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	Safety Statement

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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 and employees are fully aware of ABC Company's commitment to high standards in H&S.

### 1.2 OBJECTIVES OF THE SAFETY STATEMENT

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

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

To provide a control document to record the pertinent changes to the 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 Organisation's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by our activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare on a day to day basis. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all teachers and other persons using the premises. 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 Organisation 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 1

**Date:** \_\_\_\_\_

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## 2.4 Subject Teachers and other employees

- ❑ Ensure that your classroom is clean and tidy with easy access and egress.
- ❑ Ensure all equipment you use is in good condition with no risk to health.
- ❑ Ensure any materials you use or bring onto the premises are non hazardous.
- ❑ Take part in any H&S inspections as requested by Manager 1 or Manager 2.
- ❑ Take a full part in any Fire Drills
- ❑ Co-operate in the investigation of accidents and the reporting of them.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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### 3.12 Bullying at Work Policy

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

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

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

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

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

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### 3.13 Young persons and inexperienced workers policy

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

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

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

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**HAZARD IDENTIFICATION AND CONTROL MEASURES**

**PART 4**

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## 4.2 FIRE

### FIRE HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

### The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in 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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## 4.10 Ladders

### HAZARDS

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

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### Maintenance of ladders and folding step-ladders.

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

#### Use of ladders and folding step-ladders

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
- Be securely fixed

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#### 4.14 Safety in Exam Centres and other premises.

##### Hazards Identified

Slips, falls, housekeeping, etc.

##### Risks Value

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual premises 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;
- Premises contacts (e.g. safety personnel, first aid personnel, etc.)
- On receipt of this information, and/or based on an inspection of the site, Manager 1 will:
  - Identify any additional safety measures that are required;
  - Communicate these measures to all appropriate staff and students;

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## 4.17 Practical Subjects – Art, Etc.

### Hazards

- Blades
- Paint/Dust/Glue

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

- Avoid trailing cables from equipment and tools.
- Do not store materials or equipment below tables/benches.
- Avoid overcrowding of rooms.
- Control the entry and exit of people from classes.
- Display art work, practical work etc safely.
- Provide suitable storage for goods and equipment.
- A Fire Safety Plan exists and teachers are aware of the content of the Plan.
- Ceilings and exit doors are kept free of combustible material such as artwork, posters, paper etc.
- All extension cords are kept good condition and used for temporary purposes only.
- All extension cords will have their own fuse.
- Windows open easily and stay open according to their design.
- Floor tiles or carpeting will be securely fastened to reduce trip hazards.
- Floors are kept free from slips, trips and fall hazards.
- Step stools or small ladders are available for accessing stored items from high shelves.
- Storage on top of wall-mounted cupboards is limited to lightweight objects such as empty boxes.
- Lino print:
  - The knives used in Lino Printing are very sharp. The following controls apply:
  - All knives have only one blade and a replacement or different type must be obtained from the teacher.
  - The blade in the knife must be given up in exchange for the new blade.
  - Knives are stored in locked press.
  - When a blade is being changed the knife is to be held pointing away from the body and any other student.
  - All cutting is carried out on the wooden blocks.
  - All cuts are made with push strokes away from the body.

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