

SAFETY STATEMENT

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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 contractors and trades people are fully aware of ABC Company commitment to high standards in H&S.

It is accepted that as we are a specialist company providing information, advice, support and design; we are not engaging in any construction activity ourselves and the provision of Method Statements, etc. will be the responsibility of the individual Contractors working for Clients.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the project. 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 project, which may become necessary from time to time?

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

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1.3 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with:

- ✓ The relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005
- ✓ The Safety, Health & Welfare at Work General Application Regulations 2007 (and all other regulations made under the 2005 Act that may be relevant to ABC Company)
- ✓ The Construction Regulations 2013

Where we are engaged on Domestic Works and we are not aware of a Project Supervisor being appointed, we will advise the Client under Regulation 6 of the 2013 Construction Regulations, of their duty to do so and will follow the directions of whoever is appointed as the Project supervisor.

All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

ABC Company has appointed Manager 2 as having responsibility for managing Health, Safety & Welfare, on a day-to-day basis. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 will be supported by others as necessary to ensure that the provisions of this Safety Statement are implemented.

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

Signed: _____
Manager 2

Date: _____

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1.4 Policy Statement:

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

All reasonable and practicable steps shall be taken through consultation with contractors on 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 materials, making process alterations, altering (by approval) existing equipment or changing a system of work to study each proposed change to ensure that it is safe in so far as reasonably practicable.

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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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

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

Management points that may be measured:

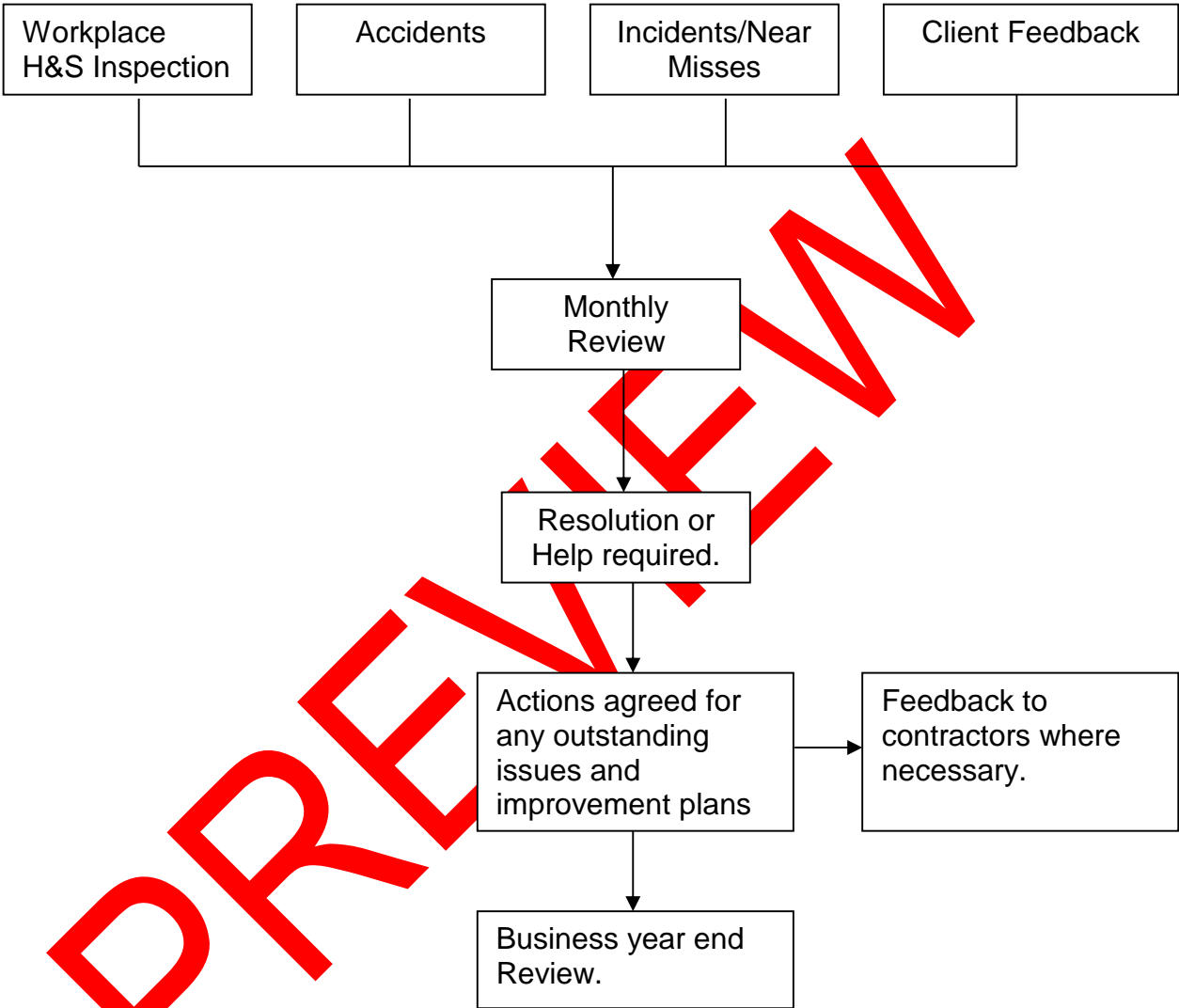
1. Workplace safety and housekeeping inspections
2. Staff/Client suggestions and query forms
3. Induction and ongoing training within Contractors
 - 3.1. First aid – as necessary
 - 3.2. Manual Handling – as necessary
 - 3.3. Safe Pass training
4. Fire drill records (if required or needed by Clients)
5. Risk assessments
 - 5.1. Initial assessments from xx/xx/xx
 - 5.2. Annual reviews after xx/xx/xx
6. Monthly Safety review with Clients on larger projects only.
 - 6.1. Minutes
 - 6.2. Action points
 - 6.3. Outstanding issues resolved
7. Safety Statement
 - 7.1. Implementation after xx/xx/xx

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

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Health and Safety Management process for ABC Company

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



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2.2 Manager 2 will:

- ❑ Be responsible for implementation of the procedures within the Safety Statement.
- ❑ Be responsible for ensuring that contractors are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for fire precautions are adequate.
- ❑ Ensure the Health, Safety, and Welfare of all Contractor's Employees are not compromised when all other performance standards are set.

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2.3 Manager 1 will:

- ❑ Inspect the workplace weekly using the "Inspection/Compliance Sheet" in the Appendix to ensure that the programme is being complied with and make recommendations directly to all Employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff/Contractor suggestion and query forms weekly.
- ❑ Control Sub-Contractor work on the premises. (when necessary)
- ❑ Or his/her nominated deputy will conduct the Induction Training (see appendix) for all new persons coming to a site.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new Employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.4 CLIENTS SUPERVISORS

This section is inserted into the safety statement as a guide to our Employees to make them aware of what they should expect from a Client Supervisor when visiting sites.

SPECIFIC RESPONSIBILITIES OF ALL CONTRACTOR'S SUPERVISORS

- ❑ Provide induction training as necessary to ABC Company Employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards.
- ❑ Provide assistance to our staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Show our Employees the location of the First Aid Box.
- ❑ Ensure that our Employees know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.

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2.5 All Employees

- ❑ Site visit rules:
 - ❑ Under no circumstances should a member of staff enter a closed site alone.
 - ❑ A detailed site note is to be drafted after every visit. If there were any safety concerns, note them.
 - ❑ Personnel leaving the office to attend site meetings, or carry out inspections, must have their required site clothing. Safety Boots, HI Viz Jacket and Hard Hat are the minimum. Protective Glasses may be required depending on site hazards. Entry onto site will not be permitted (and will not have insurance cover) without this minimum level of safety clothing. A supply of disposable gloves should be kept by each staff member for use when dealing with items such as drainage surveys, etc. See also the hazard assessment on Weils Disease, etc.
- ❑ All Employees visiting construction sites will have completed the Safe Pass course and will carry their cards with them.
- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other Employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to removal from the site.
- ❑ All Employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.

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- ❑ 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

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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.
- To include health and safety considerations into our estimates for running the business.

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3.2 SAFETY INDUCTION

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

1. Show new Employee where the Safety Statement is kept, explain its purpose and ensure that the Employee is aware of his/her responsibility.
2. Advise new Employee of any potentially dangerous areas in the work place.
3. Warn new Employee of any prohibited actions in the work place, e.g. operating site equipment unless authorised to do so.
4. The training and instruction required for each individual must be considered.
5. Show new Employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new Employee the fire and evacuation procedure and assembly points.
7. Instruct the Employee in relation to any job specific risk assessments.

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3.3 TRAINING

HAZARDS

Inadequately trained staff are a hazard to themselves and their co-Employees.

Training should include safety induction and safety awareness, manual handling training and First Aid training as necessary.

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.

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on the Contractors 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.

Currently, there are a small number of people working fulltime within the company which allows for a simple communication. As this number grows, this area will be kept under review.

3.5 SAFETY REPRESENTATION

As above, this area will be kept under review. However, where appropriate, we will provide relevant information to the duly elected Safety Rep for any Client on a project.

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3.6 FIRST AID

CONTROL MEASURES

The First Aid Box is in our kitchen area.

- ❑ The First Aid Box is inspected on a Monthly basis by us. This check and replenishment is recorded and kept on file.
- ❑ When Employees are visiting at a Client or Third Party 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.

PROCEDURE & RECORD KEEPING

- ❑ All issues of First Aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ As there are currently a small number of fulltime persons, there is no Occupational First Aider. We will however be providing basic first aid training for these staff.

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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 Employee.
 - ❑ 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

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.

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 information provided by Clients to determine the need for extra or specialist PPE.

3.10 PERMIT TO WORK SYSTEM

ABC Company do not issue permits to work within their own offices. However, when on Client sites, we will complete permits as required.

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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 our offices are a smoke free Zone.

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 and others at significant risk.

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

If we have 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 our premises will lead to removal from the premises and possible other sanctions.

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3.13 Bullying at Work Policy

This policy is in place but will grow and be adapted as Employee numbers grow.

ABC Company recognises and accepts their responsibility 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 he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

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

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company only employs people who are qualified in the relevant field.

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

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HAZARD IDENTIFICATION AND CONTROL
MEASURES

PART 4

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4.1 HAZARD INSPECTIONS

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

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

HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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

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

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

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

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

Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

Risk Control

- ☐ Control measures are intended to reduce the risk to an acceptable level.
- ☐ Where practicable the Company commits itself to the elimination of hazards.

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

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4.2 FIRE

FIRE HAZARDS

The Fire and Emergency plan for our premises will be followed by the ABC Company Employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

The Fire Safety Programme shall incorporate arrangements for:

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

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

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

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

Portable Fire Extinguishers

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

Action in the event of fire

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

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4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

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4.3 ACCESS AND EGRESS

HAZARDS

ABC Company Employees will adhere to all rules regarding access and egress to/from the Premises. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

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

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

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

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

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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: - 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.

All waste paper from drawings, etc. is recycled.

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4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

All appropriate staff shall be trained in safe manual handling techniques.

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

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4.6 ELECTRICITY

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.
- Electrical installations are checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards.
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Work on live electrical equipment is avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.
- 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.
- 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 drawers should never be used to access higher areas. Only step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture, equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners), read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

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

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4.8 VISUAL DISPLAY UNITS (VDU'S)

HAZARDS

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

(a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

(b) Posture

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

(c) Radiation

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

(d) Stress

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

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

Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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CONTROL MEASURES

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

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

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4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

These are general points of information only. The only chemicals in use within the company are household cleaners, Ink and Toner. MSDS for typical Toner is in the Appendix.

General Precautions

Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- All substances are list in a file and copies of the Safety data Sheets are available
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.

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- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

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4.10 General Site work

Note: The Client will supply ABC Company with the information relevant to the site and the supplied document shall be used to assess any necessary controls. Set out below are some general control measures.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

- All Employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All Employees will have completed a Safe Pass Course and will carry their cards with them.
- All Employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to Third Parties.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Work areas and equipment will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Safety Boots, Hi Viz and Hard Hat will be worn as relevant for the particular type of hazard.

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4.11 Noise

Hazards

Hearing loss or impairment

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

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

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4.12 Safety in Client and other premises.

Hazards
Slips and falls
Access and egress
Fire
Housekeeping

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual customer site may have additional hazards, over and above the hazards identified in this Safety Statement.

It is the responsibility of the person(s) in charge of the premises (or someone that they appoint) to provide information about all specific hazards on the premises, and the steps that must be taken to deal with these hazards.

For this reason it is essential to find out who is responsible for health and safety on the premises and contact them so that they can provide the required information.

Typical safety-related information could include:

- Any specific safety arrangements for those working on the premises;
- Location of toilets, washing facilities, eating (canteen) facilities;
- Fire and other emergency arrangements;
- Client contacts (e.g. safety personnel, first aid personnel, etc.)
- Personal Protective Equipment (PPE) requirements
- On receipt of this information, and/or based on an inspection of the site, ABC Company will:
 - Identify any additional safety measures that are required;
 - Communicate these measures to all appropriate staff;
 - Ensure that any required additional information, training, personal protective equipment, etc. are provided.

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4.13 Driving for work

Hazards

Other road users

Road traffic accidents

Driving conditions

Poor vehicle maintenance

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- The use of vehicles is restricted to persons within the company who hold a current driving license of the appropriate class, and who are covered by the appropriate vehicle insurance.
- Vehicles must be driven at all times in accordance with the Road Traffic Acts.
- All drivers must remain within the statutory legal limits for drinking and driving.
- Drivers are responsible for carrying out checks on vehicles prior to use to ensure that they are in suitable condition for use. Defects must be repaired.
- Vehicles must be parked in a safe location.
- All speed limits are to be adhered to when driving on public roads.
- Legal requirements for use of Mobile Phones must be adhered to.
- All staff who drive for work are advised to review the information at http://www.hsa.ie/eng/Vehicles_at_Work/Driving_for_Work/.

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4.14 Pregnancy and New Mothers

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

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

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

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

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

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

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

Examples of suitable action when additional risks are identified are:

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

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4.15 Violence and Aggression

Hazards

Physical assault

Physical injury

Verbal abuse

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

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

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

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

Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken by the Company to minimise this risk.

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

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

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4.16 General Health Hazards

Hazards

- Weils
- Lyme
- Tetanus
- Aspergillus Fumigatus

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Information:

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

Lyme disease

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

If you are worried about possible infection contact your GP.

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Tetanus

The organism causing tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by splinters and thorns. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your doctor how often you need a booster.

Legionellosis (Legionella)

Caused by Legionella bacteria, this is an infectious disease that can be caught by anyone but those with a suppressed immune system are most vulnerable. There are two types to which garden workers may be exposed: Legionella longbeachae, occurring in soil and compost, which can lead to a respiratory disease; and the more common L. pneumonophila, which leads to a type of pneumonia known as legionnaire's disease. The latter form occurs naturally at low levels in watercourses but can multiply in standing water to potentially harmful levels when the water temperature is between 20°C to 45°C.

Aspergillus Fumigatus

This fungus, which is commonly found growing on dead leaves, compost piles and decaying vegetation, may trigger a relatively harmless allergic reaction but can cause serious problems if too many spores get into the lungs. Previous cases of serious illness have been identified when people have been exposed to and inhaled extremely large volumes of the spores. Basic precautions and commonsense should protect individuals from serious adverse effects.

CONTROL MEASURES

Following the basic control measures below should protect employees from the various health hazards found in site visits at Landfills, etc.

- Wear gloves whenever handling soil, etc. Thin latex (or latex-free for allergy sufferers) gloves can be worn for delicate work.
- Ensure tetanus jabs are up to date. Otherwise, see your local GP for a tetanus vaccination if you have cut yourself on a site or got soil, etc. in an open wound.
- Protect from water-borne diseases such as Weil's disease by wearing waterproof gloves, clothing and boots when working around water.
- Always wash your hands after exterior work and especially before eating.

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- Keep a hand sterilising gel available in case clean water is not available.

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4.17 Conducting gas flare inspections and landfill gas emission testing

Hazards
Fumes
Fire
Gases
Site hazards

Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- All other assessments relating to sites, inspections, PPE, etc. must be followed in conjunction with this one.
- All persons conducting inspections and sampling will be fully qualified in their area of expertise and will be familiar with the expected hazards.
- Where possible the guidance from the "Source Testing Association (STA 2001A)" will be followed.
- Each site will be assessed for its own hazards based on the table below.
- Once complete that assessment and guidelines will be placed in a site specific file and all persons attending at that site will have access to it.

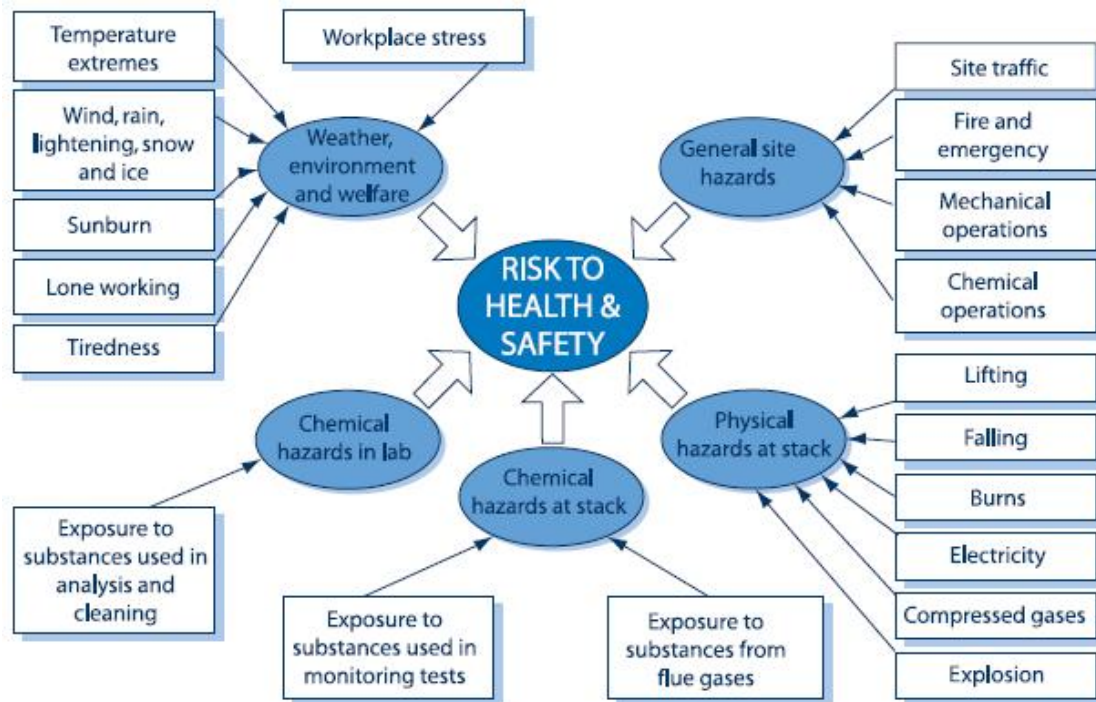
Fugitive emissions of flammable gases from the landfill	<ul style="list-style-type: none"> • Carefully locate sampling equipment remotely from identified sources of fugitive emissions (e.g. passive vents). • Use intrinsically safe equipment where practicable. • Use personal and or ambient monitors equipped with alarms to monitor background levels of methane.
Fugitive emissions of potentially toxic gases from the landfill	<ul style="list-style-type: none"> • Use of personal and or ambient monitors equipped with alarms to monitor background levels of specific components. • Avoid areas where odour is severe or substantial gas emission is apparent.
Heat – both radiative and from direct contact with hot ducting, equipment or 'lick back' of flames	<ul style="list-style-type: none"> • Use appropriate hot work gloves when handling sample point access ports/flanges and hot sampling equipment. • Use full-face visors when removing access covers.
Working at heights	<ul style="list-style-type: none"> • Use safety harnesses. • Use sampling platforms that are approved before use and which are provided with adequate hand rails and kick boards.

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4.18 Conducting compliance inspections

Hazards

Multihazard as per diagram.



Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures:

- All other assessments relating to sites, flare inspections, PPE, etc. must be followed in conjunction with this one.
- All persons conducting inspections and sampling will be fully qualified in their area of expertise and will be familiar with the expected hazards.
- Each site will be assessed for its own hazards based on diagram above.
- Once complete that assessment and guidelines will be placed in a site specific file and all persons attending at that site will have access to it.
- The permissions, certs and requirements for the relevant site will also be reviewed in order to ascertain the needs of the inspection and put controls in place.

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4.19 Working outdoors

HAZARDS

Sun
Rain
Ice
Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES AND ADVICE

- Wear warm or waterproof clothing in poor weather.
- Be aware of possibility of ice.
- Protect yourself from too much sun.
- Wear a hat and light-coloured long-sleeved shirts and trousers.
- Put on sunscreen before going out and re-apply it often.
- Wear sunglasses to protect your eyes.
- Stay cool in the heat.
- Wear 'breathable' cotton fabrics.
- Drink LOTS of fluids; at least a cup every half hour when it's really hot.
- Alternate between water and sports drinks (isotonic fluids).
- Avoid alcohol and caffeine – they dry you out.

Pay attention to signs of heat exhaustion – Nausea, Dizziness, Headache, Blurred vision, Cold/wet (clammy) greyish skin or disorientation.

Watch for signs of heat stroke

Chills, Irritability and restlessness, Convulsions or rapid shallow breathing, Disorientation or euphoria, Red face and skin, Dry skin, Fainting.

Get help if you think you have heat exhaustion or stroke.

- Get medical help.
- Get out of the heat.
- Lie on your back with your feet up.
- Cool down with the help of wet cloths, alcohol wipes or immersion into tepid water.
- Replenish fluids; drink water and sport drinks (isotonic fluids).
- Get rest. Recovery may take days.

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4.20 Insects and Allergies

DESCRIPTION

Dealing with insects.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Tips for avoiding insect stings

Bees and wasps rarely sting unless they are aggravated.

Avoid perfume, cologne or scented soaps if you are going into an area where there are likely to be bees or wasps.

Bees and wasps are attracted to brightly coloured, patterned clothing. Insect repellent doesn't work on stinging insects. It might even attract them.

Stay calm if a bee lands on you. It will eventually leave of its own accord. If you don't want to wait for it to leave, slowly and gently brush it away.

If you are stung

If you are stung in the mouth or nose, get immediate medical help as swelling could block airways.

Remove the stinger without squeezing the bag of venom. Gently scrape it out using a blunt object such as a credit card or scraper. The sooner you can remove it, the better.

Prevent infection: wash the affected area carefully with soap and water and keep it clean until it is completely healed.

Applying a preparation Savlon may provide relief from pain and swelling. Reduce swelling by applying a cold pack or an ice pack wrapped in a cloth

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4.21 General Environmental Monitoring

Note: This section covers such activities as taking surface water, leachate, dust, air, groundwater samples etc. As per Part 4.10, the Client will supply ABC Company with the information relevant to the site and the supplied document shall be used to assess any necessary controls. Set out below are some general control measures.

HAZARDS

- Multi hazard

Control Measures

- All Employees will be fully qualified in their areas of expertise.
- All employees will be fully qualified in the use of any sampling or monitoring equipment they will be using.
- All Employees will have completed a Safe Pass Course and will carry their cards with them.
- All previous assessments such as manual handling, driving, working outdoors, insects, etc. must be adhered to.
- All staff carrying out environmental monitoring of any sort will be briefed on the needs of the task before carrying out the works.
- Briefing must include the possible hazards that may be encountered at the sampling/monitoring location.
- Staff may only carry out sampling/monitoring that they have the correct skills for.
- Where necessary a location specific risk assessment will be carried out in order to determine any location specific safety controls.
- In general the following PPE and safety equipment will be required for outdoor works:
 - Masks, face-shields or other barrier relevant to the substance that may be sampled
 - Poor weather clothing
 - Hi-Visibility jackets to assist in locating an employee who could be lost or unconscious
 - Gloves
 - Strong walking boots
 - Small backpack with drinking water, hand sanitizer and small first aid kit
 - Mobile phone fully charged

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- o Call back or check in times where there will be no phone coverage
- In general the following PPE and safety equipment will be required for indoor works:
- Masks, face-shields or other barrier relevant to the substance that may be sampled
- Ear defenders for working in industrial settings
- Eye protection if in an area where projectiles may be present e.g. waste disposal chutes, machine processes, industrial fluid disposal, etc.
- Safety boots and Hi-Viz clothing for industrial settings

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Safety Statement

Part 5 Annual Review

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically.

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

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Safety Statement

Part 6 – Staff Sign Off.

We the undersigned accept that:

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

Name in block	Signature	Date

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Safety Inspection and compliance Sheet

Inspector:		Area:		Date:
Structure, equipment, tool & work practice	Inspection item (relating to each structure, equipment, tool & work practice)	Substandard condition / practice noted	Corrective action required	Action by & date
Procedures	Induction has been completed for all persons on site.			
PPE	All persons on site are wearing correct PPE as per assessments.			
Risk Assessment and methods	Any activities observed on site have a matching risk assessment or method statement.			
Training	Training records exist for all activities and persons observed during inspection.			
Supervision	Relevant and appropriate supervision is in place on site			
Emergencies	Emergency plan in place and all persons on site have the means to raise the alarm in an emergency and have access to necessary emergency equipment/supplies			
Other observations?				

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Accident Report Form

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

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	Safety Statement

Standard Induction to new Sites

Site Health and Safety Rules

- ABC Company adheres to and complies with the Construction Regulations 2006 at all times. Contractors and visitors are reminded that they are responsible for their own health and safety and that of ABC Company employees.
- All instructional signage, internal and external, must be complied with at all times.
- ABC Company operates a strict smoking policy. Any persons found anywhere on the premises smoking in a restricted area will be permanently removed from site. Smoking is only permitted in designated smoking areas.
- Contractor vehicles may enter compound for the purpose of off loading tools, materials and equipment associated with the task. Vehicles must then be removed from compound and parked in designated parking areas.
- Under extreme circumstances and where a vehicle is an integral part of the equipment required then with agreement from Manager 2 the vehicle can be parked adjacent to the proposed works.
- All vehicles entering site must adhere to the site speed limit.
- Vehicles that are, due to nature of work undertaken, allowed to remain on site should where possible have amber flashing light or be clearly marked or coned off.

Pre Site Access Procedures

All sub-contractors who are intending to carry out works on site on behalf of the ABC Company and client must have provided and discussed in advance the following with Manager 2.

- Their company Health and Safety policy
- Their Employers Liability Insurance Certificate
- Skills Cards and Safe Pass for Staff.
- Construction Regulations Pre work documentation
- Risk Assessments for task
- Method Statement for task
- Chemical Assessments (COSHH) for task
- Inspection records of the contractor tools and equipment
- Training records and qualifications of the contractor
- Licences to drive and operate plant and equipment
- Names of personnel arriving to conduct works

Site Access Procedures

- The visit must be a scheduled date.
- Names of Companies and contractors personnel to be forwarded to Manager 2 the day prior to planned visit.
- Any contractor who gains unauthorised entry to an area to which they are restricted will be escorted from site and not permitted to return.
- ABC Company operates a search policy, which must be made clear to the contractor prior to entry. All employees, visitors and contractors are liable to be searched.

Induction of all persons

Manager 2, supported by Manager 1 will be responsible for the provision of induction to all persons attending site. This must be completed prior to commencement of any activities. The induction will include the following instructions and information:

- Roles and Responsibilities
- Health and Safety Rules for the site
- Site Layout (Including exclusion zones)
- Vehicles and Traffic Management
- Welfare Facilities on Site
- Accident and Near Miss Reporting
- First Aid Provision
- Emergency Procedures
- Personal Protective Equipment
- Site Notices and Signage
- Permit to Work Systems
- Work Tools and Equipment
- Food safety procedures

The person attending training should sign to confirm that induction has been completed; this must be filed for audit purposes.

General Health and Safety

- All persons are to wear safety boots or shoes at all times
- Hi visibility vests are to be worn at all times
- Hard hats are to worn in construction areas
- All screening and protection of works to be in place prior to commencement of works
- Other PPE must be provided in accordance with the contractor method statements and risk assessments
- Contractors are under no circumstances permitted to use or operate any ABC Company Mechanical or Construction Equipment

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- Contractors must provide licences for the staff who are to operate their own or hired Mechanical Handling Equipment

Accidents and Near Misses

- Accidents must be reported without exception to Manager 2 or Manager 1 whereupon ABC Company accident investigation/recording procedure shall be followed.
- First Aid locations are to identified to all persons
- All persons should be made aware of who the trained first aiders are. In the first instance this will be Manager 2. If the situation is beyond Manager 2's training he will ask for assistance from the client or nearest Hospital.
- Full accident investigation is to be carried out by ABC Company in the event of accident involving contractor whilst on site
- Report to be produced as per usual process, copy to be forwarded to the Sub-Contractor where relevant

Welfare Facilities

- All persons must be made aware of the facilities that they are permitted to use.
- If these are restricted to particular area then this must be clearly indicated
- Notice to be posted to instruct contractors and direct labour to maintain toilet and washing units in good and clean.

Permits To Work

The following require additional permits to work.

- ✓ Permit for Hot Work – Including Welding, grinding, burning or similar operation which could constitute a fire hazard.

On completion of works or at end of day the permit must be returned to the issuer to close and to confirm status of the works for which permit was issued.

In the case of a hot works permit all must conclude that no fire risk is possible prior to closure.

Equipment and Materials

- Where required by regulation, no person must use any equipment or tools that they have not provided training documentation for
- All tools provided must be fit for purpose
- All tools must be 110v
- All electrical tools must have valid PAT test
- Sub-Contractor is responsible for his own security arrangements for any tools and equipment he has provided for works on site

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- Sub-Contractor must provide all the tools necessary to complete works, under no circumstances should ABC Company equipment be provided
- For storage of materials on site the sub-contractor must make adequate provision and agree location with Manager 2
- Sub-Contractor must provide adequate means for disposal of waste materials generated as per the Site Waste Regulations

Emergency Procedures – Fire

- All persons must be made aware of the fire alarm audible sounder
- If they discover a fire or suspect a fire they must alert Manager 2 immediately
- Upon hearing or activating the fire alarm they should leave the immediate area
- They should assemble at the main site assembly point identified to them on induction as being for contractor and visitor use
- Evacuation must be maintained until Manager 2 gives the all clear

Waste Disposals and Containment

- The disposal of all waste materials by all persons must be conducted in a safe and environmentally acceptable manner
- All persons, in accordance with site procedures, must dispose of all liquids into the appropriate containment. Early consideration should be given to where these elements are likely to apply
- Copies of all waste disposal consignment notes should be provided to Manager 2 where relevant.
- Any generators or similar equipment that have oil and fuel tanks must be positioned in location that in the event of spillage do not pose a contamination threat

Personal Hygiene Regulations

- Hands must be washed at regular intervals throughout the day. It is important that after eating or using the toilet that hands are washed thoroughly to ensure that high standards of hygiene are maintained.
- Eating is only permitted in the cabin/canteen/designated area
- Cuts and abrasions must be covered by waterproof dressings. Appropriate dressing can be obtained from any First Aider.

Site Hygiene Regulations

- All tools etc. must be accounted for and all spare and old parts or fittings removed from the area.

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- The area must be completely cleared of all debris following the completion of work and the client contact advised of any additional cleaning requirements.

This list is for standard induction to the ABC Company Site for. It is not exhaustive, and should be added to appropriate to the needs of the contract/client.

Induction Delivered by	
Signature	
For (specify client/project)	
Foreman or Supervisor	
Date	

Signatures of those present	

PREVIEW