

SAFETY STATEMENT

ABC Company

Address Line 1
Address Line 2

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Disclaimer.

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1.1 APPLICATION

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

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client premises or events. 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 SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations 2013, and any other applicable regulations from those implemented in 2007-16. All reasonable practicable measures will be taken to minimise risk to Employees or others who may be affected by company activities.

Manager 2 has appointed herself as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 2, 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 Contractors' and Employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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1.4 Policy Statement:

Manager 2 is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

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

It is our policy when purchasing 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.

ABC Company Staff, shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined.

Accidents/incidents reported shall be investigated by Manager 2 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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1.6 Insurance Requirements

As with all commercial operations ABC Company have a range of insurances in place. The following are the details of same:

Professional Indemnity

- Broker
- Insurance Company
- Amount

€

Employer's Liability Insurance

- Broker
- Insurance Company
- Amount

€

Public Liability

- Broker
- Insurance Company
- Amount

€

Motor Insurance

- Broker
- Insurance Company

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is an Event Management Company. Operating hours and conditions are generally determined by the event or needs of the client.

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

Management points that may be measured:

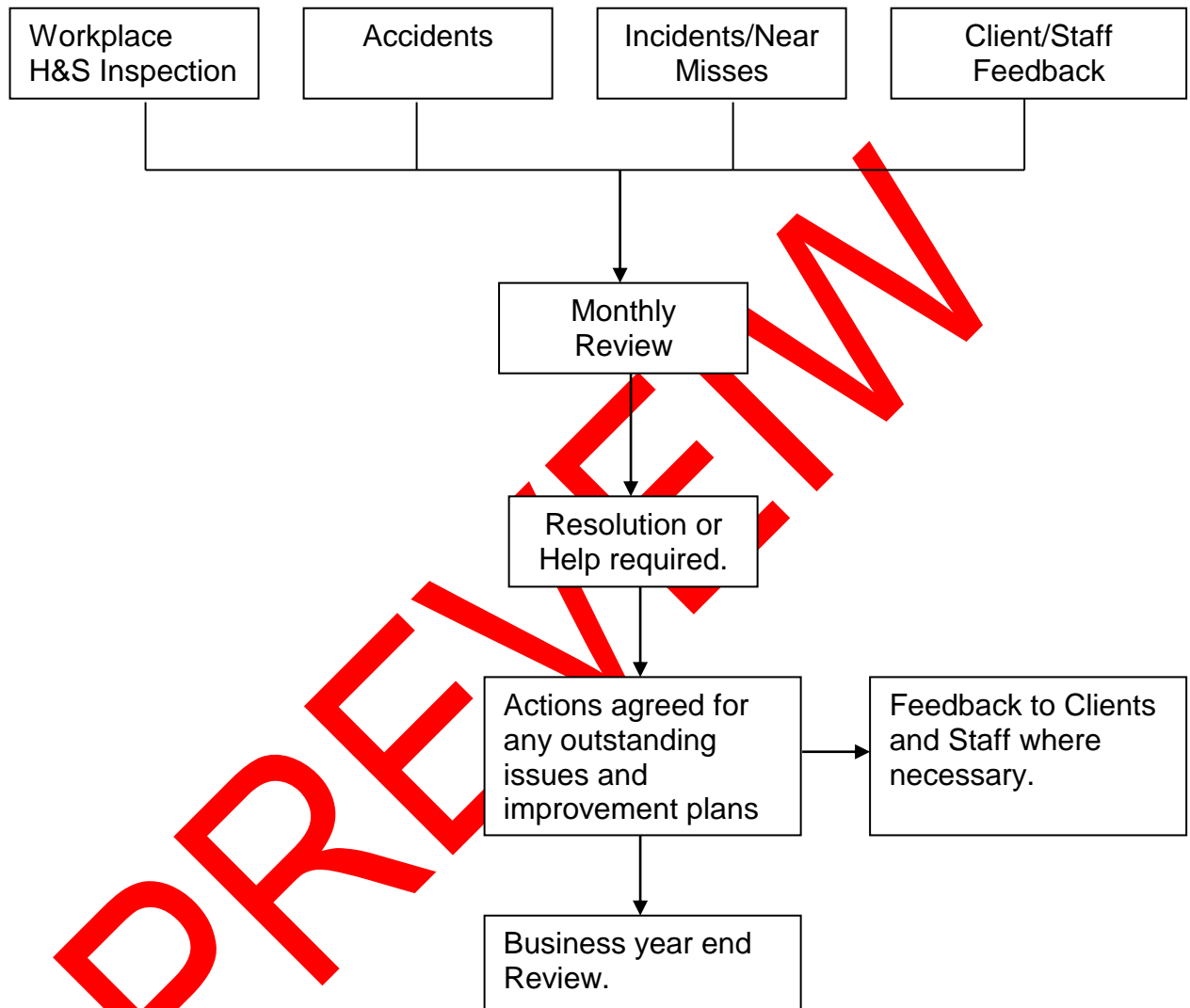
1. Safety and housekeeping inspections at Venues
2. Safety critical equipment maintenance records
 - 2.1. Vehicles
 - 2.2. Fire extinguishers
3. Fire drill records (if required or needed by clients)
4. Risk assessments
 - 4.1. Initial assessments from xx/xx/xx
 - 4.2. Annual reviews after xx/xx/xx
5. Safety review with Contractors and Clients
 - 5.1. Minutes
 - 5.2. Action points
 - 5.3. Outstanding issues resolved
6. Safety Statement
 - 6.1. Implementation in xx/xx/xx
 - 6.2. Annual reviews after xx/xx/xx
7. Annual report

Records of all the above points will be held within a Safety Management Folder. This folder is maintained by Manager 2.

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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 if and when necessary.



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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 (incl. temporary Event 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.
- ❑ Prepare the Safety Plan and needs for upcoming events.
- ❑ Carry out a review after an Event to ensure any lessons are taken on board.
- ❑ 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.
- ❑ Investigate any accidents involving members of the public at events where ABC Company were the organiser.
- ❑ 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.

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2.3 SUPERVISORS (if and when hired for specific events)

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

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

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

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ 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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2.4 All Event Staff

- ❑ Staff are not permitted to drink alcohol at an event.
- ❑ All Staff 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 Staff will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Staff are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Staff 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 Staff.
- ❑ Staff found guilty of wilful unsafe acts may be liable to removal from the event.
- ❑ All Staff 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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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 relates to any induction training that a Staff Member of ABC Company must undergo when working at a client premises or on an event.

Apart from explaining to the new Staff Member what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Ensure the Staff Member is fully aware of the escalation procedure in the event of there being a security or other incident.
2. Show new Staff Member where any emergency equipment is kept, explain its purpose and ensure that the Staff Member is aware of his/her responsibility.
3. Advise new Staff Member of any potentially dangerous areas in the work place.
4. Warn new Staff Member of any prohibited actions in the work place, e.g. restricted areas, etc.
5. Show new Staff Member 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 Staff Member 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 (as needed for permanent staff in the future)

HAZARDS

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

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

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

ABC Company will keep training records to include:

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

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

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3.4 SAFETY CONSULTATION

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

In order to achieve this Manager 2 operates a Suggestion or Query form.

A folder of blank forms is held in the office and in company vehicles. Employees complete a form as needed. The forms are reviewed on a weekly basis by Manager 2.

Manager 2 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

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3.5 SAFETY REPRESENTATION

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

However, at the moment, staff have not elected a Safety Rep. 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. In the interim Manager 2 will act as the Safety Representative.

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3.6 FIRST AID

CONTROL MEASURES

NOTE:

ABC Company **DO NOT** provide first aid response at events or on client premises. Clients will have their own first aid response facilities that ABC Company employees may actually make use of from time to time. At Events the event management will engage organisations such as the Red Cross, Order of Malta, etc. to provide First Aid response.

Within ABC Company

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.

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

- ❑ **Office**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 2. This check and replenishment is recorded and kept on file.
- ❑ When employees are appointed to a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

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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

- ❑ 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 2.
- ❑ ***Health & Safety Authority***
 - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by the Contractor.
 - ❑ 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***
 - ❑ On site Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.8 WELFARE FACILITIES

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

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

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

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

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

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

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all Employees use of Personal Protective Equipment where required.

HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

CONTROL MEASURES

Manager 2 shall use the Health and Safety Plan for the various events to determine the need for specific PPE and when it should be issued.

3.10 PERMIT TO WORK SYSTEM

ABC Company do not issue their own permit to work. Where applicable Manager 2 and any employee of ABC Company will complete Permits to Work at Client premises.

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3.11 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.

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.

When on client premises ABC Company Staff shall abide by the rules relating to smoking in that premises.

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), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on a ABC Company Event location, will lead to removal from the location and possible other sanctions.

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3.13 Bullying at Work Policy

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

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self.

Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

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

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

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

3.14 Young persons and inexperienced workers policy

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

Young people are never put in a situation where they are likely to experience harm.

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3.15 Third Parties

From time to time it is necessary for ABC Company to make bookings for accommodation such as hotels, B&B, etc. ABC Company undertakes these activities purely for purposes of information or general assistance, no responsibility can be taken for the actions of any third party either booked or recommended by ABC Company. All third parties are expected to comply with the law as applicable and to have appropriate insurances.

3.16 Venue staff

From time to time ABC Company may use the services of venue staff for assistance. It is understood that these persons are employees of the venue and as such are entitled to the protections of the Health, Safety and Welfare at Work Act 2005 from their employer (The Venue).

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

PREVIEW

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4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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

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

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

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

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

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause 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

A Fire and Emergency plan will be drawn up by Venue Management for inclusion in the relevant event planning. When at venues the Fire and Emergency plan of the venue will be followed by ABC Company Staff.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme has been developed by U-Store It 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.

Event Fire Safety

ABC Company staff will follow all fire safety arrangements for the venue in question.

We will fully partake in any fire drills arranged by client or venues. All materials we use in venues i.e. carpet, etc. are fire proofed.

We do not store any flammable substances in our storage area.

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4.3 ACCESS AND EGRESS

HAZARDS

ABC Company will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company. In event management, Manager 2 or an employee of ABC Company will make every effort to ensure safe access and egress to and from the premises.

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.

Approved occupancy numbers shall not be exceeded.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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4.4 HOUSEKEEPING

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

ABC Company supply a range of handling equipment for their carpets, etc.

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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4.6 ELECTRICITY

ABC Company' Employees do not engage in general electrical work. 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:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.

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

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4.7 OFFICES

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

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4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

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

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

No hazardous substances are expected to be used on the Client site. All cleaning chemicals used by us are of a generally domestic nature. However, the general controls below shall be implemented if necessary.

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

- Long-handled mops/brushes, and appropriate gloves, provided and staff trained in their use.
- All staff trained in the risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed.
- Cleaning chemicals marked 'irritant' substituted, where possible, for milder alternatives.
- Staff reminded to report any health problems they think may come from cleaning, and to check for dry, red or itchy skin on their hands.
- The Workplace Supervisor will ensure that:
 - All substances are listed in a chemical register.
 - All substances have an up to date Material Safety Data Sheet (MSDS) on file.
 - The control measures listed in the MSDS are followed.
 - A written assessment, control measures and other information are on site.
 - 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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Guidance to staff:

- Always follow carefully any instructions and training information given in the use of cleaning chemicals.
- When handling substances, especially concentrates (if unavoidable), always wear the protective clothing provided, eg rubber gloves.
- If there is any danger of splashing, wear eye protection suitable for splash risks, e.g. goggles or visors, and ensure an eyewash bottle is available.
- If cleaning at eye level or above, wear eye protection.
- Check that rubber gloves are free from holes, tears or thin patches. If any of these faults are present ask for replacements immediately.
- Tell your supervisor if you experience any irritation or allergy from gloves you have used.
- Never mix cleaning chemicals.
- When diluting always add the concentrated liquid to water, not the water to the concentrate.
- If cleaning chemicals are accidentally splashed onto your skin or eyes, always wash away with plenty of water. Seek medical advice if irritation persists and tell your supervisor.
- Avoid lifting and pouring from heavy or awkward bulk containers, minimise handling by use of syphons, pumps etc.
- If you are dispensing powders, always use a scoop; never use your hand.
- Never transfer cleaning chemicals into food or drink containers where they can easily be mistaken for foodstuffs.
- Ensure spray bottles and other containers are clearly marked with their contents.
- If aerosols are used for cleaning, never spray onto hot surfaces as this can produce harmful vapours.
- Never place aerosols on hot surfaces.
- Only use cleaning chemicals in well-ventilated areas. Sometimes an open window will be enough.
- Always clean up any spills on floors or work surfaces immediately.
- Always store chemicals as manufacturers advise, for example away from heat, sunlight, foodstuffs and members of the public, especially children.
- Ensure chemicals are disposed of properly, as instructed by your employer following the information given in the safety data sheet.
- Let your supervisor know immediately if you experience any adverse reactions to substances, for example headaches, nausea, skin complaints.

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4.10 Event Safety, Security and Fire Risk Assessment

HAZARDS

- Access and egress
- Poor weather
- Fire
- Members of the public
- Multi Hazard

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 4	Score = 6	Result = 24

CONTROL MEASURES

The Event Safety Review Plan found in the Appendix will be used to devise the specific controls for every event. However, the general points below will be used to help devise the plan where applicable.

- Ensure all event staff have clear roles and responsibilities, adequate training, and that communications are clear on the ground.
- All room dressings are specifically designed for events and are controlled as follows:
- Only staff trained in the use of equipment (smoke machines, etc.) shall be allowed to use them.
- All cloths, dressings, etc. are fire proofed.
- Staff remain on site throughout the venue to monitor progress.
- All lighting (Up Lighters, Star Cloths, etc.) are low powered LED and fire safe.
- No flammable paints, glues or solvents are used.
- Well-placed signs and information directing crowds can affect the way people act, especially in an emergency.
- Ensure sufficient information to avoid frustration and aggression.
- Different types of crowd behave in different ways.
- Knowing the age-range and social mix of visitors can help anticipate problems.
- A crowd at a football match taking sides is very different from a crowd at a car boot sale, with only their own shopping on their minds.

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- Audience profile and crowd dynamics should be thoroughly researched. For example, if the event is a punk concert it's likely the audience will behave differently to a classical concert.
- What's the female/male split? Is a particular physical behaviour likely, such as stage diving?
- Are drugs or alcohol likely to be involved?
- A risk assessment of the venue can reveal physical features that may lead to overcrowding and possible injury. These include:
 - steep slopes
 - dead ends or locked gates
 - convergence of several routes into one
 - uneven or slippery flooring or steps

4.12.1 Event Fire Risk Assessment

A fire Risk Assessment shall be completed as part of the plan for every event. The standard steps below shall be followed.

The following stages will be considered:

- Venue design, selection of workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, (the 'build up');
- Safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, and the protection of crew

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:
Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:
People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Review where necessary

Remember to keep to your fire risk assessment under review.

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- Effective fire safety during the event
- Safe removal of equipment and services at the end of the Event
- Control fire risks once the event is over and the infrastructure is being dismantled

The following checklist will be used and added to the Event Safety Plan:

- ☐ Can all the occupants escape to a place of reasonable or total safety in a reasonable time?
- ☐ Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?
- ☐ Are the escape routes adequate for the numbers and type of people that may need to use them? E.g. members of the public, including disabled people.
- ☐ If there is a fire, could all available exits be affected or will at least one route from any part of the site or venue remain available?
- ☐ Where appropriate, have you identified the assembly areas and are they in the appropriate location?
- ☐ Will everybody be able to safely use the escape routes?
- ☐ Can all exit doors and gates be opened easily and immediately if there is an emergency?
- ☐ Have restrictions to the flow of people been considered and where necessary, removed?
- ☐ Are arrangements in place to keep all escape routes & exit clear?
- ☐ Will your event take place or your venue be used during the hours of darkness?
- ☐ Are all the escape routes sufficiently illuminated for use at all times people are present.

Have you provided emergency escape lighting by means of either an independent back-up power supply to the normal lighting or by means of separate lighting with an independent source of power?

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4.11 Driving for work

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Hazards

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

DESCRIPTION

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

HAZARDS

1. Road Traffic Accident – Injury due to collision

CONTROL MEASURES

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

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

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities

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

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

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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4. Mobile phones – road traffic accident

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

5. Vehicle Maintenance – RTA due to poor maintenance

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

Vehicle to include the following:

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

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4.12 Angry or awkward members of the public

HAZARDS

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

- Physical Abuse
- Verbal Abuse

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult customers and others such as members of the general public such as guests at an event can expose staff to a risk of violence.

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

- Always keep aware of 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 can expose staff to a risk of violence. The following steps are taken to minimise this risk.

- Minimising the quantities of cash and other valuable items held;
- 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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4.13 Event Equipment (chairs, furniture, portaloos, etc.)

HAZARDS

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

- ☐ Electrical
- ☐ Fire

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- All equipment is stored safely in our own premises.
- All equipment is stored in ergonomically convenient boxes on wheels.
- All electrical equipment is serviced and checked as necessary.
- No hazardous equipment or materials are stored or used.
- All stands are handled and assembled by experienced staff.
- Good handling practice is employed when moving and installing furniture.
- Correct trolleys, handling equipment, etc. used for moving furniture, displays, etc.
- Display units, chairs, etc. are never placed where they can obstruct fire exits or other flow of people.

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4.14 Carpet Installation (temporary)

HAZARDS

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

- ❑ Manual Handling
- ❑ Slips, Trips and falls.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- All carpet is supplied in fixed sizes that are used in sections as needed in the venue.
- Rolls are capable of being carried by one person but where possible all rolls will be handled by 2 staff.
- Trolleys are provided as needed for handling rolls.
- All rolls are secured to the floor to avoid tripping by event users.
- All carpets are inspected after installation to ensure no frayed, edges or raised sections.

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4.15 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.
 - 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.
 - Staff do not leave cleaning materials/equipment unattended.
 - Cleaning of stairs done outside of trading/working hours.
 - 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
 - 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.
 - Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.
 - 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.

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- Pre-use checks done for damaged plugs, cables and on/off switches.
 - Machines regularly examined and maintained by competent person.
- Verbal abuse (public areas)
 - Staff trained in dealing with difficult and/or confrontational situations.
 - Staff issued with means of two-way communication, supervisor checks welfare periodically.
 - Staff trained to make supervisor aware when they are working in a remote location.
 - Staff report all instances of abuse.
- Collecting waste
 - Staff trained in safe systems of work and provided with suitable tools (litter pickers) and personal protective equipment.

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4.16 Marquee Supply and Erect

HAZARDS

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

- Manual Handling
- Slips, Trips and falls.
- Access and Egress
- Fire
- Poor Weather

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

General Control Measures

- All previous assessments relating to Fire, First Aid, Manual Handling, Access and Egress must be followed.
- Only staff who are trained in the safe erection and dismantling of a Marquee may perform this task.
- The Safety Checklist in the Appendix must be used to sign off on the erection before handing over to the client.
- All Marquees are fire proofed as per relevant standards and certification is available.
- Nobody except ABC company personnel to erect or alter structure in any way. (Risk of possible collapse). Weight may cause an injury if incorrectly handled. Sharps on metal stakes and guide ropes, also running at head height.
- Risk of trips and falls on folds in flooring carpet and matting. All secured by company personnel when installed but may work loose during course of event. All flooring will be evenly laid where possible.
- Risk of trips and falls on cables running to and from marquee structure, and other resources such as toilets and inflatables. Risk of electric shock if interfered with. Nobody except ABC company personnel to interfere with connections, etc.
- Use of space heaters. Risk of explosion if interfered with. Weight may cause an injury if incorrectly handled. Only company personnel and authorised users such as catering staff to change and move cylinders, unless agreed otherwise by ABC company.
- All exits are identified and free from obstruction. Minimum of two for tent structures holding 50 people or more.

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- All materials used are flame and fire retardant where possible. Risk of fire still possible if used incorrectly. Fire extinguishers present in every structure (Foam and CO2) follow instructions.
- Marquee structure to be correctly staked and secured for worst-case conditions. All weather to be checked at the time of event and taken into account prior to erection of structure.
- Vehicle areas to be cordoned off and walkways to be identified to minimise risk of collisions & accidents. Care to be taken by all parties and will be the responsibility of the hirer.

Fire Safety Control Measures

- The selected site is, wherever possible, to be well clear of buildings or activities likely to create a fire hazard. It should also allow easy access and ample clear space to enable the occupants to get to a place of safety in the event of a fire.
- Spacing between structures should be not less than 6m in all directions.
- Grass is to be cut as short as possible before the erection of temporary structures and the cuttings raked clear. In dry conditions the site should be watered before erection.
- The site is to be so arranged as to allow access by fire engines to within 45 to 50 metres of every part of the structure.
- Emergency access routes and access to hydrants and other water supplies must be kept clear at all times.
- The marquee must be manufactured or treated so as to reduce the flame spread hazard associated with the use of large areas of textile materials.
- Linings for marquees and large tents may be suspended using ropes constructed from man-made or natural fibres and may be laced together using the same materials. Linings are only to be used if constructed from an appropriately flame retardant fabric.
- The marquee is to be erected by a competent person and must not readily collapse when exposed to fire.
- Organiser's Responsibility - It is the responsibility of the event organiser to ensure that the safety of the occupants is not compromised. Before people are admitted to the marquee, he/she must ensure that all relevant fire safety precautions have been taken and are being maintained.
- In marquees intended to accommodate more than 50 people, a minimum of two exits must be provided. The minimum size of any exit is to be 1.05 metres. The travel distance from any part of a tent should not to exceed 24 metres.
- All means of escape with which the structure is provided must be kept free and clear from obstruction so as to be readily

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available for use by persons within the premises at all material times.

- Guy ropes, tent pegs and stakes must not obstruct a route to a place of safety. Where they flank such a route, they are to be shielded to form a passageway or be hazard taped, padded and illuminated so that they can be clearly seen at all times.
- Fire extinguishers should be provided as per the risk.
- Seating for any performance is to be arranged with adequate gangways to discharge to exits by the most direct route possible.
- Seats laid out in theatre style rows in marquees for more than 30 people must either be fixed in position or linked securely in rows of not less than 4 seats nor more than 12. All seats on a sloping floor must be fixed in position.
- Where more than 250 temporary seats are to be used, they must be secured in the following manner:
 - Seats to be linked together in lengths not less than 4, or more than 12.
 - Rows of seats flanking gangways to be fixed to the floor. This may be achieved by the use of floor bars extending beyond the row to be fixed, to at least two adjacent rows, but not across gangways. Floor bars are to have a cambered top surface and be no more than 25 mm in height.
 - Gangways are to be not less than 1.2m wide with no projection into the gangway allowed to diminish its width.
 - Spaces beneath seating must be kept free from combustible materials, especially the accumulation of combustible waste.

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4.17 Bar and associated

Hazards:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

General Control Measures

- Manual Handling training provided as appropriate to any actual employees
- All staff provided with PPE as follows:
 - Gloves – Chemicals/Glass, etc.
 - Heavy duty aprons - cleaning the Keg area.
- Bio Hazard kits are available for cleaning of vomit, blood, etc.
- First aid kit.
- All equipment in the bar is subject to inspection before first use.
- Trays to be used for carrying all hot drinks.
- Plastic container provided for collecting broken glass.
- Heavy duty gloves provided for sorting glass bottles etc for return.
- Waste contractor removes broken glass for recycling.

Augmented with control measures as suggested by the HSA.

Bar Control Measures

- Provide equipment so that spills can be cleaned up immediately
- Identify danger areas where the floor is likely to become slippery and/or get damaged, e.g. near ice machines. Special precautions may be needed
- Keep the floor in good condition and repair
- Ensure staff are provided with and wear proper safety footwear. Consider slip resistance as required
- Check the smoking area at the end of each event/service/shift to ensure all cigarettes are fully extinguished
- Do not put liners into bins in or near the smoking area
- Keep areas clean and tidy – avoid over-stocking
- Broken Glass Safeguards

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- Chipped, cracked or broken glasses should not be thrown into bins with plastic liners; damaged glasses must be put into a specified container
- If you find a glass that is chipped or cracked, dispose of it in the container labelled 'Broken Glass'
- Broken glass should be cleaned up as soon as possible
- The area immediately around the broken glass should be secured
- The area should be thoroughly swept and vacuumed
- Wear cut-resistant gloves when dealing with broken glass or potential broken glass, e.g. bottle skips
- If you accidentally serve a drink in a damaged glass do not pour it into a fresh glass but replace the whole drink

Keg area Control Measures

Kegs, cases and cylinders must be handled and stored properly. Unsafe stacking of kegs and cases is dangerous. Gas cylinders and beer kegs may explode if stored incorrectly.

- Handle cylinders with care and keep away from heat and direct sunlight
- If standing gas cylinders upright make sure they are secured, e.g. with a chain
- Do not stack kegs above normal shoulder height. 50Kg kegs should not be stacked more than 2 high
- Ensure only authorised staff have access
- Allow only trained and competent staff to make adjustments and connections
- Store unconnected cylinders horizontally and away from the sun/heat sources. Secure with wedges
- Check regularly for leakage, i.e. cylinders frosted from bottom upwards or a hissing noise
- Ventilate storage areas

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4.18 Wine Bar

Hazards:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- All staff receive chemical handling training from our suppliers.
- All staff provided with PPE as follows:
 - Gloves – Chemicals/Glass, etc.
 - Uniform – General dust etc.
 - Heavy duty aprons - cleaning the Keg Room.
- Bio Hazard kits are available for cleaning of vomit, blood, etc.
- First aid kit and trained first aider on call.
- All equipment in the bar is subject to maintenance and inspection.
- Trays to be used for carrying all hot drinks.
- Plastic container provided for collecting broken glass.
- Heavy duty gloves provided for sorting glass bottles etc for return.

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4.19 Kitchens and associated

Hazards:

Gas
 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

The kitchen is under the control of an experienced Chef.

- System – The Chef has imposed a system on the Kitchen whereby Cold Preparation, Banquet Preparation, Pastries, Café Prep and A La Carte, are all given their own area.
- Wash up is separate to the other areas.
- Full HACCP system is in place to cater for food safety and implement segregation.
- Only trained Chefs are allowed operate ovens and catering equipment.
- All equipment is on a schedule of maintenance as per the manufacturer's recommendations.
- Auto fire suppression is in place over the cookers.
- First aid kit is provided appropriate to the risk.
- Fire extinguishers are provided appropriate to the risk.
- Trays trolleys and other equipment is used for serving.
- Fire blankets are provided for emergency.
- Non locking systems are in place on the cold rooms.
- Electrical power points are placed high to avoid liquids.
- Only suitably experienced chefs are permitted to use the caramelising torch.

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- **Knives:**
 - All cutting operations will be carried out away from distraction and from walkways
 - Maintain all knives and blades clean and in good condition
 - Knives may only be sharpened by qualified staff or by outside contractors
 - Cutting boards/butchers block will always be used and kept in good condition
 - All knives, i.e. boning, filleting, steak, etc., will be used with the utmost care
 - No bladed instrument will be left unattended at any time
 - Use the proper knife or blade for the Task
 - Use the knife or blade in a safe and proper manner
 - Knives will be picked up and handled by the handle only
 - Cutting will always be performed away from the body
 - Sharp area will be kept away from body when cleaning and drying knife
 - Knives will not be left in water where they cannot be seen
 - Once used, all knives will be returned to their holders/scabbards
 - Store all knives and blades properly (when not in use) ensuring that the sharp edge is protected
 - Knives etc. will not be used to carry or manoeuvre meats
- **Maintenance**
 - Dispose safely of all knives which are worn, broken or have loose handles
 - Handles will be securely fixed to blade and kept free from fats and grease
 - All knives and tools will be kept sharp
 - All appliances generating hot water and steam are maintained in good condition
 - All electrical equipment is inspected by a competent person at least annually
- **Behaviour**
 - Any horseplay involving knives or sharp implements will be considered as a serious breach of safety policy and will be subject to disciplinary procedures
 - Staff are trained in the use of knives, blades, slicing machine and sharp objects
 - Disciplinary procedures will be instigated against any breach of this directive
- Staff are trained in the use of such equipment
- Oven gloves are available and ready for use

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- Staff are trained to operate and use machine properly
- Staff are not allowed to bring personal items of electrical equipment to work
- Electrical cables are properly secured onto surfaces
- Electrical cables are routed so that they do not run across the floor causing a trip hazard
- No excessive jewellery or cosmetics are worn
- Floor surfaces are kept clean and dry
- All spills and leaks are cleaned up immediately
- Non-slip safety shoes are worn

PREVIEW

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Set out on the Following Pages are the Specific Safe Systems of work for the equipment in the Kitchen.

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/Restaurant 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: _____

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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.

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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 power is off for cleaning.
5. Be aware of hot surfaces and use gloves as appropriate.
6. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

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

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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

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Training:

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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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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

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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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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.

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Gas Rings**Hazards Include**

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

Control Measures.

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

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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.

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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:

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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

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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.

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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.

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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.

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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.

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Training:

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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.

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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

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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.

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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.

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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.

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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

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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.

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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.

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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.

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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.

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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.

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4.20 Restaurant (Serving area)

Hazards:

Irate customers

Robbery

These hazards are also relevant for the Wine Bar

Slips and falls - see also section 4.4 on Housekeeping

Manual Handling

Chemicals

Broken glass/crockery

Heat – Food/Utensils, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Manual handling training is provided as per the rest of the Restaurant.
- Chemical training is provided by our suppliers.
- Housekeeping and cleaning protocols are in place for the restaurant.
- Trolleys, trays etc. are all provided for assistance with manual handling.
- First aid kit is available in adjoining kitchen.

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4.21 Waiting Staff

Hazards:

Slips and fall
Manual Handling
Catering equipment
Members of the public

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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.

Waiting staff checklist

The following list of simple measures can be used by managers as a checklist to brief staff, or by staff themselves as a reminder of good practice. (Source HSE)

Cleaning restaurant equipment

Silverware

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

Knives

Kitchen and cutlery knives are a risk when left in water-filled sinks and other containers.
Wipe knives on the blunt side, with the blade facing away from you.
When carrying by hand, point knife blade downwards.

Glassware

When polishing glasses, handle rims with care.
Handle chilled glasses with care; glass is more fragile when cold.

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 (eg dumb waiters); the weight can overload shelves and drawers.
Open cutlery drawers slowly (particularly if full).

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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.

Glassware

When laying up for large numbers, use purpose designed baskets or trays to carry glasses.
Pick glasses up by the foot or stem.
Do not bang the glassware together as this weakens the glass internally.

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.

Flammable and potentially explosive materials (e.g. methylated spirits, gas cylinders, aerosols, indoor fireworks, matches)

Only handle when fully trained.
Store stocks away from heat and direct sunlight.
Follow manufacturer's or supplier's instructions when filling equipment with spirits or replacing gas cylinders, including what to do if they start leaking.
Use matches and tapers when lighting candles and heaters.
Position candles and burners well away from table decorations, curtains, fabrics and bar spirits.

Staff dress***Footwear***

Wear stable, properly fitting footwear to reduce the risk of slips, trips and falls.
Footwear that covers the foot will delay heat penetration onto feet from spilt hot liquids.

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Clothing

Do not wear long, trailing skirts as they increase the risk of trips.
Do not wear loose, long sleeves as they can catch on door handles and the backs of customers' chairs or catch fire from candles.

Hair

Tie long hair back or pin it up at all times to prevent it:
coming into contact with naked flames (e.g. flambé work, candles and indoor fireworks);

or

- becoming caught on items of jewellery when serving guests or caught on backs of chairs;

or

- becoming caught when passing through plastic door curtains.

Food and drink service*Swing doors*

Ensure you are aware of entry and exit routes if double swing doors are in operation or, if there are no swing doors, be aware that there may be different entry or exit routes to the service/kitchen area. Go through these type of doors sideways or backwards so that the body (and not the tray) pushes.

If there is a single exit/entry swing door, if possible check that no-one else is coming the other way; otherwise approach with caution.

Carrying trays or platters

Ensure that load is secure and comfortable to carry.

Distribute items evenly on the tray.

Place hot foods and liquids in the centre of trays to ensure spillages will fall onto the tray and not over you, other staff, customers, or on the floor.

Carrying liquids

Do not overfill containers (e.g. soup tureens, pots of coffee or tea).

Carrying hot dishes or plates

Use a dry, thick, clean cloth (wet cloths transfer heat quicker and increase risk of burns).

Warn customers (especially children) if plates, soup bowls or pre-filled mugs and cups are hot.

Pay particular attention if carrying hot dishes or plates up stairs.

Sparkling wine

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After removing foil, keep pressure on cork with cloth-end or thumb, while removing wire clip.

Then cover with cloth and ease out slowly (to control release of pressure from the bottle) by turning the bottle not the cork.

Dumb waiters

Only use after instruction by supervisor/manager.
Never override interlocks.

Customers

Be aware that customers (particularly children) may move suddenly or move their chair back just as their meal is being served.

If space is tight when serving, ask the customer politely if they can move to one side.

If silver-serving, make sure hot surfaces do not touch customers.

Watch out for handbags, briefcases and coats lying on the floor.

Know what action to take if dealing with any customer who is drunk or aggressive.

Spillages

Clean immediately if there is a risk of slipping during service, or close the area off until it is cleaned.

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.

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

End of service

- Flambé lamps must be turned off when not in use.
- Make sure that candles are snuffed out.
- Check area for discarded cigarettes.
- Switch off electrical equipment.
- Do not stack chairs and tables above chest height.
- Do not stack furniture on fire escape routes, in corridors or behind doors.

Emergencies

Know what to do in the event of an accident, fire or other emergency.

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4.22 Blowtorch (finishing area)

HAZARDS

- Burns
- Fire

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only trained staff may use the blow torch in the finishing area.
- All combustibles to be kept at least 1.5 meters away from the open flame.
- Torch is never to be left unattended.
- Propane bottles must be stored in a secure area.
- If there are any problems with the torch or the igniting mechanism it is not to be used and must be reported to a manager immediately.
- Torch is only to be used for finishing activities any misuse such as lighting cigarettes, horseplay, hand warming, etc. may result in dismissal.

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4.23 Mixers

HAZARDS

- Electricity
- Entanglement
- Manual Handling

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only trained staff may use the mixing equipment.
- Manufacturer's guidance will be followed at all times.
- All relevant staff trained in safe manual handling techniques.
- Manual handling equipment to be used where possible to bring ingredients to the bowl and to move the bowl itself.
- All mixers are subject to the program of planned preventative maintenance.
- All mixers have an emergency stop.
- All mixers are provided with an RCD.
- All moving parts that could pose an entanglement hazard are guarded to prevent or reduce access to trapping points between paddles, beaters or ribbons and the mixing bowl.
- On small planetary mixers a bowl extension ring is sufficient. Large machines have an interlocked guard that completely prevents hand access to the bowl.
- On dough mixers (spiral), there is an interlocked guard over the top of the bowl.
- Any traps created by the bowl drive mechanism should be protected by a fixed or interlocked guard or contained within the casing of the mixer.
- On trough mixers, access to the mixing trough should be prevented by interlocking guards.
- It should not be possible to reach hazardous parts with the guards open.
- On mixers that can tilt, access to any trapping points between the tilting bowl and the frame of the machine should be prevented.

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4.24 Ovens

HAZARDS

- Electricity
- Heat
- Manual Handling
- Entrapment

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All safety points from assessment 4.26 on general machinery to be followed.
- All staff that need to use the ovens are trained in their safe operation.
- All other staff are told to stay away.
- Area around doors and vents of ovens is kept clear of any debris to avoid slip and trip hazards as well as to ensure good air exchange.
- Interlocks on all oven doors to prevent a person being trapped inside.
- All safety devices such as emergency cut off and door interlocks are inspected weekly.
- Ovens are part of the program of planned preventative maintenance.
- Ovens will also be inspected annually by an external provider.
- Special attention is paid to doors and seals on all inspections.

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4.25 Chillers and freezers

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

- 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 chillers/freezers.
- Only qualified technicians may service the machine.
- Anti flood and leak systems installed on the chillers/freezers.
- Open door does not present trip hazard to passersby.
- Ensure the machine is installed and maintained by qualified technicians only.
- Interlocks on doors 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.
- No horseplay or locking people inside the chillers/freezer.
- Excess ice on door jams. Ceilings etc. to be removed.
- Defrosting process to ensure no pooling of water that could provide a slip hazard.

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4.26 In Bin Compactor

HAZARDS

- Entanglement
- Slips and falls

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Our supplier has provided training to all necessary staff.
- Machine is fully interlocked and guarded.
- Machine is serviced by external contractor.
- In house staff carry out a weekly inspection.
- Emergency stop button located on the control panel.
- Emergency stop button should be checked prior to operating the Compactor to ensure that it is operating correctly.
- Only persons trained in correct manual handling procedures should be allowed to discharge waste into the Compactor.
- Interlocks provided on access openings.
- Employees are not permitted to enter the compactor.
- All power to the compactor should be switched off prior to accessing for maintenance or repair, which is only permitted by maintenance personnel.

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4.27 Pregnancy and New Mothers

HAZARDS

- Vibration
- Manual Handling
- Extended periods of sitting

Risks Identified – will be assessed when appropriate

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

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

SAFETY TRAINING:

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

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

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

- 1
- 2
- 3

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Safety Statement Document Review**ABC COMPANY**

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

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

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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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Appendix

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Marquee Safety Inspection and handover

1	Check that regular and appropriate weather forecasts are	
2	Check that communication procedures are in place and available	
3	Ground check : Conditions soft	
	Conditions hard	
4	Check for underground hazards, e.g. electricity cables, water pipes etc	
5	Check for overhead hazards e.g. electricity supply lines	
6	Anchorage are suitable for the purpose and are holding fast	
7	Bracing wires on roof and walls are in place and adequately tensioned ^{iv}	
8	All ropes including wire ropes are sound	
9	Fabric is tensioned and not prone to ponding	
10	Emergency exits are in place, operating correctly and are without obstruction	
11	Escape routes are clear of obstruction	
12	Exposed ropes and stakes adjacent to exits and entrances are marked or roped off	
13	All locking pins and bolts are in place and secure	
14	All structural supports are sound without cracks or significant dents and not overstressed	
15	Eaves connection joints are securely locked home	
16	No unrepaired tears in fabric are present	
17	Flooring is evenly laid and there are no tripping points	
18	Carpet and other floor covering is securely fixed so as to	
19	Roof lining does not drop significantly below eaves	
20	All timber uprights and ridges are free from splits that are likely to cause failure. ^v	
21	Walls are securely pegged and/or secured	
22	Any pole tent has its full complement of side uprights, anchor stakes, pulley blocks and guy ropes	
23	The main upright(s) is/are independently guyed where	
24	No excessive weights suspended from roof beams, ridges etc.	
25	Finally, an all round visual check to satisfy that tent is erected securely.	

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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Event Safety Review & Management Template Plan.

1. Issues to be considered in advance:

Assess if any item in the left column is required. If it is then fill out the details on achieving the item in the right column	
Items	Action required Y or N
Insurance Cover	
Road Closures (concerts, charity events, etc.)	
Public Entertainment Licences	
Food Provision	
Staging or Structures	

2. Client or organisation details

Organisation name	
Contact person	
Date of 1 st meeting	
Address of event	
Date of scope out visit to event address	
General nature of event (sports, music, day time, night time, etc.)	

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3. Event Contingency Plan – This questionnaire is a guide to the points that need to be considered. It will be necessary to add pages to this document in order for it to be complete.

3.1 Introduction (include a full description of the event).	
Planned Date(s)	
Planned Start and finish times	
Venue or Route (Route is necessary for rallies, cycles, sponsored walks, etc. use additional pages or add a map at the back of the plan if needed.)	
3.2 Command and Control	
Event Manager/Chief Organiser (Person who has overall responsibility): Include Name, How contacted during event, Where located during event	
Safety Officer: Include Name: How contacted during event: Where located during event	
First Aid Co-ordinator: Include Name, How contacted during event, Where located during event	
Gardai (if present at the event): Include How contacted during event, Where located during the event	
3.2 RESPONSIBILITY OF INDIVIDUAL AGENCIES/GROUPS List the responsibilities and numbers of. All responsibilities must be DISCUSSED and AGREED with each individual /agency/group prior to the event. Organisations to be considered may include: Gardai, Fire and Rescue Service ,Ambulance Service: St John Ambulance, Red Cross, etc.	
Examples:	
1.Marshalls/Stewards	
2.Crowd Control	
3.Liaison with Gardai	
4.Information to the public	

Agency Responsibilities continued:	
5.	
6.	
7.	
8.	
9.	
10.	
3.3 Allocation of Resources	
List any equipment to be used for public safety during the event or in the event of an Incident e.g. hand held radios, fire extinguishers etc.	
Radios	
First Aid Equipment	
Transport	
Emergency fire equipment	
Other	
Other	
Other	
3.4 Communications: (Briefly explain)	
How the event control/organisers will communicate with the event staff/marshals and vice/versa.	
How the event control/organisers will communicate with the public.	
Include a list of persons who will have radios and what channel they can be contacted on.	
Include a list of persons who at the event location will have access to a phone and their contact telephone numbers.	

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3.5 Event Signage (to the event and around the event site) Explain:	
Who is erecting the signage to the event: When will it be in position?	
3.6 Lost/Found Persons	
What steps will be taken for re-uniting people who get separated?	
3.7 Lost/Found Property	
Where is lost property to be taken to? If it is not reclaimed, what will happen to it?	
3.8 Evacuation Plan Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:	
Fire Risk Assessment completed and added to this plan	
Who will make the decision to evacuate the public from the event location?	
Who will co-ordinate the evacuation (be in charge)?	
How will the event staff/marshals be informed and briefed of the situation?	
Do the event staff/marshals have specific tasks in the event of an evacuation?	
Which exits will the public be directed to?	

3.8 Evacuation Plan - Continued

Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:

Where will the public be evacuated?

Who will inform the emergency services?

Who will direct the emergency services when they arrive at the event location?

Note: If your event is a linear type event i.e. sponsored walk, rally, etc. you will also need to consider:

If required how do you stop the event?

How do you inform the safety staff?

How do you collect and account for the participants?

Where do you evacuate the participants?

You will probably need to add pages to the back of this plan to accommodate the answers to the questions above.

3.9 Traffic Management Plan

Consider car park locations

Entry & exits

Routes to the car parks and any signage

Speed limits on the event site

Any shuttle services between car parks and the event site

Ensure the emergency services have unhindered access into the event location

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3.10 First Aid Services	
Who is providing the First Aid cover?	
Where is the first aid located	
Is it accessible to ambulances	
Consider communications links to the event control/organisers	
3.11 Media. If there was an incident at the event that attracted media interest, Consider:	
Who would speak to the media and where would this take place?	
3.11 Winding Down the Event	
Who declares the event over?	
Who are the team designated to walk down the site and declare it clear?	
Who are the rubbish removal company?	
Is there a reinstatement or dilapidation agreement?	
Final review of the event planned for date:	

PART 8 Related Policies

8.1 ABC Company Environmental Policy Statement

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

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

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

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

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

8.2 ABC Company Equality Policy

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

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

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

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

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

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

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