keep calm – do not panic.
2. Obey – do only what you are asked to do, nothing more and nothing less.
3. Observe. Note details of the criminal nearest you. Concentrate on:
 - Male/Female
 - Age
 - Height
 - Build
 - Hair colour
 - Colour of eyes
 - Mode of dress
 - Right or left handed
 - Distinguishing features
 - Words used and accent
 - Number of attackers
 - Note where criminals may have placed their hands and feet
 - Identify vehicular transport used (registration, colour, make of car)
4. Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
5. Hold witnesses at the scene until the Gardai arrive; otherwise take details (name, address, phone number) for contact later.

Notes:

Stay out of danger. Never jeopardise your own personal security or the security of others.

Post Crime Action – Armed Raids and Personal Attacks

1. Contact the Gardai.
2. Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
3. Hold witnesses at the scene until the Gardai arrive, otherwise take details (name, address, telephone number) for contact later.
4. Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.

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4.12 Serve Over

Hazards:

Irate customers
 Robbery
 Broken Glass
 Manual Handling
 Chemicals
 Bio Hazard
 Hot water, drinks

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- All staff receive chemical handling training from our suppliers.
- All staff provided with PPE as follows:
 - Gloves – Chemicals/Glass, etc.
 - Uniform – General dust etc.
 - Heavy duty aprons - cleaning the fryers, etc.
- Bio Hazard kits are available for cleaning of vomit, blood, etc. (relevant with late night operations)
- First aid kit and trained first aider on call.
- All equipment in the sandwich bar is subject to maintenance and inspection.
- Plastic container provided for collecting broken glass.
- Heavy duty gloves provided for sorting glass bottles etc for recycling.

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- Sharp area will be kept away from body when cleaning and drying knife
- Knives will not be left in water where they cannot be seen
- Once used, all knives will be returned to their holders/scabbards
- Store all knives and blades properly (when not in use) ensuring that the sharp edge is protected
- Knives etc. will not be used to carry or manoeuvre meats
- **Maintenance**
 - Dispose safely of all knives which are worn, broken or have loose handles
 - Handles will be securely fixed to blade and kept free from fats and grease
 - All knives and tools will be kept sharp
 - All appliances generating hot water and steam are maintained in good condition
 - All electrical equipment is inspected by a competent person at least annually
- **Behaviour**
 - Any horseplay involving knives or sharp implements will be considered as a serious breach of safety policy and will be subject to disciplinary procedures
 - Staff are trained in the use of knives, blades, slicing machine and sharp objects
 - Disciplinary procedures will be instigated against any breach of this directive
- **General**
 - Staff are trained in the use of such equipment
 - Oven gloves are available and ready for use
 - Staff are trained to operate and use machines properly
 - Staff are not allowed to bring personal items of electrical equipment to work
 - Electrical cables are properly secured onto surfaces
 - Electrical cables are routed so that they do not run across the floor causing a trip hazard
 - No excessive jewellery or cosmetics are worn
 - Floor surfaces are kept clean and dry
 - All spills and leaks are cleaned up immediately
 - Non-slip safety shoes are worn

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4.15 Chiller

HAZARDS

- Cold surfaces.
- Chemicals
- Manual Handling
- Slips and falls from ice/liquids.
- Trips and falls from open doors

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Only trained staff may use the machines.
- Only qualified technicians may service the machine.
- Anti flood and leak systems installed on the machine.
- Try to position the machine to avoid excessive bending and lifting by staff.
- Machine to be placed so that the open door does not present trip hazard to passers by.
- If possible place the machine approximately 2 feet off the floor.
- Ensure the machine is installed and maintained by qualified technicians only.
- Interlocks are to be checked every day before first use.
- Spills are to be cleaned up immediately.
- All spills are to be marked by yellow men warning signs.

4.17 Toasters and Panini Machines

HAZARDS

- Hot surfaces – burns
- Electric leads and power points

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Only approved service technicians may install service the toasters.
- Only staff who are trained may operate or clean the toasters.
- Make sure machine is assembled correctly
- Make sure you know how to use this equipment properly and safely before use
- Do not touch anything on the machine that could be hot
- Always use tongs to handle Paninis etc. as they can be very hot.
- Be careful of spilled cheese or sauces around the Panini machine as they may be hot.
- Do not immerse unit in water.
- Only use the unit for the purpose for which it was designed.
- If food gets stuck switch off and unplug the unit. Wait until it cools down and use a plastic tongs to remove the blocked food.
- Never reach into a toaster with a metal implement.

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4.19 Dishwasher

HAZARDS

- Manual Handling
- Broken glass and crockery
- Electricity
- Hot water

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Never open the door while the machine is operating.
- Never attempt to look inside while machine is operating.
- On some machines the side panels can get very hot and may burn anyone touching/brushing against them.
- Never put your hands in the dishwasher while it's running.
- Concentrated detergent can burn skin and eyes. Always wear protective clothing provided when handling or cleaning up spilled detergent

CLEANING:

- The machine receives a full end of day clean down.
- Be sure to wear protective clothing e.g. gloves.
- Turn off the water and heater.
- Open the dishwasher and open the racks.
- Wipe out the sides and bottom with water and detergent.
- Close the machine and dry the floor around the machine.
- Clean down the surrounding area.
- Rubber gloves and protective clothing must be worn.

- When cooking foods with a high sugar or fat content, for example mince pies and Jambons, follow the cooking instructions carefully.
- Each day after use remove all traces of encrusted food, carbonised food and other foreign matter by cleaning the inside of the oven. The roof of the oven should also be carefully wiped: take care not to damage the stirrer, if fitted.
- Do not obstruct the air vents at the side and rear of the microwave. The oven should not be placed against a wall in a way that could obstruct the vents. The filters should be removed at least once a week, washed in warm soapy water, rinsed, squeezed dry and replaced.
- The door should move freely and when closed seal the oven. The interlock switches on the door should switch off the oven as soon as the door is opened. Do not use the oven under any circumstances if the door does not close properly or the door interlock switches are broken.
- Do not place the microwave under a counter or on a high shelf where loading and unloading food causes the operator unnecessary bending or stretching.
- Regular cooking thermometers must not be used in a microwave oven. Most cooking thermometers contain mercury and may cause "arcing", malfunction, and/or damage the oven.
- Plastic bags must always be pierced or opened before heating in a microwave oven. This is needed to allow steam to escape during cooking.
- Newspapers must never be used in a microwave oven since they may ignite.
- Paper towels which contain nylon or other synthetic fibres woven through them must not be used because the heated synthetics could melt and cause the paper to ignite.

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17. Burns to body – put burn area under water for 10 minutes

Cleaning:

1. Clean up hot fat/oil with warm water and detergent ASAP or cover with salt if not able to clean up immediately.
2. Only clean as per the manufacturer's instructions.
3. Only approved chemicals may be used.
4. HACCP principles to be followed at all times.
5. Ensure all food waste is removed from the basin area as well as the surfaces of the Fryer.
6. Ensure power is off for cleaning.
7. Be aware of hot surfaces and use gloves as appropriate.
8. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

1. Be very careful when working near the hot oil.
2. Always wear your gloves and aprons when cleaning.
3. Be careful of hot surfaces.
4. Be aware of possible spills on the floor and trip hazards.

2. Gas Rings**Hazards Include**

1. Burns
2. Traps and catches on the doors
3. Slip and fall from food on the floors

Control Measures.

4. Only approved service technicians may install service the ovens.
5. Only staff who are trained may operate or clean the rings.
6. Gas – ensure pilot light is on properly
7. Gas – auto shut off for gas leaks in place.
8. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Manufacturer's instructions
9. Do not lean across the gas burners.
10. Do not carry hot food around the kitchen; use a serving trolley where possible.
11. Keep clothes tight and snug fitting.
12. Ensure fire blanket is in close proximity.
13. Do not rush or run in the general area.
14. Ensure the floor is kept free of trip and slip hazards.
15. First aider to be on duty at all times.
16. Do not leave burning rings unattended.

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4. Ensure all food waste is removed from the tray area as well as the surfaces of the grill.
5. Ensure gas is off for cleaning.
6. Be aware of hot surfaces and use gloves as appropriate.
7. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

1. Be aware of your surroundings when lifting the tray in and out of the grill. Ensure nobody could be struck by the tray.
2. Always wear your gloves and aprons when cleaning.
3. Be careful of hot surfaces.
4. Be aware of possible spills on the floor and trip hazards.

4. Soup Kettle**Hazards Include**

1. Burns and scalds
2. Slips and falls from spilled liquids

Control Measures.

1. Place machine in dining room in the right place to serve the soup
2. Make sure that the tap is closed
3. Fill with water to cover the electric element properly
4. Plug in power and adjust temperature gauge – check cord for damage and keep clear of any heat, water and oil
5. Place covers on top to keep water hot
6. Do not place hands in hot water
7. Only move soup kettles on serving trolleys.
8. Do not move soup kettles while full of hot liquid.

Cleaning:

1. Only clean as per the manufacturers instructions.
2. Only approved chemicals may be used.
3. HACCP principles to be followed at all times.
4. Ensure all food waste is removed from the soup kettle as well as the surfaces adjacent.
5. Ensure power is off for cleaning.
6. Be aware of hot surfaces and use gloves as appropriate.
7. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

1. Always wear your gloves and aprons when cleaning.
2. Be careful of hot surfaces.
3. Be aware of possible spills on the floor and trip hazards.

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

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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Safety Statement

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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Safety Statement

A1. Suggestions, Welfare and Concerns Register

Name		Dept	
Date		Time	

Please write as full an account of the Concern in the box below

Sample Doc. Copyright S-S.ie

Concern reviewed by and action to be carried out

Sample Doc.

Concern documented and resolved

Name		Position	
Date		Time	

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ABC Company Safety Statement

Health and Safety Asset Year Planner 20

Health and Safety System Component	January	February	March	April	May	June	July	August	September	October	November	December
General Safety Requirements												
Safety Statement is available to all staff + visitors												
Safety Statement review date												
Safety policy displayed prominently												
Number of Accident reports for month												
Number of accidents on Notice Board												
Number of Welfare and Concerns entries for month												
Fire Alarm test to be carried out on												
Fire drills to be carried out on -												
Fire drill was conducted on -												
Planned Monthly/Weekly Safety Inspections												
All first aid boxes are accessible												
Cost of monthly First Aid replenishment												
Safety Meetings												
Dates of monthly meetings												
Corrective action following meeting taken												
Staff carry out + understand Roles												
Manager 1												
Manager 2												
General Employees												
Personal Protective Equipment												
Cost of new PPE for month												
Cost of replacement PPE for month												
Number of staff found not wearing PPE												
Training – Planned												
Manual Handling												
First Aid												
Fire Safety												
Food Safety												
Induction												
Planned Maintenance												
Firefighting Equipment												
Food preparation equipment												
Refrigeration												
Signage												
Fire Points												
Exits												
First Aid												
Outside Safety Inspections/Visits												
Name of inspector												

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8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.

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