

COMPANY SAFETY STATEMENT

ABC Company

Address line 1
Address line 2

PREVIEW

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Disclaimer.

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1.1 APPLICATION

ABC Company is a Nursing Home providing all of the usual residential and care facilities. This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that Residents and employees are fully aware of ABC Company's commitment to high standards in H&S.

Please note that a Safety Statement does not replace the general care and safety policies we have in place for our Residents and Service Users, it should be seen as a complimentary document.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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1.3 COMPANY SAFETY STATEMENT

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

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

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:

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

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

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

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

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

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

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

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the business.

Management points that may be measured:

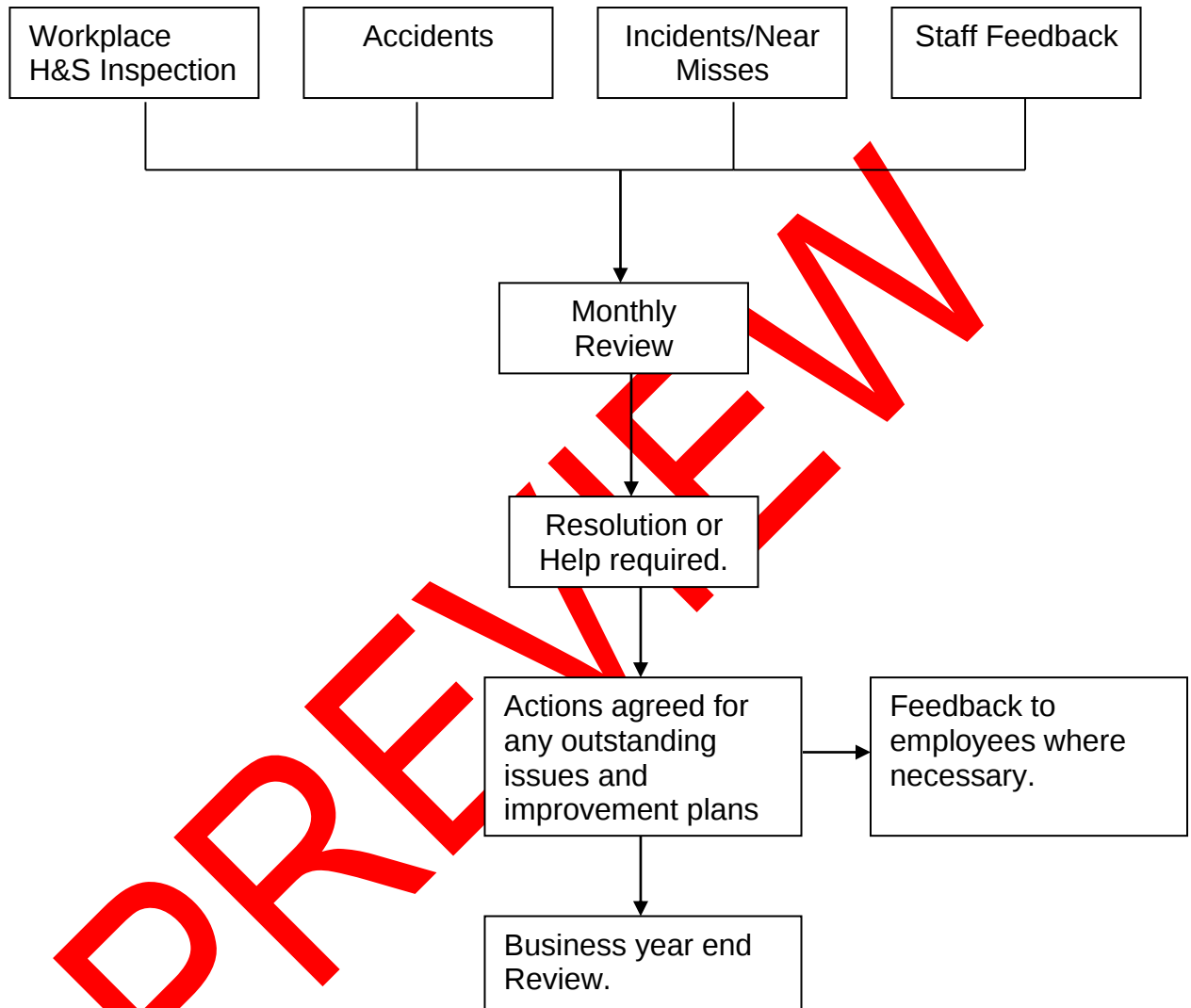
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
 - 4.1. Fire alarms
 - 4.2. Fire extinguishers
 - 4.3. First aid equipment
 - 4.4. Maintenance of the Therapy Equipment
5. Fire drill records
6. Risk assessments
 - 6.1. Initial assessments from xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review (part of general management meetings)
 - 7.1. Minutes
 - 7.2. Action points
 - 7.3. Outstanding issues resolved
8. Safety Statement
 - 8.1. Implementation 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 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 Manager 1

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

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2.4 Other Supervisors or Asst Managers

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

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

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

SPECIFIC RESPONSIBILITIES

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

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2.5 All Employees

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

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2.6 OFFICE BASED STAFF

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

Guidance on workstations for office workers

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

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

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2.7 CONTRACTORS

The following responsibilities are allocated to contractors to whom ABC Company assigns work within the Nursing Home:

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

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ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

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

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company 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 of the Nursing Home 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 office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

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

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3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees of the Nursing Home 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;

- ❑ **Main Admin Area**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- ❑ When Nursing Home employees are visiting at a Resident's house they will bring a small first aid kit with them.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

Names of First Aiders

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The following contents are required in a first aid box:

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

PROCEDURE & RECORD KEEPING

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

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

❑ ***Accident report Form***

- ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.
- ❑ All injuries must be reported on the worksheet also.

❑ ***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 at this web link <https://webapps.hsa.ie/CIRW/index.php>.
- ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

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

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

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3.8 WELFARE FACILITIES

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

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

Arrangements for eating foodstuffs shall be provided in the form of a tea room or small area.

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

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

Safe access and egress shall be maintained at all times.

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3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company 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 Nursing Home 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. 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 xx/xx/xx03 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 its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

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

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to either Manager 1, Manager 2 or the Safety Representative.

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

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

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3.13 Young persons and inexperienced workers policy

ABC Company does not employ inexperienced workers. ABC Company do not offer permanent work to any persons under the age of 18.

New employees who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

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

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3.14 Policy and Protection for Covid 19 outbreak

Set out on the following pages is our general policy and guideline for dealing with the Covid 19 Pandemic. We have used and will continue to use the resources from the HSE for developing and updating our response to the pandemic. These can be found at: <https://www.hse.ie/eng/services/news/newsfeatures/covid-19-nursing-home-resources/> . Our Covid 19 Management documents are not repeated in the Safety Statement.

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter.

Due to the significant Deaths, levels of Illness and disruption that this virus has caused, ABC Company have developed the following policy and Procedures for our employees, sub-contractors and any person affected by our activities.

Return to Work Process after a Shutdown

All staff will abide by the Covid 19 Safe Working Plan for ABC Company.

All staff will complete the questionnaire/self-declaration (see appendix) at least 2 days before attending site.

ABC Company will follow any revised controls from the HSE and HPSC as soon as practical after they have been issued.

Travelling to and From Work

If an employee is displaying any signs of Covid 19 or has been exposed to a confirmed case, they should not travel to work.

Where possible workers should travel alone in their own vehicle. If this is not possible then social distancing should be observed in vehicles.

Good hygiene and hand washing

All personnel should follow this advice and encourage others to follow this advice as well.

Do wash your hands properly and often. Hands should be washed:

- ✓ after coughing or sneezing
- ✓ before and after eating
- ✓ before and after preparing food

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- ✓ if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- ✓ before and after being on public transport if you must use it
- ✓ before and after being in a crowd (especially an indoor crowd) when you arrive and leave buildings including your home or anyone else's home
- ✓ before having a cigarette or vaping
- ✓ if your hands are dirty
- ✓ after toilet use
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Put used tissues into a bin and wash your hands.
- ✓ Clean and disinfect frequently touched objects and surfaces.

Don't:

- ✓ Do not touch your eyes, nose or mouth if your hands are not clean.
- ✓ Do not share objects that touch your mouth – for
- ✓ example, bottles, cups.

Disposable gloves

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.

Disposable gloves will continue to be worn and used where needed with regard to the care of a resident. At all times the correct procedure for donning and doffing gloves must be followed.

Face Masks

Based on current scientific evidence, the wearing of face coverings in general use, can reduce the transfer of the virus. The mandatory wearing of face coverings in certain public places is required.

We will observe the following with regard to face masks:

- ✓ Working inside buildings / structures
- ✓ In general when walking around the nursing home
- ✓ Generally, in locations where social distancing is not possible
- ✓ Where a risk assessment shows that there is no adverse consequence to wearing a face covering
- ✓ If wearing a face covering does not have any adverse impacts, then they should be worn

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Cleaning and hygiene to prevent contamination

In our own facility the following shall be adhered to:

- ✓ Enhanced cleaning and sterilisation shall be in place across all:
- ✓ Taps and washing facilities
- ✓ Toilet flush and seats
- ✓ Door handles and push plates
- ✓ Handrails on staircases and corridors
- ✓ Lift controls and other control panels
- ✓ Desk phones and ancillary equipment
- ✓ Printer, copier and other similar control panels
- ✓ Food preparation and storage areas
- ✓ Rubbish collection and storage points/area
- ✓ Regular cleaning of all other welfare areas.

Equipment

All equipment shall be sanitised to prevent cross contamination
Arrangements for one individual to use the same equipment and as much as possible.

Make available cleaning material for all equipment to be wiped down with disinfectant between each user.

First aid and incident response for Covid 19

While Covid 19 is not necessarily an issue for First Aid. It is necessary that all our first aid trained staff are protected in the event that they need to treat a person at work.

The following equipment will be provided to the First Aid staff and they must use it for **ALL** events.

- ✓ Disposable gloves (nitrile/latex)
- ✓ FFP3 or FFP2 Face masks
- ✓ Disposable plastic aprons
- ✓ Enclosed eye protection

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

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Rules for Close Working

While Social Distancing will remain the rule for most work, occasionally it is necessary for two people to assist each other (e.g. resident handling tasks). In that event the following shall apply:

- ✓ No worker has symptoms of COVID-19.
- ✓ The close contact work cannot be avoided.
- ✓ PPE is present in line with ABC Company Risk Assessment
- ✓ Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.

Suspect Covid 19 case at work

If a member of staff becomes unwell in the workplace with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people.

(If a resident becomes unwell then the care plan for the individual must be followed).

If possible, find a room or area where they can be isolated behind a closed door, such as a staff office.

If it is possible to open a window, do so for ventilation.

Request individual to wear facemask to prevent contamination of area and close by personnel.

The individual who is unwell should call their doctor and should outline their current symptoms. Whilst they wait advice, ideally they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

Closure of the workplace is not recommended.

The management team of the office or workplace will be contacted by the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

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A risk assessment of each setting will be undertaken by HSE with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

Confirmed Covid 19 case at work

If a confirmed case is identified in our workplace, the HSE will provide the relevant staff with advice.

These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee living in the same household as a confirmed case

Return to work process after a confirmed case of Covid 19

In the event of an employee either being a suspected/confirmed case of COVID-19 or a known "close contact" with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration.

Fitness for Work should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their work duties?
2. Does their illness pose a risk to other individuals in the workplace?

An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.

When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

1. 14 days since their last "close contact" with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
3. They have been advised by a GP / healthcare provider to return to work.

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Covid-19 Questionnaire-Self Declaration

In the interests of the health and safety of the people working in ABC Company, their families and the community, we ask that you complete the following questionnaire / self-declaration.

Your co-operation and support are appreciated.

You will be requested to leave the premises if you answer 'YES' to Questions 1, 2 or 3.

Question	Yes	No
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time? Yes/No		
Have you been advised by a doctor to cocoon at this time?		
Have you returned to Ireland from abroad?		
If 'YES', where?		

I confirm that I have responded to the questions truthfully based on my current condition and I commit to ABC Company excluding me from work if the situation changes.

Name	
Position/Department	
Signature	
Date	

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 6 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 36.

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.

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

- Risk Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

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

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4.2 FIRE

FIRE HAZARDS

The fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment. Staff will also be trained in the handling of residents in an emergency by an external training provider.
- (c) All residents shall be allocated the relevant level of assistance in the event of an emergency, this will be under constant review and will depend on the residents in the Nursing Home at any one time. Manager 2 will keep an up to date list of residents and their assistance needs.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.

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- (e) The provision of adequate fire protection equipment and systems and appropriate handling equipment for the evacuation of residents.
- (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.
- (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 Manager 2 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.

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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 or to allow residents to do the same and should assemble at the designated assembly point so that they can be quickly accounted for along with the residents.
7. Make sure that the building is cleared of residents, employees and visitors. Close doors. See that no unauthorised person enters the building.

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

Fire drills are undertaken twice per year. Records of the date of these drills are on the H&S asset. The drills are also reviewed at our Management meeting.

4.2.4 FIRE WARDEN NAMES

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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 routes are not obstructed at any time.

Appropriate provision will be made for ease of access of residents with restricted mobility.

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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.

Employees to ensure 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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4.5.1 Resident/Patient Handling

The physical handling of people in Care and Nursing Homes is a high risk activity for employees. For that reason the Nursing Home provides suitable lifting and handling equipment as well as specific patient/resident handling training via an external provider.

We also use the HSE guidance book Handling Home Care as a general guide for staff. Important information from this publication is included in the appendix to the Safety Statement.

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4.6 ELECTRICITY

Set out below are the general controls for the company.

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

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

WIRING STANDARDS

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

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

- All electrical equipment (powered chairs, lifts, etc.) shall be tested annually by a competent person to ensure safety.
- Ant faulty electrical items shall be marked and segregated until repaired or replaced.
- Adequate sockets shall be proved at every workstation.
- All hot and cold water pipes shall be bonded and earthed.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.

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- A record will be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- 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

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

SUPERVISION WHEN NECESSARY

The Workplace Supervisor will ensure that:

- Only products from reputable established companies will be purchased and used on Residents.
- Any out of date products will be returned to the supplier.
- Barrier creams, gloves and ventilation will be used if any member of the Nursing Home staff displays signs of Dermatitis or Asthma.
- All cleaning materials, specialist products and other substances are listed in a safety file.
- All cleaning materials, specialist products and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- All cleaning materials, specialist products are stored in an appropriate unit that can contain spillages where needed.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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4.10 Ladders (step ladder only for decorations, bulbs, etc.)

HAZARDS

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

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Maintenance of ladders and folding step-ladders.

- Ladders are only used by ABC Company for short periods and only for accessing items stored on shelving etc. in the offices or removal of seasonal decorations and other similar activities.
- Ladders and folding step-ladders must be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used and must be properly maintained.
- Ladders must not be used if one or more rungs are missing or where one or more rungs are defective.
- Rung must be properly fixed to the stiles or sides.
- Rungs must not be supported solely on nails, spikes or other similar fixing.

Use of ladders and folding step-ladders

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
 - Be securely fixed
 - Have level and firm footing and must not stand on loose items such as bricks, boxes or other loose packing,
 - Be secured where necessary to prevent undue swaying or sagging

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4.11 Machinery, Equipment and Maintenance

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

In general the use of machinery and equipment in the Nursing Home is confined to low-risk items, which do not present any significant hazards.

However notwithstanding this the following precautions are taken.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

General

The following precautions are taken when using machinery and equipment.

- 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.
- Machinery and equipment must be properly maintained and all faults to be reported and corrected immediately.

Maintenance

ABC Company recognises that there may be additional risks associated with maintenance activities, due to such factors as need to remove guarding, disable safety features such as interlocks, electrical safety issues, etc. In order to minimise the risks involved in maintenance activities, the Business takes the following actions.

- No maintenance is carried out by general staff, other than routine cleaning and similar activities which can be carried out without disassembling the equipment or disabling safety measures in any way.
- All maintenance is carried out by suitably capable and experienced staff or by outside suppliers.
- This competence includes:
 - Appropriate knowledge of the machinery and equipment
 - Relevant health and safety requirements (in the case of suppliers, they are checked to ensure that they meet the appropriate requirements, and this is generally demonstrated by the availability of a safety statement).

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- Outside suppliers are informed of any relevant health and safety information such as emergency evacuation procedures; any specific hazards on the premises, etc.
- All machinery must be completely returned to correct operational condition by maintenance personnel before it is put back into operation. Examples are: replacement of machine guarding, re-activation of interlocks, electrical protection devices, etc.

4.13 Noise

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Because of the nature of the business, there is no risk from noisy operations (i.e. no risk that the action levels of 80 dB(A) and 85 dB(A) will be exceeded).

However the Nursing Home will continue to monitor noise levels on an informal basis to ensure that noise levels remain as low as is practical, and should there be any significant increase in noise levels, appropriate formal monitoring and further action will be taken.

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4.14 Pregnancy and New Mothers

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

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

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

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

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

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

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

Examples of suitable action when additional risks are identified are:

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

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4.15 Violence and Aggression

Hazards

Physical assault
Violence

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult Residents and others such as members of the general public can expose staff to a risk of violence. The following steps are taken by the Nursing Home to minimise this risk.

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general there will be at least two members of staff on hand at all times.

Staff are given the following guidelines in dealing with potential aggression/violence situations:

- Always keep aware of Residents or other individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation if possible.
- If and when it is safe to do so, raise the alarm.

Robbery/ Attempted Robbery

Robbery of cash and other valuable items (Residents may have items/money in their rooms) can expose staff to a risk of violence.

The following steps are taken by the Business to minimise this risk.

It is policy to put measures in place to minimise the risks to staff from robbery. These include:

- Minimising the quantities of cash and other valuable items held;
- Putting appropriate entry and security safeguards in place.
- Staff are given the following guidelines in dealing with potential robbery situations
- If a robbery is attempted, even by someone who appears to be unarmed:
- Do not offer any resistance, do not provoke the attacker
- Give the attacker whatever they demand
- If and when it is safe to do so, raise the alarm.

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4.16 Cash/Valuables Handling

HAZARDS

- Robbery
- Physical Injury

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Resident Valuables

- All residents provided with secure storage for their valuables.
- Any items that are given for safe keeping to the nursing home are receipted and placed in a safe.

Cash Movement Controls

- Avoid letting large amounts of cash accumulate on the premises.
- Perform cash drops regularly depositing cash in a safe.

Cash Movement to and from the Bank

- Avoid, as far as possible, set patterns when making lodgements.
- Trips to the bank, where possible, should be made by car.
- Precautions should begin with varying, as much as possible, the times and routes of such journeys.
- The first and last stages of the journey to the bank are the most likely points for attacks – snatches have been made from customers in bank premises.
- Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.

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

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. Note details of the criminal nearest you. Concentrate on:
 - Male/Female
 - Age
 - Height
 - Build

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- 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)
- Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
- 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 –Personal Attacks

- Contact the Gardai.
- Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
- Hold witnesses at the scene until the Gardai arrive, otherwise take details (name, address, telephone number) for contact later.
- Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
- Put in place any measures to prevent further injury.
- Complete an incident/accident report form including:
 - i. Precise details of what happened.
 - ii. Who was there (witnesses), include names, addresses and phone numbers of non staff members.
 - iii. Detailed descriptions of the criminal(s).

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4.17 Slips and Falls

HAZARDS

- Wet floors
- Product spillages
- Other spillages

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All spills are cleaned up immediately.
- Planned cleaning procedures are in place.
- Hygiene and cleaning equipment always available.
- Mat at doorway for wiping feet.
- Stand available for umbrellas.
- Children not allowed to run around or play.
- Fasten cables and leads securely or re-route overhead if possible.
- Unplug all equipment when not in use.
- Keep passageways, workstations, and stairs clear.
- Provide adequate lighting.
- Provide proper step ladders to reach anything not accessible from the ground.
- All plinths/beds and other equipment that Residents lie or sit on shall be of sound construction and inspected regularly.

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4.18 Medication Policy.

This information should be read in conjunction with ABC Company's Risk Assessment on Medicines on the next page.

Many Residents will need to take medicines during the day or night while they are staying with us.

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

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

ABC Company need to know about any particular needs before a Resident is admitted, or when a Resident first develops a medical need. For Residents who attend hospital appointments as an out-patient on a regular basis, special arrangements may also be necessary.

It is often helpful to develop a written health care plan for such Residents, possibly involving the family and relevant health professionals. This can include:

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

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Medicines Risk Assessment

Hazards:

Overdose.

Taking wrong medication.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

It is quite common for our Residents to be on varying forms of medication while they are our guests. However, we are not a medical institution and do not dispense any medication. Residents are expected to bring their medication with them or arrange for it to be delivered to our premises. We will however provide a facility for storage and dispensing under the strict control of a nurse.

Our Residents sign an agreement to take their medication exactly as prescribed by their doctor. Our staff will monitor the taking of the medication but will not be involved in administering any form of medication directly to Residents.

The following are the specific control points:

- Each Resident has a secure locker in which their medication will be kept.
- The support worker on duty is the only key holder.
- Each day at the appropriate times they are given access to their medication and observed as they take the correct amount. Where necessary a nurse will assist in the administering the medicines.
- Where possible both the support worker and the Resident sign a form to confirm that the medication was taken correctly.

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4.14 Excursions

Hazards

Residents becoming separated and lost
Traffic accidents

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

The purpose of this Risk Assessment is to highlight information that might be helpful to group leaders and others, day to day, whilst taking part in an outing. This assessment only addresses the high level issues.

Key Points and Controls

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

- Allocate supervisory responsibility to each support worker.
- Ensure that each Support Worker knows which Residents they are responsible for.
- Ensure that each Resident knows which Support Worker is responsible for them.
- Ensure that all Support Workers and Residents are aware of the expected standards of behaviour.
- It is good practice for each Support Worker to:
 - have a reasonable prior knowledge of the Residents including any special needs, medical needs or disabilities;
 - carry a list/register of all group members;
 - directly supervise the Residents (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified;
 - regularly check that the entire group is present;
 - have the means to contact the group leader/other supervisors if needing help;
 - have prior knowledge of the venue – the group leader should normally have made an exploratory visit
 - continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the

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group members and the suitability of the prevailing conditions;

- be competent to exercise appropriate control of the group, and to ensure that Residents abide by the agreed standards of behaviour;
- clearly understand the emergency procedures and be able to carry them out;
- have appropriate access to First Aid;

Each Resident should:

- Know who their Support Worker is at any given time and how to contact him or her;
- Have been given clear, understandable and appropriate instructions;
- Rarely if ever be on their own;
- Alert the Support Worker if someone is missing or in difficulties;
- Have a meeting place to return to, or an instruction to remain where they are, if separated;
- Understand and accept the expected standards of behaviour.

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4.20 Dermatitis and Skin Conditions

HAZARDS

- Excessive use of water
- Product problems
- Skin "sweating" in gloves

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Wear disposable non-latex gloves when rinsing, shampooing, colouring, resident's hair.
- Choose a longer-length glove – folding the cuff back to stop water running down the arms
- Pick a smooth glove to stop hair snagging
- Have different sized gloves available and ensure a good fit
- Show staff how to remove gloves by peeling them down from the cuff avoiding touching their skin with used gloves
- Make sure gloves are worn for cleaning spills
- Rotate jobs to minimise exposure for each member of staff
- Provide soft cotton or paper towels for drying hands
- Tell staff about the importance of thorough hand drying as part of their skin care regime
- Provide moisturising cream in a dispenser or give each of your staff their own supply
- Choose fragrance-free moisturisers, as some people can be sensitive to perfumes
- Encourage staff to make sure all areas are covered – it's easy to miss fingertips, finger webs and wrists
- Make sure staff don't re-use gloves – the skin can be contaminated if you try to put them back on
- Advise your staff to change gloves between Residents – this gives the skin a chance to 'air'
- Check your skin regularly for early signs of dermatitis.

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4.21 Latex Gloves

HAZARDS

- Irritation
- Allergic Reaction

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Only buy Latex Free gloves.
- Only gloves with low levels of leachable protein will be used.
- Use Powder free gloves.
- Follow the points at 4.20

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4.22 Night Working

Hazards

Body Clock disruption
 Inability to get restful sleep
 Increased risk of accidents and errors

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Where practical we will adhere to the working time regulations.
- Staff roster organised to allow suitable time off and recovery periods.
- Shifts are generally limited to 12 hours to include overtime.
- Shift start and finish times are coordinated to meet public transport times where necessary.
- 2 nights of full sleep are allowed when switching between Night and Day work.
- Roster allows for a number of free weekends.
- Staff are allowed flexibility in choosing break times.
- Similar facilities are provided for day and night workers.
- Supervision caters for the possibility of reduced alertness between 2 and 4 am.
- Lone working is avoided.
- Advice and training is given to staff.

General advice for staff:

- Consider using public transport or taxis rather than driving.
- Exercise briefly before your journey.
- Share driving if possible.
- Drive carefully and defensively.
- Try not to hurry.
- Stop if you feel sleepy and take a short nap if it is safe to do so.
- Make occasional use of caffeine or 'energy' drinks.
- Have a short sleep before your first night shift.
- If coming off night shifts, have a short sleep and go to bed earlier that night.
- Review the HSE guidance for shift workers at <http://www.hse.gov.uk/humanfactors/shiftwork/tips.htm>

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4.23 Bio Hazard

Hazards

Contamination

Needle sticks

Hepatitis B

Hepatitis C

Human immunodeficiency virus

Bodily fluid spillages from vomit, urine, feces, blood, etc.

Note

While we do not administer intravenous drugs there is the possibility that Residents could be using these items without informing staff.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Puncture proof gloves worn when emptying bins.
- Hand washing after each Resident contact and after contact with blood or body fluids.
- Appropriate PPE (Personal Protective Equipment)
- Disposable gloves should be worn whenever working with blood or body fluids.
- Disposable plastic aprons/impermeable gowns should be worn when splashing with blood or body fluids may occur
- Eye protection (visors, goggles, or safety spectacles) should be worn when blood, body fluids or flying contaminated debris/tissue might splash into the face.
- Covering any cuts or abrasions with waterproof plasters.
- Immediate and safe disposal of sharps into appropriate, puncture-proof sharps bins.
- Not overfilling sharps containers and
- Never re-sheathing needles

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4.24 General Resident Issues

4.24.1 Death on the Premises

Note: Due to the nature of our services we occasionally have Residents who are in very poor health. It is a possibility that one of our Residents could pass away while on our premises. This assessment attempts to address that possibility.

Hazards:

Shock
Distress
Stress

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- General:
 - Any serious accident or incident that results in serious injury or death requires that a senior Manager be notified immediately.
 - The senior manager will make the decision as to whether to call the Gardai. However HSE guidance and standards will be followed as necessary.
 - The Accident reporting procedure shall then be followed.
- Death:
 - Any death on site will require the Gardai to be called.
 - Residents are monitored at a level appropriate to their condition.
 - Every morning a Support worker will check on Residents and gently assist with waking them up where necessary.
 - Residents will also be expected to breakfast at appointed times.
 - After an unsuccessful attempt at rousing a Resident or making contact, the support worker will alert a senior member of management to investigate.
 - The person entering the room will knock loudly and call out before entering.
 - While entering they will continue to call out.
 - If a person is found in any part of the room in an apparent unconscious, injured condition or appearing to

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be suffering from an illness, an Ambulance shall be called immediately.

- If the person is unconscious or appears to have passed away then the Gardai must be called immediately as well as the Ambulance.
- The room must be left undisturbed until the Gardai arrive.

The advice and directions of the Gardai/Ambulance staff shall be followed once they arrive.

4.24.2 Other issues

In order to try and cater to our Residents and ensure their safety as well as the safety of our staff, we have a suite of Operating Procedures that are separate to this Safety Policy. However some general points are set out below as an indication of our commitment.

- Staff and Residents are encouraged to tell us about any issues that could affect safety.
- Staff and Residents are listened to when they highlight any issues that could affect Resident or their own safety.
- We will keep abreast of the current best practice in counselling and strive to ensure that we are operating to that standard.
- All fixtures and fittings will be maintained in good condition.
- We maintain membership of accredited bodies and take part in Continuous Professional Development.
- We invite external reviews from competent and relevant professional bodies in order to ensure we are providing the best level of care that is achievable in our premises.

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4.25 General cleaning activities

HAZARDS

- Multi hazard

Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Slips trips and falls
 - Single step units are used for medium level dusting, ladders and height are addressed alter in the assessments.
 - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
 - Staff monitor entrances for wet floor surfaces walked in.
 - Warning cones placed around spillages, and removed as soon as spillage clear and floor dried.
 - Staff do not leave cleaning materials/equipment unattended.
 - Cleaning of stairs done at quiet times.
 - Most cleaning machines used have no trailing cables; for machines with cables, cleaners use socket nearest to where they are working and put out hazard cones.
 - Cleaning of escalators and lifts done outside trading hours, and to a safe system of work (closed off and isolated, with lift doors open).
 - All areas well lit.
- Chemicals
 - See section on Hazardous Substances.
- Manual Handling and MSD
 - All staff trained in lifting safely, and follow safe systems of work.
 - All staff using cleaning machines trained in their use, according to manufacturers' instructions.
 - Trolleys provided for moving bags of waste and staff use them.
 - Staff do not overfill bags and buckets.
 - Rubbish skip emptied daily by subcontractors meaning waste bags are not stacked high.
 - Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.

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- Long-handled mops, brushes and litter pickers provided to reduce need to stretch and stoop.
 - Cleaning machines stored near point of use.
- Cleaning machines
 - Machines provided are the right ones for the job.
 - Cleaners trained in the safe use of machines.
 - Pre-use checks done for damaged plugs, cables and on/off switches.
 - Machines regularly examined and maintained by competent person.
- Collecting waste
 - Staff trained in safe systems of work and provided with suitable tools and personal protective equipment.

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4.26 Sharps

HAZARDS

- Cross contamination
- Bio Hazard
- Skin Pricks/Needle stick

Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Some residents may be on medication that requires injection.
- Needles and syringes that are held on the premises are to be kept in a closed cabinet.
- When they are being dispensed it is in accordance with the Medicines policy.
- All medicine trolleys will have a sharps bin with them and sharps will be disposed of immediately.
- Staff do not carry exposed sharps.
- Exposed sharps must be disposed of immediately.
- Do not over fill or force anything in to the sharps bin.
- Sharps bin is collected by a registered disposal company.
- Glass:
 - All broken glass and bottles will be cleaned up immediately.
 - Take great care to use the non puncture gloves as the glass shards will be contaminated with the substance from the bottle.
 - If a powder was released during the breakage ensure you wear the provided face mask.
 - Once the glass is collected along with any powders or liquid it must be placed in a sealed container for secure disposal.
 - Clean and disinfect the area of the breakage and the utensils used in cleaning up the breakage.

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4.27 Oxygen

Hazards:

Fire

Risks Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- All canisters are inspected before use.
- Advice of our oxygen supply company will be taken at all times.
- All dispensing equipment will be inspected, serviced and used as per manufacturer's instructions.
- Oxygen supply is always turned off when not in use.
- External contractors such as electricians or plumbers are made aware of the location of oxygen and no welding, cutting, etc. is allowed in the vicinity.
- All tubing to be provided a clear run and not allowed to kink or become trapped.
- Where possible disposable masks will be used. Where this is not possible masks or other relevant pieces of equipment will be sterilised.
- Smoking is never permitted in the vicinity of oxygen.
- Keep the oxygen supply at least five feet (1.5 meters) away from any fire, stove, oven, grill, or other heat source or open flame. Electrical appliances that make sparks. Elements that produced high heat, such as an electronic igniter, toaster, space heater, hair dryer or electric motor
- Do not use flammable aerosol sprays (e.g. hair spray) near the oxygen supply because they may spontaneously ignite.
- Do not use cosmetic oils, waxes, or greases because they can easily burn in supplemental oxygen.
- Avoid static electric spark conditions. For example, do not use synthetic blankets because sparks could occur near the site of oxygen use.
- Keep oxygen concentrators, containers, and cylinders upright and placed so they cannot be hit, tipped, or knocked over
- Never cover or place anything over an oxygen supply
- Keep a fire extinguisher in the area of oxygen use and storage.

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4.28 Laundry

Hazards:

Manual Handling
Chemicals
Biological
Heat stress
Machinery

Risks Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Manual handling training provided as per the rest of the Nursing Home.
- Chemicals as per the rest of the Nursing Home.
- Facility to take breaks outside of room available
- Manual Handling trolleys and equipment provided for moving laundry.
- PPE provided for handling soiled linen.
- All machines serviced as per the manufacturer's instructions.
- Noise and heat are monitored in the room as required.
- As soiled laundry may contain micro-organisms that could be harmful to staff and residents, all laundry is given sufficient time for all parts of the load to reach an adequate temperature, which is, 71°C for 3 minutes or 65° for 10 minutes. This does not make the linen sterile but it reduces the risk.
- When collecting linen, the appropriate linen bag must always be taken to the source of the dirty linen, not vice versa.
- Used linen must be placed into identifiable bags. The bag must be no more than two-thirds full and securely fastened. Overfull bags present a manual handling hazard and are more likely to be dropped or to split.
- Care must be taken to prevent seepage of blood or body fluids from laundry bags, thus contaminating other items or staff. This linen MUST be placed in a water-soluble bag.
- A water-soluble bag must be no more than 2/3 full, securely fastened and then placed in an outer bag. All water-soluble bags must be used in conjunction with an outer bag.

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4.29 Dormitory

Hazards:

Fire
Slips and falls

Risks Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Residents are supervised in the dormitory as far as possible.
- Night staff monitor the dormitory on a rotational basis.
- There is no smoking anywhere inside the building.
- The Dormitory is part of the Fire Drill programme.
- All requirements of the building Fire Cert with regard to the Dormitory will be followed.
- Adequate numbers of fire extinguishers are provided throughout the building including the dormitory.
- Fully addressable fire control panel is installed and serviced as per manufacturer's instructions.
- Staff receive training in what to do in the event of an emergency.
- All textiles are fully flame retardant.

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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

Revision number	Date	Document owner	Approved by	Page number
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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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	Safety Statement

Appendix

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
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	Safety Statement

Accident Report Form

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

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

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	Safety Statement

Staff Suggestion forms (Welfare and Concerns Register)

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ **Position:** _____
Date: _____

Details of Suggestion:

SECTION B: to be completed by Manager 1

Action Taken:

Signature: _____

Date _____

Part 8 Catering SOPs.

Bain Maries

Hazards Include

1. Hot water and potential for scalds.
2. Hot metal surfaces as the food service trays have been sitting in hot water for some time.
3. Leaks and spills of hot liquids.
4. Hot elements under the water.
5. Food residue in the water.

Control Measures.

1. Only approved service technicians may install service the Bain Marie.
2. Only staff who are trained may operate or clean the Bain Marie.
3. Make sure the Bain Marie is assembled correctly
4. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Operating Manual
5. Do not touch anything that could possibly burn you
6. Switch machine off and report to Chef/Kitchen Manager immediately in the event of malfunction
7. Fill the Bain Marie with enough water to cover the elements properly
8. Do not touch anything that could possibly burn you
9. When the water in the Bain Marie is hot be careful not to be burnt with hot steam
10. Do not use wet cloths to lift hot containers
11. When removing containers out of Bain Marie take care not to drip water on floor

Portable Bain Marie:

1. Check the electric cord for any damage
2. Keep power cord away from heat, water and oil

Training:

Training given by: _____

LOGO HERE	ABC Company
	Safety Statement

Signatures of staff receiving training

Name in block letters	Signature	Date

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 basin area as well as the surfaces of the Bain Marie.
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.

Coffee Dispensers**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 coffee
2. Make sure that the tap is closed
3. Plug in power and adjust temperature gauge – check cord for damage and keep clear of any heat.
4. Do not place hands in or near hot water
5. Ensure "Caution Hot Water" sign is in place.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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.

Deep Fryers**Hazards Include**

Burns and scalds from hot oil and surfaces.
Spills of oil and food.
Electricity
Fire

Control Measures.

1. Only approved service technicians may install service the Fryers.
2. Fryers to be positioned so that staff are not likely to be struck by passing people, service trolleys, etc.
3. Only staff who are trained may operate or clean the Fryers.
4. Ensure that the fat is up to the safe operating level
5. Ensure that the gas pilots are operating properly
6. Make sure you understand how to use this equipment properly and safely, and become familiar with the Manufacturer's instructions
7. Deep fry baskets and tongs to be used when deep frying
8. Make sure the correct temperature is being used
9. Do not spill water into hot oil
10. Do not add wet food to hot fat
11. Lower basket carefully
12. Never leave unattended
13. Do not be splashed by hot fat
14. Do not place any part of body in hot oil
15. Turn off gas/electricity immediately in the event of malfunction
16. Fire – use a fire blanket thrown over the Fryer to smother the fire, or use the special fire extinguisher for fat fires
17. Burns to body – put burn area under water for 10 minutes

LOGO HERE

ABC Company
Safety Statement

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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.

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ABC Company
Safety Statement

Electric Fly and Insect Killers

Hazards Include

1. Build up of dead insects
2. Climbing ladder to clean trays
3. Falls from ladders
4. Infection

Control Measures.

1. Only trained technicians may service machine.
2. Electricity will be isolated before cleaning.
3. Only trained employees may carry out cleaning.
4. Cleaning will be carried out strictly in accordance with the manufacturers instructions.
5. A suitable steady platform will be used to access for cleaning.
6. Ladders will be checked for defects before use.
7. Rubber or disposable gloves will be used for cleaning.
8. Never sweep debris down on top of food or people, always sweep into a dustpan.
9. Dispose of all debris in a covered bin.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Points to Remember

Ladders are for temporary work only.
Always put the ladder away after use.
Do not use ladders in an area where it may pose a hazard to guests.

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ABC Company
Safety Statement

Various food processors and pastry mixer.

Hazards Include

1. Entanglement
2. Electrical shorts
3. Slips and falls from spilled food
4. Incorrect fitting of beating arms

Control Measures.

1. Only approved service technicians may install service the Processor.
1. Only staff who are trained may operate or clean the Processor.
2. Processor to be placed on a solid non vibrating base.
3. Become familiar with the Manufacturer's instructions
4. Check the flex for any faults
5. Check that the beating arm is properly attached
6. Make sure that you know how to operate the machine in a correct manner before use
7. Check that the bowl and attachments are properly locked in place before starting the machine
8. Do **not** put any arms, hands, spoons, paddles, scrapers into the bowl when the machine is on
9. Turn the power off and report to the Chef/Food Service Manager in the event of malfunction

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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 power is off for cleaning.
5. 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 aware of possible spills on the floor and trip hazards.

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.
17. Ensure all cookers are fully shut down at the end of service.
18. Ensure that the correct temperature is being used for the food being cooked
19. Do not use wet cloths to lift hot containers
20. Ensure passages are clear before moving hot food.

~~Training:~~

Training given by: _____

Signatures of staff receiving training

[illegible]

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 ring area as well as the surfaces of the cooker top.
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. 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.
4. Do not lean across the rings.

Glass and Dishwashers**Hazards Include**

1. Broken glass and crockery.
2. Hot surfaces.
3. Chemicals
4. Manual Handling
5. Slips and falls from spilled liquids.
6. Trips and falls from open doors.

Control Measures.

1. Only trained staff may use the machines.
2. Only qualified technicians may service the machine.
3. Anti flood and leak systems installed on the machine.
4. Interlocks on the doors to prevent open running.
5. Try to position the machine to avoid excessive bending and lifting by staff.
6. Machine to be placed so that the open door does not present trip hazard to passers by.
7. If possible place the machine approximately 2 feet off the floor.
8. Ensure the machine is installed and maintained by qualified technicians only.
9. Interlocks are to be checked every day before first use.
10. Rubber seals on doors are to be checked weekly to prevent leaks and are to be replaced as per manufacturer's instructions.
11. Spills are to be cleaned up immediately.
12. All spills are to be marked by yellow men warning signs.
13. Gloves are to be used when removing items from washer as they could be quite hot.
14. Only correct cleaning chemicals are to be used in the machine as per the manufacturer's instructions.

Training:

Training given by: _____

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	Safety Statement	

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Machine is to be run on the cleaning cycle as per the manufacturer's instructions.
2. Only cleaning products approved by the manufacturer may be used.
3. Only staff who have received the chemical cleaning training from Johnson Diversey may clean the machine.

Points to Remember

- 1. Never reach into the machine through the plastic strips.**
2. Always remember your manual handling training when putting items into the machine.
3. Be aware that items may be hot when the wash cycle is over.
4. Be aware that there may be spills on the floor.
5. Check that the wash arms are operating correctly and free from food scraps and blockages

Griddles**Hazards Include**

Hot surfaces.
Food spills
Slips and falls.

Control Measures.

1. Only approved service technicians may install service the Griddle.
1. Only staff who are trained may operate or clean the Griddle.
2. Make sure you know how to operate this machine properly and safely before use, and become familiar with the Manufacturer's instructions.
3. Light gas pilot Make sure this machine does not get too hot
4. Turn flame down to required heat
5. Do not touch the grills at any time with your hand – they are very hot
6. Don't reach over the hot surface, keep clothing closed and close to the body.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Only clean as per the manufacturer's 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 Griddle top.
5. Ensure power is off for cleaning.
6. Allow the griddle top to cool down before 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. 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.

Grills**Hazards Include**

1. Burns
2. Hot surfaces
3. Slips and falls from grease on floor

Control Measures.

1. Only approved service technicians may install and service the Grill.
2. Only staff who are trained may operate or clean the Grill.
3. Do not place hands under the gas flames
4. Use oven gloves and the correct handle when removing the tray from the grill.
5. Be careful of spitting fat and grease.
6. Avoid spilling grease on the floors if possible.
7. Ensure that relevant fire extinguishers are nearby.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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 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.

Hot Carving Lamps**Hazards Include**

1. Hot surfaces – burns
2. Electric leads and power points

Control Measures.

1. Only approved service technicians may install service the lamps.
2. Only staff who are trained may operate or clean the lamps.
3. Only staff who have been trained may change lamps
4. Lamp bulbs must only be changed when the unit has cooled down
5. Make sure you know how to use this equipment properly and safely before use
6. Do **not** touch anything on the machine that could be hot
7. Old lamps/bulbs must be returned to the supplier for correct disposal.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Do **not** immerse any of the units in water.
2. Only clean as per the manufacturer's instructions.
3. Only approved chemicals may be used.
4. Ensure power is off for cleaning.
5. Be aware of hot surfaces and use gloves as appropriate.

Points to Remember

1. Always wear your gloves and aprons when cleaning.
2. Be careful of hot surfaces.

Hot Plates**Hazards Include**

1. Hot surface
2. Burns and scalds.
3. Electric leads and power points

Control Measures.

1. Only staff who are trained may operate or clean the various food specific cookers.
2. Make sure the equipment is assembled correctly
3. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Operating Manual
4. Do not touch anything that could possibly burn you.
5. Do not immerse the unit in water.
6. Be careful not to spill liquids onto the hot plate
7. Ensure there are no trip hazards that could cause a person to fall against the hot plates.
8. Do not lift hot plates after service until they have cooled down.
9. Only staff who are trained may operate or clean the lamps.
10. Only staff who have been trained may change lamps
11. Lamp bulbs must only be changed when the unit has cooled down
12. Make sure you know how to use this equipment properly and safely before use
13. Do **not** touch anything on the machine that could be hot.
14. Old lamps/bulbs must be returned to the supplier for correct disposal.

LOGO HERE	ABC Company
	Safety Statement

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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 area as well as the surfaces of the hot plate.
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. Be aware of your surroundings when lifting the hot plate on and off the service trolley. Ensure nobody could be struck by the hot plate.
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.

Ice Makers**Hazards Include**

1. Cold surfaces.
2. Chemicals
3. Manual Handling
4. Slips and falls from spilled liquids.
5. Trips and falls from open doors.

Control Measures.

1. Only trained staff may use the machines.
2. Only qualified technicians may service the machine.
3. Anti flood and leak systems installed on the machine.
4. Interlocks on the doors to prevent open running.
5. Try to position the machine to avoid excessive bending and lifting by staff.
6. Machine to be placed so that the open door does not present trip hazard to passers by.
7. If possible place the machine approximately 2 feet off the floor.
8. Ensure the machine is installed and maintained by qualified technicians only.
9. Interlocks are to be checked every day before first use.
10. Spills are to be cleaned up immediately.
11. All spills are to be marked by yellow men warning signs.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Machine is to be run on the cleaning cycle as per the manufacturer's instructions.
2. Only cleaning products approved by the manufacturer may be used.
3. Only staff who have received the chemical cleaning training from suppliers may clean the machine.

Points to Remember

1. Always remember your manual handling training when putting trays into the machine.
2. Be aware that there may be spills on the floor.

Liquidiser Soup gun**Hazards Include**

1. Entanglement
2. Electrical shorts
3. Slips and falls from spilled food

Control Measures.

1. Only approved service technicians may service the liquidiser.
2. Only staff who are trained may operate or clean the Liquidiser.
3. Make sure machine is assembled correctly
4. Care must be taken of sharp blades when assembling
5. The blades of this machine are very sharp – be careful when handling the blades so as not to cut yourself
6. Become familiar with the Manufacturer's instructions
7. Check the flex for any faults
8. Make sure that you know how to operate the machine in a correct manner before use
9. Ensure there is no danger of striking passersby.
10. Do **not** put any arms, hands, spoons, paddles, scrapers into the soup urn when the machine is on
11. Turn the power off and report to the Chef/Food Service Manager in the event of malfunction

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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 power is off for cleaning.
5. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

1. Always be aware of those around you.
2. Be aware of possible spills on the floor and trip hazards.

LOGO HERE

ABC Company
Safety Statement

Meat Slicer

Hazards Include

1. Entanglement with blade or mechanism
2. Slips or falls on off cuts
3. Damaged or frayed cable

Control Measures.

1. Machine will be maintained by external technician.
2. Only staff who are trained on the machine may use it.
3. Emergency stop on the machine must always be checked before use.
4. Sliding back guard must always be in place.
5. When cleaning the blade only carry it with the blade carrier.
6. Do not leave the blade submerged where it cannot be seen in water.
7. Blade must always be sharp, blunted blades cause the meat to jump.
8. Do not leave the machine unattended while turned on.
9. Ensure the machine is placed in an area where the operator will not be bumped by any passing service trolleys, people, etc.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Only approved cleaning products as per the manufacturer's instructions may be used.
2. Never immerse the unit in water.
3. Always unplug the machine before cleaning.

Points to Remember

1. Check the emergency stop before using the slicer.
2. Never use the slicer with the guard removed.

Microwave ovens**Hazards Include**

1. The main hazards associated with using microwave ovens are burns and scalds caused when sealed containers containing hot food burst open. Hot food containers and steam also cause burns.
2. Microwave ovens can catch fire if they are not used properly or if their contents overheat. Poorly sited ovens can cause the user back strain.
3. Microwave energy could burn the user if the door seals are not effective or the protective mesh behind the glass door panel slips.

Control Measures.

1. Do not use a domestic model oven for commercial catering. Have the microwave oven regularly serviced by a trained engineer. Do not take the back off a microwave oven.
2. The single most important precaution is not to put food in a sealed container in the oven unless the food manufacturer's instructions are to do so. A dish covered with, for example, unpierced clingfilm, or the shell round an egg, has the same effect in a microwave as a sealed container: either can burst open. Remove lids from jars and take-away food containers.
3. Food must not be cooked in metal containers or on metal plates unless they were supplied with the oven or the oven manufacturer says this is safe.
4. Use only clingfilm recommended for use in microwaves ovens and puncture after covering the food products.
5. Keep the appliance cord away from the heated surfaces.
6. Do not immerse cord or plug in water.
7. Do not let cord handle over edge of table or counter.
8. Do not cover or block any openings on this appliance.
9. Do not cook food for longer than necessary. Take care when setting the timer.
10. When cooking foods with a high sugar or fat content, for example mince pies and Christmas puddings, follow the cooking instructions carefully.
11. Each day after use remove all traces of encrusted food, carbonised food and other foreign matter by cleaning the inside of the oven, the inside of the door and, if found, shelves and supports. The roof of the oven should also be carefully wiped: take care not to damage the stirrer, if fitted.
12. 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.

13. 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.
14. 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.
15. 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.
16. Plastic bags must always be pierced or opened before heating in a microwave oven. This is needed to allow steam to escape during cooking.
17. Newspapers must never be used in a microwave oven since they may ignite.
18. 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.

TRAINING:

Training record:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Staff should be properly trained to use a microwave oven. The need for the door seal to be kept clean and the door closing mechanism to work properly should be stressed. If the oven is available for customer to use, clear operating instructions must be posted alongside.

CLEANING:

All internal surfaces of the microwave oven, including the door, should be cleaned thoroughly every day after use. Pay particular attention to the door seals, which should completely seal the oven when the door is closed. Remove any turntable, tray or supports and clean.

PRECAUTIONS TO AVOID POSSIBLE EXPOSURE TO EXCESSIVE MICROWAVE ENERGY.

1. Do not attempt to operate this oven with the door open operation can result in harmful exposure to microwave energy. It is important not to defeat or tamper with the safety interlocks.
2. Do not place any object between the oven front face and the door or allow soil or cleaner residue to accumulate on sealing surfaces.
3. Do not operate the oven if it is damaged. It is particularly important that the oven door close properly and that there is no damage to the (1)door(bent),(2)hinges and latches(broken or loosened),(3)door seals and sealing surfaces.
4. The oven should not be adjusted or repaired by anyone except properly qualified personnel.

REMEMBER

1. Do not put metal-decorated dishes in the microwave.
2. Do not put metal dishes in the microwave unless the manufacturer's users' handbook says this is safe.
3. Do not cook eggs in their shells in the microwave.
4. Always pierce clingfilm covering food in dishes before cooking.
5. Remove lids from jars and take-away food containers before you put them in the microwave.
6. Do not cook food in a sealed container unless it has been specially manufactured for use in a microwave oven.
7. Keep the inside surfaces of the oven and the door clean.
8. Do not use the oven if the door does not close properly.
9. Take care when setting the time switch. Do not use the oven if it does not switch off automatically when the door is opened. Food containers can be very hot –use an oven cloth or oven gloves.
10. Remove clingfilm carefully and keep out of the way of the steam.
11. Never switch the oven on if it is empty.

Ovens**Hazards Include**

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

Control Measures.

1. Only approved service technicians may install service the ovens.
2. Only staff who are trained may operate or clean the ovens.
3. Gas – ensure pilot light is on properly
4. Gas – auto shut off for gas leaks in place.
5. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Manufacturer's instructions
6. Stand back when opening doors to avoid heat or scalding
7. Make sure door is closed properly during use
8. Ensure that the correct temperature is being used for the food being cooked
9. Do not use wet cloths to lift hot containers
10. Ensure passages are clear before opening doors.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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 oven area as well as the surfaces of the oven.
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.

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.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

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.

Toasters (Various types)**Hazards Include**

1. Hot surfaces – burns
2. Electric leads and power points

Control Measures.

1. Only approved service technicians may install service the toasters.
2. Only staff who are trained may operate or clean the toasters.
3. Make sure machine is assembled correctly
4. Make sure you know how to use this equipment properly and safely before use
5. Do **not** touch anything on the machine that could be hot
6. Always use tongs to handle Paninis etc. as they can be very hot.
7. Be careful of spilled cheese or sauces around the Panini machine as they may be hot.
8. Do not immerse unit in water.
9. Only use the unit for the purpose for which it was designed.
10. Do not reach into the conveyer to free blocked food.
11. 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.
12. Never reach into a toaster with a metal implement.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Do **not** immerse any of the units in water.
2. Only clean as per the manufacturer's instructions.

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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 toaster area as well as the surfaces adjacent.
6. Ensure power is off for cleaning and unit is unplugged.
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. 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.
4. Never reach into a toaster with a metal implement.

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Water Boiler**Hazards Include**

1. Scalds and burns from hot water.
2. Slips and falls from water on the floor.
3. Electrical extensions and leads.

Control Measures.

1. Only approved service technicians may install service the boiler.
2. Only staff who are trained may operate or clean the boiler
3. Sight that there is water in the machine
4. Check electric cord for any damage, and keep clear of any heat, water and oil
5. The outside of the machine is very hot and should not be touched
6. Set the thermostat to just below boiling point
7. If hot chocolate is used in the machine it needs to be cleaned on a regular basis
8. Clean according to the cleaning schedule
9. As this machine may be used by guests they need to be warned that it is dangerous for small children who might grab the handle and scald themselves

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Only clean as per the manufacturers instructions.
2. Only approved chemicals may be used.
3. Ensure power is off for cleaning.
4. Be aware of hot surfaces and use gloves as appropriate.
5. 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.

PART 9 Related Policies

9.1 ABC Company Environmental Policy

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. We will strive for continual improvement in this area and take all reasonable measures to ensure our activities do not cause pollution.

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

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

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

Measurable targets and objectives can be identified under:

- Consideration being given to substitution of polluting substances with "greener" alternatives wherever possible.
- Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.
- All waste disposals shall be carried out by registered carriers and removed to registered disposal sites.
- Documentation shall be held to demonstrate compliance with this.
- Wherever possible waste shall be recycled, reclaimed or reused.
- Liquid pollutants will not be allowed to enter watercourses.
- All liquid storage will be bunded wherever there is a risk.

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

This policy will be made available to the Public.

9.2 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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