

LOGO HERE

COMPANY SAFETY STATEMENT

For ABC Company

Address line 1

Address line 2

Contents

PART 1	Company Statement
1.1	Application
1.2	Objectives of the Safety Statement
1.3	Company Safety Statement
1.4	Policy Statement
1.5	Reviews
1.6	Company Activities
PART 2	Duties and Responsibilities
2.1	Management Control System
2.2	Manager 2
2.3	Manager 1
2.4	Employees
2.5	Contractors
PART 3	Arrangements for Safe Working
3.1	Resources
3.2	Safety Induction
3.3	Training
3.4	Safety Consultation
3.5	Safety Representation
3.6	First Aid
3.7	Reporting of Accidents, Diseases and Dangerous Occurrences
3.8	Welfare Facilities
3.9	Personal Protective Equipment
3.10	Smoking Policy
3.11	Drugs and Alcohol Policy
3.12	Bullying Policy
3.13	Young and Inexperienced Workers Policy
PART 4	Hazard Identification and Control Measures
4.1	Hazard Inspections
4.2	Fire
4.3	Access and Egress
4.4	Housekeeping and Cleaning issues
4.5	Manual Handling
4.6	Electricity
4.7	Offices and General Administration
4.8	Visual Display Units
4.9	Hazardous Substances
4.10	Working at heights and ladders
4.11	Cash Handling

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

- 4.12 Serve Over
- 4.13 Knives and general kitchen area
- 4.14 Fly and Insect Killers
- 4.15 Chiller
- 4.16 Food Display
- 4.17 Toasters and Panini machines
- 4.18 Coffee and drinks machines
- 4.19 Dishwasher
- 4.20 Microwave ovens
- 4.21 Pregnancy and New Mothers
- 4.22 Ovens
- 4.23 Soup Kettle
- 4.24 Toaster (others)
- 4.25 Water boilers
- 4.26 General table laying/service issues

PART 5 Manager 2's Annual Report

PART 6 Staff Sign Off

Part 7 Appendix

- A1 Staff suggestions/concern form
- A4 Accident report form
- A5 Health and Safety Year Planner

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

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

1.1 Application

ABC Company falls into the general category of a Sandwich Bar. We provide a range of ready to eat convenience food generally for consumption off the premises. This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients and employees are fully aware of ABC Company's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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

1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application) Regulations and that all reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has responsibility for managing Health, Safety & Welfare, to whom reference should be made, in the event of any difficulty arising in the implementation of this policy.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____

Manager 2

Date: _____

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

1.4 Policy Statement:

The Management of ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, preventing property damage and ensuring its processes will not damage the environment. The company shall take all reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities.

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

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

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

The company shall provide where necessary suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

All accidents/incidents reported, shall be investigated by Management to determine the corrective action necessary to prevent recurrence.

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

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

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

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1.6 Company activities

The average opening hours per week vary with business needs. The operating hours for the Premises are generally from very early morning with preparation work up to an hour after closing to allow for cleaning up, etc.

The range of services on offer are:

- Sandwich, Bagel and Panini preparation
- Hot and Cold Drinks
- Outsourced catering
- Phone orders
- Various other activities from time to time depending on special functions and requests from customers.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	7

COMPANY STRUCTURE FOR HEALTH AND SAFETY

PART 2

Detailed Responsibilities of Personnel carrying out functions of Part 3

PREVIEW

2.1 MANAGEMENT CONTROL SYSTEM

Our Safety Policy is central to setting up an effective Safety Management System within the company. The Safety Management Control Points are specific items of safety management that can be audited and assessed regarding performance.

Safety Management Control Points that may be measured:

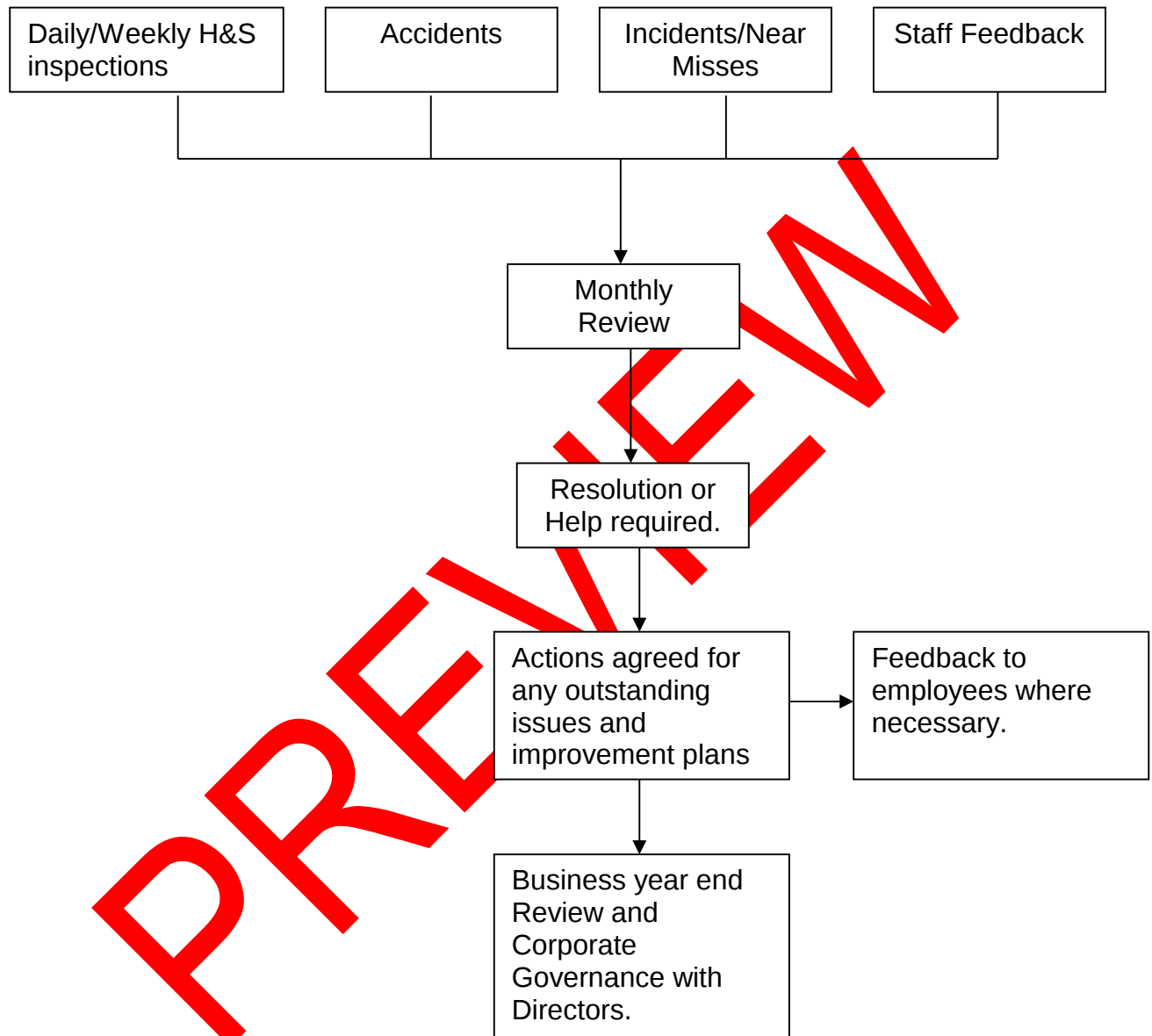
1. Health and Safety Asset Sheet up to date
2. All items on notice board current
3. Weekly/Daily safety and housekeeping inspections
4. Staff suggestions and query forms
5. Induction and ongoing training
 - 5.1. First aid
 - 5.2. Fire Warden/Marshall
 - 5.3. Manual Handling
 - 5.4. HACCP
 - 5.5. Chemical Handling
6. Safety critical equipment maintenance records
 - 6.1. Fire alarm system including detection
 - 6.2. Emergency lighting
 - 6.3. Fire extinguishers
7. Fire drill records
8. Risk assessments
 - 8.1. Initial assessments from xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Monthly Safety review
 - 9.1. Minutes
 - 9.2. Action points
 - 9.3. Outstanding issues resolved
10. Safety Statement
 - 10.1. Implementation after xx/xx/xx
 - 10.2. Annual reviews after xx/xx/xx
11. Manager 2's Annual report

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

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

Health and Safety Management process for ABC Company

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



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

2.2 MANAGER 2

- ❑ The Manager 2 bears ultimate responsibility for ensuring that the ABC Company is supplied with adequate resources to manage Health and Safety effectively.
- ❑ He is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, make suitable changes.
- ❑ Review the investigations of all major accidents and damage to Company property and implement actions.
- ❑ 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.
- ❑ Take part in an Annual Safety Audit of the business.

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

2.3 MANAGER 1

- ❑ Regularly inspect the premises to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis with the Manager 2.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Investigate all accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained and regularly inspect first aid records.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Carrying out monthly report on accidents, near misses, new procedures, weekly audit & implement company Safety Statement.
- ❑ Establish and convene regular meetings of the Health & Safety Committee.

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

2.4 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke anywhere on the premises.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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

2.5 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ All contractors will be expected to comply with ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the Company whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site.
- ❑ All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- ❑ No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.
- ❑ ABC Company must be notified of any material or substance brought onto the site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ❑ Contractors must take all reasonable steps to avoid interference by mobile plant.
- ❑ ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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

LOGO HERE	ABC Company
	Safety Statement

ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

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

3.1 RESOURCES

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

The Management of ABC Company undertake:

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

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

3.2 SAFETY INDUCTION

A general induction to the Company will be carried out for all staff when they start work. Specific Department inductions will be carried out by the manager of 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 HR Manager 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.

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

3.3 TRAINING

HAZARDS

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

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

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

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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

3.4 SAFETY CONSULTATION

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

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms may be found in the Staff rest area. Staff members complete a form as needed. The forms are reviewed on a weekly basis by the H&S Officer.

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 with Manager 2.

Notice Board

A small health and safety notice board has been placed adjacent to the staff rest area. On this notice board will be relevant information. As a minimum the following will always be present and will also be current:

- Actions from safety concerns issues raised
- Records of any accidents
- Records of inspections
- General useful safety information

3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents form the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

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

3.5 SAFETY REPRESENTATION

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

The rights of the Safety Representative include:

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

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above. Currently the staff have not elected a representative, if they do so in the future the position will be recognised by the company.

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

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

3.6 FIRST AID

CONTROL MEASURES

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

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

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

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

- General Kitchen Area
- The First Aid Boxes are inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- 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 number of First Aiders required by the company will be kept under review.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

PROCEDURE & RECORD KEEPING

- In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.
- Accident Report Forms must be passed directly to Manager 1.

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

3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ Accident report Form
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 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 trivial injuries.

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

3.8 WELFARE FACILITIES

Management shall ensure that adequate welfare facilities are provided on the premises for all personnel.

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

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

Arrangements for eating foodstuffs is provided in the form of a staff rest area on the premises.

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

Adequate cloakroom facilities are provided.

PREVIEW

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

3.9 PERSONAL PROTECTIVE EQUIPMENT

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

HAZARDS

- Physical Exposures
- Chemical Exposures

CONTROL MEASURES

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

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

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

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

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

3.10 SMOKING POLICY

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

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

Implementation

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

The person in charge for the premises is Manager 1.

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.

A Smoking area has been set up outside the bar that complies with the Act. Posters are displayed within the premises and any infringements should be notified to Manager 1.

Infringements

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

Smoking cessation

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

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

3.12 DRUGS AND ALCOHOL POLICY STATEMENT

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

All Employees, Contractors, 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.

PREVIEW

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

3.13 Bullying at Work Policy

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

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

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

Manager 2 gives the undertaking that all complaints will be investigated sensitively and will be resolved locally, if possible. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

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

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

3.14 Young persons and inexperienced workers policy

ABC Company does not employ permanent staff under 18 years of age. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

ABC Company do employ under 18s on a part-time basis in the traditional role of "Waiter/Waitress/Serve Over". These young people will be supervised at all times and will be trained/advised on how to deal with awkward or angry customers.

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

All young persons and inexperienced staff will be shown this Safety statement and taken through the specific hazard controls for the equipment/area in which they will be working.

When a young person starts work they are likely to need extra supervision. ABC Company will ensure that they know who the person responsible for them is and that they are given the appropriate information and training on any hazards, risks, and precautions they may have to take.

We will ensure that they understand what they need to do for their own and 'other's health and safety. As some young people may lack the confidence to voice their concerns they are made aware of procedures for doing so.

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

LOGO HERE	ABC Company
	Safety Statement

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

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

4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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

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

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

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

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

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

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

☐ Risk Control.

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

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

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

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

4.2 FIRE

FIRE HAZARDS

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Fire extinguishers are provided on the premises and are regularly checked.
- A comprehensive fire detection system is in place.
- Emergency lighting is in place.
- Passive systems such as fire doors are part of the building design.
- A fire marshal has to be designated and staff trained in fire fighting and emergency procedures by our contractors.
- Staff have been trained in the evacuation procedures.

A Fire Safety Programme shall be developed by management to:

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

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) The holding of fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.

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

- (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 electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

A fire safety register will be maintained by the Company.

PREVIEW

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

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

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

Portable Fire Extinguishers

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

Action in the event of fire

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

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

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 ALARM SYSTEM

The following details shall be entered in a log book:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop
- (c) Any period of disconnection
- (d) Nature of work (inspection, maintenance or test)
- (e) Any further action required
- (f) Name of person responsible.

It is important to note that each individual call point must be tested at least once in every period of 12 months. This will be managed by our maintenance contractors.

4.2.4 FIRE DRILL

A fire drill shall be undertaken at least twice per year. Details of the Fire Drill Records are held in the Appendix of this Safety Statement.

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

4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All doors and access points shall be kept clear and maintained.
- All passageways shall be kept clear of obstruction.
- All floor covering and surfaces shall be kept clean and in good condition.
- Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.
- Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.
- It is vital that all fire escape doors are not obstructed at any time.

4.4 HOUSEKEEPING AND CLEANING ISSUES

HAZARDS

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

- Trips: - Materials left lying in open areas
- Slips: - On 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.
- Glass: - from broken glasses/bottles etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Managers and supervisors will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored in areas that could cause an obstruction, storage areas are defined, staff 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.
- Cleaning program for HACCP to be followed rigidly.
- All spillages must be cleared up promptly.
- Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.
- All staff receive Specific Manual Handling Training.
- All cleaning staff provided with PPE as follows:
 - o Gloves – Chemicals/Glass, etc.
 - o Uniform – General dust etc.
 - o Overall – Bio hazard, etc.
- Bio Hazard kits are available for cleaning of excrement, vomit, blood, etc.
- Manual Handling stresses are reduced for Vacuum cleaning via the training and maintenance of equipment.
- No Bleach or acid based cleaners are used.
- Toilets regularly inspected and closed off when cleaning is due.

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

TASK SPECIFIC CONTROL MEASURES

- Slips trips and falls
 - o Single step units are used for medium level dusting, ladders and height are addressed alter in the assessments.
 - o The right cleaning equipment is used for the right job, and staff follow safe systems of work.
 - o Staff monitor entrances for wet floor surfaces walked in from rain, umbrellas, etc.
 - o Warning cones placed around spillages, and removed as soon as spillage clear and floor dried.
 - o Staff do not leave cleaning materials/equipment unattended.
 - o Cleaning of stairs done outside of trading/working hours.
 - o Most cleaning machines used have no trailing cables; for machines with cables, staff use socket nearest to where they are working and put out hazard cones.
 - o All areas well lit.
- Chemicals
 - o See section on Hazardous Substances.
- Manual Handling and MSD
 - o All staff trained in lifting safely, and follow safe systems of work.
 - o All staff using cleaning machines trained in their use, according to manufacturers' instructions.
 - o Trolleys provided for moving bags of waste and staff use them.
 - o Staff do not overfill bags and buckets.
 - o Rubbish skip emptied daily by subcontractors meaning waste bags are not stacked high.
 - o Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.
 - o Long-handled mops, brushes and litter pickers provided to reduce need to stretch and stoop.
 - o Cleaning machines stored near point of use.
- Cleaning machines
 - o Machines provided are the right ones for the job.
 - o Staff trained in the safe use of machines.
 - o Pre-use checks done for damaged plugs, cables and on/off switches.
 - o Machines regularly examined and maintained by competent person.
- Verbal abuse (public areas)
 - o Staff trained in dealing with difficult and/or confrontational situations.

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

- o Staff issued with means of two-way communication, supervisor checks welfare periodically.
 - o Staff trained to make supervisor aware when they are working in a remote location.
 - o Staff report all instances of abuse.
- Collecting waste
 - o Staff trained in safe systems of work and provided with suitable tools and personal protective equipment.

PREVIEW

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

4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

- Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.
- Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.
- Where loads have to be manually handled, safe access shall be assured.

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

4.6 ELECTRICITY

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all permanent electrical installations, portable electrical equipment and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

CONTROL MEASURES

- ABC Company staff do not carry out any electrical work.
- Manager 1 will ensure that the wiring installation on the premises is checked on an annual basis by a competent qualified electrician.
- The inspection should provide a report on the condition of the installation with particular reference to fire safety.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters.
- Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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

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. ABC Company maintains a small office space.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

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 electromagnetic 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.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

The area shall be kept under review as deterioration of equipment could occur over time.

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

CONTROL MEASURES

- 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 sitting 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:
 - o Over two hours with pauses of between 5-10 minutes before further use.
 - o In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
 - o The total time of continuous work at a VDU should be restricted to 6 hours per day.
 - o Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
 - o Epileptics should see a medical adviser before starting work.
 - o If there is any untoward incidence of VDU related problems medical advice must be sought.

PRELIMINARY

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

4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

TRAINING

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

The Workplace Supervisor will ensure that:

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

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

4.10 WORK AT HEIGHTS AND LADDERS (step ladders for changing bulbs,

Work at heights is defined as working in an area/location where a person could fall from any height, other than from a scaffold.

HAZARD

The main hazards associated with Work at Heights are:

- ❑ Falls of persons while hanging seasonal decorations in the ABC Company or cleaning at a high level.
- ❑ Falls of materials or articles while being held on a ladder or other piece of access equipment.

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
 - o Have level and firm footing and must not stand on loose items such as bricks, boxes or other loose packing,
 - o Be secured where necessary to prevent undue swaying or sagging

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

4.11 Cash Handling

Hazards:

Irate customers
Robbery

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

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

All staff trained in the following procedures:

Dealing with Angry Customers

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

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

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

1. Avoid, as far as possible, set patterns when making lodgements.
2. When cash is being moved in or out of the premises, ensure that the area is thoroughly checked and certain entry/exit points are secured to prevent the possibility of cash carriers being ambushed in the immediate vicinity. People involved in the movement of cash should be alert at all times and should anything arouse suspicion, they should contact the Gardai.
3. Trips to the bank, where possible, should be made by car. Able-bodied persons should carry out this task – at least two such persons. Unescorted females or young persons should not be allowed to carry cash to and from the bank.
4. Precautions should begin with varying, as much as possible, the times and routes of such journeys. An escort could carry part of the lodgement on his/her person so as to reduce the possible loss.
5. If you are walking, use a busy street and try to walk against the flow of traffic, making a surprise attack from behind more difficult.
6. 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.
7. Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.
8. Do not advertise your business by unnecessary exposure of cash bags or lodgement dockets.
9. When making up the lodgements, initial and date some of the currency wrappers.

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

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

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

Notes:

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

Post Crime Action – Armed Raids and Personal Attacks

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

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

LOGO HERE	ABC Company
	Safety Statement

6. Complete an incident/accident report form including:
- Precise details of what happened.
 - Who was there (witnesses), include names, addresses and phone numbers of non staff members.
 - Detailed descriptions of the criminal(s).

PREVIEW

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

4.12 Serve Over

Hazards:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

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

4.13 Knives and Kitchen Area

Hazards:

Heat – Liquids, flames, utensils, equipment
 Blades and sharp implements
 Slips and falls - see also section 4.4 on Housekeeping
 Manual Handling
 Chemicals

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Chemicals training is provided by our supplier.
- Wash up is separate to the other areas.
- Full HACCP system is in place to cater for food safety and implement segregation.
- Only trained staff are allowed operate toasters and catering equipment.
- All equipment is on a schedule of maintenance as per the manufacturer's recommendations.
- First aid kit is provided appropriate to the risk.
- Fire extinguishers are provided appropriate to the risk.
- Fire blankets are provided for emergency.
- Broken glass procedure is in place.
- Electrical power points are placed high to avoid liquids.
- Chemical classification and control system displayed on the walls as per our supplier's info sheets.
- Knives:
 - o All cutting operations will be carried out away from distraction and from walkways
 - o Maintain all knives and blades clean and in good condition
 - o Knives may only be sharpened by qualified staff
 - o Cutting boards/butchers block will always be used and kept in good condition
 - o All knives will be used with the utmost care
 - o No bladed instrument will be left unattended at any time
 - o Use the proper knife or blade for the Task
 - o Use the knife or blade in a safe and proper manner
 - o Knives will be picked up and handled by the handle only
 - o Cutting will always be performed away from the body

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

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

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

4.14 Fly and Insect Killers

HAZARDS

- Build up of dead insects
- Climbing ladder to clean trays
- Falls from ladders
- Infection

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Only trained technicians may service machine.
- Electricity will be isolated before cleaning.
- Only trained employees may carry out cleaning.
- Cleaning will be carried out strictly in accordance with the manufacturers instructions.
- A suitable steady platform will be used to access for cleaning.
- Ladders will be checked for defects before use.
- Rubber or disposable gloves will be used for cleaning.
- Never sweep debris down on top of food or people, always sweep into a dustpan.
- Dispose of all debris in a covered bin.

4.15 Chiller

HAZARDS

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

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

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

4.16 Food Display

HAZARDS

- Manual Handling
- Spillages

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Remember manual handling training at all times.
- Avoid bending and reaching.
- Ensure all spills cleaned immediately.
- Do not allow raw and cooked food to come into contact.
- Use gloves at all times.

PREVIEW

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

4.17 Toasters and Panini Machines

HAZARDS

- Hot surfaces – burns
- Electric leads and power points

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

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

4.18 Coffee and drinks machines

HAZARDS

- Burns and scalds

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- A pressure boiler should be fitted with the following safety devices; safety valve. Pressure gauge, water level gauge; if electrically heated, a low water level cut-out device.
- A pressure boiler and the safety devices should be inspected by a competent person, at least once every twelve months.
- The unit should be positioned where it can be easily operated, on a fireproof base where necessary.
- Before the boiler is heated the cold water supply should be turned fully on. Where there is a feed water tank the water in it should not interfere with or alter the water supply or heating control settings
- To minimise the risk of boiling water splashing, particularly from pressure boilers, place the receiving vessel right up under the draw-off tap.
- Keep a drip tray under the draw-off tap at all times.
- If overfilled, a bulk water boiler can boil over. If this happens staff should take special care when switching it off to avoid scalding themselves.
- Take care when adding hot milk to drinks as splashes may be hot.
- Clean up all spillages immediately.
- Change the wiping cloths regularly.
- Be careful when disposing of coffee grounds as they can be hot.

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

4.19 Dishwasher

HAZARDS

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

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

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

CLEANING:

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

4.20 Microwave Ovens

HAZARDS

- 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.
- 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.
- Microwave energy could burn the user if the door seals are not effective or the protective mesh behind the glass door panel slips.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- 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.
- 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.
- 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.
- When covering food try to use only the microwave designed plastic covers.
- Keep the appliance cord away from the heated surfaces.
- Do not immerse cord or plug in water.
- Do not let cord handle over edge of table or counter.
- Do not cover or block any openings on this appliance.
- Do not cook food for longer than necessary. Take care when setting the timer.

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

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

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

4.21 Pregnancy and New Mothers

HAZARDS

- As set out in assessment in Appendix

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

Staff 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.

4.22 Ovens

HAZARDS

- Burns
- Traps and catches on the doors
- Slip and fall from food on the floors

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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.

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.

4.23 Soup Kettle

HAZARDS

- Burns
- Liquid scalds
- Slip and fall from food on the floors

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures.

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

Cleaning:

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

Points to Remember

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

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

4.24 Toasters (Various types)

HAZARDS

- Burns
- Electricity
- Hot surfaces

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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.

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. 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.

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

LOGO HERE	ABC Company
	Safety Statement

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.

PREVIEW

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

4.25 Water Boiler

HAZARDS

- Scalds and burns from hot water.
- Slips and falls from water on the floor.
- Electrical extensions and leads.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

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.

4.26 General Table laying / services issues

Hazards:

Slips and fall
Manual Handling
Catering equipment
Members of the public

Risk Assessment:

How Likely	How Serious	Risk Rating

General Control Measures

All staff trained in manual handling.
All staff made aware of how to deal with customers.
Cleaning plan in place as part of HACCP.

Cleaning equipment

Always wear gloves when using any silver dip or other cleaning agents.
Always follow manufacturer's or supplier's instructions.

Crockery and service dishes

Do not stack too high; the weight can easily overload shelving and the pile of crockery may fall over.
Do not overstock service stations (e.g. dumb waiters); the weight can overload shelves and drawers.
Open cutlery drawers slowly (particularly if full).

Laying up

Always check that tables are secure and have been put up safely before any equipment or food is placed upon them.

Cutlery

Use containers/cutlery baskets to carry cutlery.
Store cutlery in baskets, handle uppermost.
Take care to handle knives by the handle only.

Broken Glassware or crockery

Wear gloves to clean up.
Broken glass kit of a dust pan and brush and hard plastic container behind counter.
Use the broken glass kit to collect.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	68

Sweep the floor area within 20 feet of the item breaking as shards can travel.

Carrying trays and lifting loads

Distribute crockery and cutlery evenly on trays.

Carry only the weight that feels safe and comfortable.

Ask the supervisor for help in moving heavy or awkward loads.

Know where the load is to go to before moving it.

Ensure route is clear before setting off.

Coffee machines

Only operate when fully trained.

Follow manufacturer's instructions to fill and operate both small- and high-volume coffee machines.

Clearing away from the table

Never use a broken tray.

Ensure the tray is stable and held securely before loading heavy items (place these at the centre of the tray).

Do not overload trays; ensure weight of items is evenly spread across the tray.

Use trays which allow the arms/hands to be held more or less in line with the shoulders.

Hold the tray with both hands, especially if it is heavy or fully loaded.

Only carry the weight that feels safe and comfortable, four covers alone of main-course dirty crockery, cutlery and tray can weigh 7 kg.

Stack plates of the same size together.

Never stack cups more than two-high.

Place similar cutlery together on the tray (to avoid risk of cuts when sorting prior to washing).

Use a separate tray to clear glasses.

When clearing without a tray, stack crockery on arm in balanced layers, positioning cutlery securely.

Do not load up more than can be carried securely or comfortably.

When removing rubbish, check that cigarettes and cigars are out and disposed of in separate metal bin with no paper.

Dispose of any broken glass or crockery in a separate designated container, taking care while handling.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	69

PART 5

ANNUAL REPORT

ABC COMPANYS A F E T Y S T A T E M E N T

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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

LOGO HERE

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
01	xx/xx/xx	Manager 1	Manager 2	71

LOGO HERE

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	72

LOGO HERE	ABC Company
	Safety Statement

7. Appendix

PREVIEW

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	73

LOGO HERE

ABC Company

Safety Statement

A1. Suggestions, Welfare and Concerns Register

Name		Dept	
Date		Time	

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

Concern reviewed by and action to be carried out

Concern documented and resolved

Name		Position	
Date		Time	

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	74

LOGO HERE	ABC Company
	Safety Statement

A4. 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:

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	75

LOGO HERE	ABC Company
	Safety Statement

Template Pregnancy Assessment

General Details	
Employee Name	
Reference	
Description	Template Pregnancy Assessment
Project Risk Reference	
Company	
Department	
Area	
Location	
Date Of Assessment	
Assessor's Name	
Question Set	Pregnancy or New Mother

Hazards and controls – state Yes or No in right hand column. Add control measures in the same column where appropriate.

Shocks, vibration, movement	
Manual handling of loads.	
Noise	
Ionising radiation	
Extremes of cold or heat.	
Workload	
Stress levels	
Physical Activity.	
Work in hyperbaric atmospheres.	
Early shift work	
Exposure to nauseating smells.	
Standing or sitting for prolonged periods.	
Working in hot conditions	
Difficulty in leaving the job	
Use of PPE	
Evening work	
Tight fitting workspaces.	

Slippery surfaces	
Infectious conditions.	
Harmful Chemicals.	

Personal and department details.	
State department and brief description of activities.	
New Mother (within 6 months)?	
Breast feeding?	
Date of baby's birth?	

Conclusion – state if there are to be any specific controls to be put in place and if the conclusion is to continue working or other arrangement.	
Conclusion	
Review Date	

PREVIEW

LOGO HERE

ABC Company
Safety Statement

PREVIEW

LOGO HERE

ABC Company
Safety Statement

Health and Safety Year Planner 20__

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PART 8 Related Policies

8.1 ABC Company Environmental Policy

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

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

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

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

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

8.2 ABC Company Equality Policy

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

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

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

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

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

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