

LOGO HERE

COMPANY SAFETY STATEMENT

ABC Company

Address line 1
Address line 2

Preview

Contents

- PART 1 Company Statement
- 1.1 Objectives of the Safety Statement
 - 1.2 Safety Statement
 - 1.3 Safety Policy
 - 1.4 Revisions
 - 1.5 Company Activities
- PART 2 Duties and Responsibilities
- 2.1 Management Control System
 - 2.2 Manager 2
 - 2.3 Human Resources
 - 2.4 Health and Safety Coordinator
 - 2.5 Managers/Supervisors
 - 2.6 Employees
 - 2.7 Office staff
 - 2.8 Contractors
- PART 3 Arrangements for Safe Working
- 3.1 Resources
 - 3.2 Safety Induction
 - 3.3 Training
 - 3.4 Safety Consultation
 - 3.5 Safety Representation
 - 3.6 First Aid
 - 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
 - 3.8 Welfare Facilities
 - 3.9 Personal Protective Equipment
 - 3.10 Permit to Work Systems
 - 3.11 Smoking Policy
 - 3.12 Drugs and Alcohol Policy
 - 3.13 Bullying Policy
 - 3.14 Young and Inexperienced Workers Policy
- PART 4 Hazard Identification and Control Measures
- 4.1 Hazard Inspections
 - 4.2 Fire
 - 4.3 Access and Egress
 - 4.4 Housekeeping
 - 4.5 Manual Handling
 - 4.6 Electricity
 - 4.7 Offices
 - 4.8 Visual Display Units

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

- 4.9 Hazardous Substances
- 4.10 Working at heights and ladders
- 4.11 Working in store
- 4.12 Cooked food preparation
- 4.13 Cash handling
- 4.14 Storage and falling stock
- 4.15 Bullying and Stress
- 4.16 General shop hazards
- 4.17 Clothing Steamer
- 4.18 Other shop equipment
- 4.19 Smoking
- 4.20 Opening and closing
- 4.21 Responding to alarms

PART 5 Annual Report

PART 6 Staff sign off

PART 7 Appendix

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

This Statement has been prepared with the assistance of www.safety-statements.ie no liability may attach to www.safety-statements.ie arising out of any element of the contents of this statement. It is accepted that Manager 2 is responsible for ensuring the contents adequately reflect the activities of the business.

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

1.1 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

Preview

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

1.2 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company. The Safety Statement that continues on the following pages is only relevant for the General Work to be undertaken in the boutique premises.

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

Manager 2 has responsibility for managing Health, Safety & Welfare within the ABC Company premises. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy. Manager 2 will consult with Manager 1 on the general implementation of this policy and for assistance in dealing with any issues.

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

Signed: _____
 Manager 2

Date: _____

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

1.3 Policy Statement:

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

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

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

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

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

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

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

COMPANY STRUCTURE FOR HEALTH AND SAFETY

PART 2

Detailed Responsibilities of Personnel
carrying out functions of Part 3

Preview

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	MANAGER 2	8

2.1 MANAGEMENT CONTROL SYSTEM

The Safety Policy is central to setting up an effective Safety Management System within a company. 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:

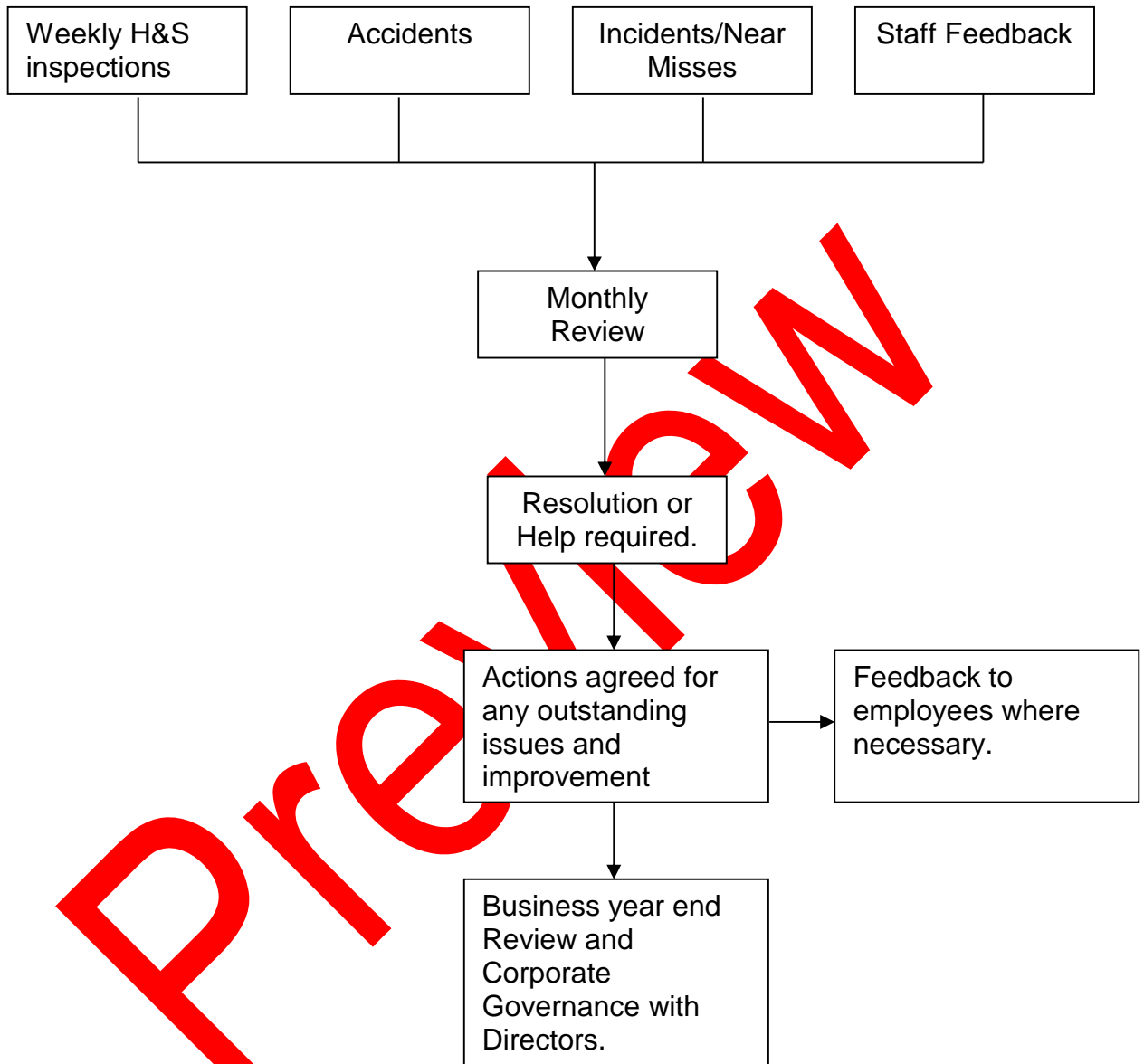
1. Health and Safety Year Planner up to date
2. Maintenance check sheet up to date
3. Weekly safety and housekeeping inspections
4. Staff suggestions and query forms
5. Induction and ongoing training
6. Safety critical equipment maintenance records
 - 6.1. Fire alarms
 - 6.2. Emergency lighting
 - 6.3. Fire extinguishers
7. Fire drill records
8. Risk assessments
 - 8.1. Initial assessments from xx/xx/xx
 - 8.2. Annual reviews after xx/xx/xx
9. Monthly Safety review
 - 9.1. Minutes
 - 9.2. Action points
 - 9.3. Outstanding issues resolved
10. Safety Statement
 - 10.1. Implementation after xx/xx/xx
 - 10.2. Annual reviews after xx/xx/xx
11. Annual Company Health and Safety Officer's report

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

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

Health and Safety Management process for ABC Company

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



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

Procedure for Weekly Inspections.

1. Result from previous week is filed for review at the General Monthly meeting, along with any issues that could not be resolved at the time.
2. Any issues requiring discussion are dealt with at the meeting and action points are put in place.
3. Manager 2 or a designated employee will carry out the Weekly inspection.
4. Inspection is completed and given to Manager 2 by 2.30 pm that day if another employee was responsible.
5. The inspection has corrective actions that have been completed highlighted and any issues that could not be dealt with identified.
6. Any significant issues on the inspection are immediately actioned by Manager 2.
7. Any non urgent issues are held over until the monthly review and actioned as appropriate.
8. Manager 1 and Manager 2 will then review the performance of the company at the Monthly Review.

Preview

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

2.2 Manager 2 (assisted by Manager 1 as necessary)

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Also responsible for ensuring that staff reporting to her are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, make suitable changes.
- ❑ Investigate all major accidents and damage to Company property and implement actions.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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

2.3 HUMAN RESOURCES

There is currently no dedicated Human Resources Department in ABC Company. Should the need to have a dedicated person or department arise in the future, then this section shall be revisited.

2.4 H&S Coordinator – This role is generally fulfilled by Manager 1.

- ❑ Regularly inspect the premises to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis with the General Management Meeting.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises.
- ❑ 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.

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

2.5 MANAGERS/SUPERVISORS

This section is applicable to Manager 2 and any person to whom authority is given in order to act as a Supervisor or Manager, especially in Manager 2 absence (holidays, etc.).

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

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

SPECIFIC RESPONSIBILITIES OF ALL MANAGERS

- ❑ 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 and check that it is effective.
- ❑ 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.

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

2.6 All Employees

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

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

2.7 OFFICE BASED STAFF

- ❑ Read and understand the Company's Safety Statement and carry out your work in accordance with its requirements.
- ❑ Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions or training.
- ❑ Report any defects in office equipment or machinery immediately.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.
- ❑ Ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction.
- ❑ Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- ❑ Do not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- ❑ Suggest ways of eliminating hazards and improving working methods.
- ❑ Do not smoke anywhere on the premises.

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

Guidance on workstations for office workers

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

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

PREVIEW

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

2.8 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ No contractor may be allowed to commence work before providing a clear and detailed Method Statement.
- ❑ All contractors will be expected to comply with ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to ABC Company whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site.
- ❑ All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.
- ❑ ABC Company must be notified of any material or substance brought onto the site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ❑ Contractors must take all reasonable steps to avoid interference by mobile equipment.
- ❑ ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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

ARRANGEMENTS FOR SAFE WORKING

PART 3

Preview

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

3.1 RESOURCES

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

The Management of ABC Company undertake:

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

PROVISION

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

3.2 SAFETY INDUCTION

This procedure will be carried out by the manager of the work place where the new employee will be required to work.

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

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. smoking within the building.
4. The training and instruction required for each individual must be considered. The Safety Co-ordinator will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly point.

PRELIMINARY

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

3.3 TRAINING

HAZARDS

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

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

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

All the safety training received will be monitored and updated by Manager 1.

ABC Company will keep training records to include:

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

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

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

3.4 SAFETY CONSULTATION

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

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

A folder of blank forms is held by the Manager 1. Staff members complete a form as needed. The forms are reviewed on a weekly basis by the Manager 1.

The Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns with Manager 2.

3.4.1 SAFETY COMMITTEE

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

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

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

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. As of xx/xx/xx the staff have not elected to do so.

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 should one ever be elected.

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

3.6 FIRST AID

CONTROL MEASURES

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

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

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

- Office
- The First Aid Boxes are inspected on a weekly basis. This check and replenishment is recorded and kept on file.
- 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.

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.

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

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.
- ❑ Accident Report Form must be passed directly to Manager 2.

First aider names	

Preview

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

3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ Accident report Form
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 1.
 - ❑ All injuries must be reported on the worksheet also.
- ❑ Health & Safety Authority
 - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority at this web link <https://webapps.hsa.ie/CIRW/index.php>.
 - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

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

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

3.8 WELFARE FACILITIES

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

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

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

Arrangements for eating foodstuffs, staff are provided with:

- Tea/Coffee
- Sugar
- Milk
- Water
- Kettle

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

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

Preview

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

3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required. Currently no hazards have been identified that require the issue of PPE. If this situation changes in the future, then the policy below shall be implemented.

HAZARDS

- Physical Exposures
- Chemical Exposures

CONTROL MEASURES

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

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

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

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

3.10 PERMIT TO WORK SYSTEM

ABC Company will issue work permits to any contractor based on the method statement that the contractor provides. Manager 2 will sign off the control measures on the method statement as a permit once they are found to be adequate.

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

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.

ABC Company recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with Manager 2, for the time being. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

INFRINGEMENTS

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

SMOKING CESSATION

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

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

3.12 DRUGS AND ALCOHOL POLICY STATEMENT

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

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

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on company property, company owned vehicles or other off site locations, will lead to disciplinary action being taken.

Preview

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

3.13 Bullying at Work Policy

ABC Company management recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for our employees. As part of our policy of maintaining good employer practice Manager 2 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 or the Safety Representative when and if one is appointed.

ABC Company gives the undertaking that it 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.

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

3.14 Young persons and inexperienced workers policy

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

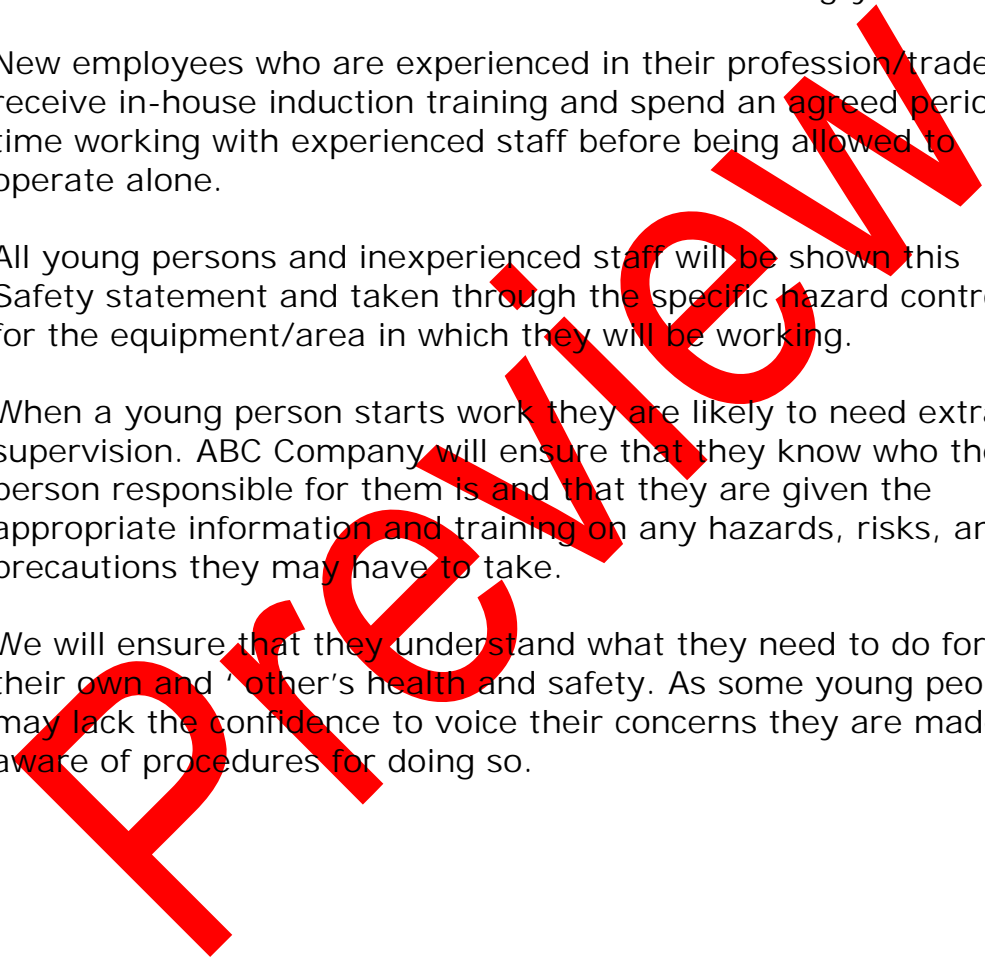
ABC Company do employ under 18s on a temporary basis. These young people will be supervised at all times and will be trained/advised on how to deal with awkward or angry customers.

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

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

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

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



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

HAZARD IDENTIFICATION AND CONTROL
MEASURES

PART 4

Preview

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

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.

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

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

Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

□ Risk Control.

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

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

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

4.2 FIRE

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	36

FIRE HAZARDS

Fire extinguishers and a fire alarm are provided on the premises and are checked weekly.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed by management to:

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

The Fire Safety Programme shall incorporate arrangements for:

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

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

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

A fire safety register will be maintained by the Company.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

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

Portable Fire Extinguishers

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

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and

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

should assemble at the designated assembly point so that they can be quickly accounted for.

7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

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

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

4.2.3 FIRE ALARM SYSTEM

The following details shall be entered in a log book after an Alarm Activation:

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

It is important to note that each individual call point must be tested at least once in every period of 12 months.

4.2.4 FIRE DRILL

A fire drill shall be undertaken at least twice per year.

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

4.3 ACCESS AND EGRESS

HAZARDS

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

There are two access points for the premises, the Main street door at the front and the downstairs exit at the back.

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

All passageways shall be kept clear of obstruction.

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

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

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

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

Stairways shall be kept clear at all times.

The covering on the stairs is a Non-Slip surface this shall be maintained as per the supplier's instructions.

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

4.4 HOUSEKEEPING

HAZARDS

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

- Trips: - Materials left lying in open areas
- Slips: - On wet floors, material strewn around
- Falls: - Use of materials for accessing higher work areas.
- Collisions: - Blockage of access 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

Access to storage areas is organised.

Storage areas themselves are kept clear and tidy.

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

All spillages and Wet floors must be cleaned up promptly.

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

Dealing with broken Glass:

- Always use a dustpan, brush and gloves when clearing glass breakages, never use hands unprotected
- Ensure a full sweep of the area takes place as splinters of glass can travel after impact
- If liquid is also involved, thereby further compounding the incident by adding the danger of slipping on the liquid, the area must be isolated with yellow cones during the clean up process
- Discard of broken glass in an appropriate container - it should not be transferred to, e.g. plastic bags as further risk of injury will exist

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

4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

No heavy loads are handled by staff.

Deliveries enter via the back door and boxes are placed on the floor by the delivery person.

Staff break down the deliveries from the boxes into smaller units for storing or displaying.

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

4.6 ELECTRICITY

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

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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

CONTROL MEASURES

1. The premises lease is Full Maintenance.
2. ABC Company staff do not carry out any electrical work.
3. The Manager will ensure that the wiring installation on the premises is checked on an annual basis by a competent qualified electrician.
4. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
5. A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
6. 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.
7. Sufficient sockets shall be provided to prevent overloading by use of adapters.
8. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
9. Frayed and damaged cables shall be replaced immediately.
10. Flexible cables should not be run across floors.

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

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, shall be carefully disposed of.

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

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.

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- ❑ Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- ❑ The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- ❑ This underlines the importance of keeping VDU's in good condition.
- ❑ It is important that chairs are correctly selected and used and that their sitting is at an optimum distance from the machine.
- ❑ Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- ❑ There should be a restriction on continuous use:
 - ❑ 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.

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

4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Only domestic type cleaners such as Furniture Polish and Fairy Liquid type detergents are in use at ABC Company. These substances are a very low risk as they are used in very small quantities.

Preview

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

4.10 WORK AT HEIGHTS AND LADDERS

Work at heights is defined as working in an area/location where a person could fall from any height, other than from a scaffold. The only area where working at height may be possible in ABC Company is the occasional use of a small step ladder for accessing stock, hanging decorations, etc.

HAZARD

The main hazards associated with Work at Heights are:

- Falls of persons from working places or accesses.
- Falls of materials or articles.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- The Manager will ensure that work is planned to ensure safe access/egress and working place for Employees to work at heights.
- Ladders to be inspected monthly
- In general ladders are not used as work platforms
- All ladders to be checked for damage before use
- Position ladder close to work
- Do Not stretch from the ladder
- All ladders must be placed on secure flooring/ground
- If possible ladder should be secured from falling.

4.11 WORKING IN THE STOREROOMS

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

HAZARDS

- ❑ Poor housekeeping.
- ❑ Materials on floor.
- ❑ Materials falling from shelving.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- ❑ Housekeeping cleaning duties must be carried out daily.
- ❑ Restrict access to authorised personnel only.
- ❑ Caution maintained at all times.
- ❑ No obstruction to be put in way of doors.
- ❑ Shelves not to be overloaded.
- ❑ Hanging bars not to be overloaded.

TRAINING

- ❑ Manual Handling.

Preview

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

4.12 COOKED FOOD PREPARATION (staff rest area)

Hazards	Risks
Burns	Low
Electrocution	Low
Fire	Low
Entanglement	Low
Slips, Trips and Falls	Medium
Radiation	Low

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

4.12.1 Microwave Oven

This is standard equipment, as found in many homes. The microwave oven should be placed with centre of door no higher than 1.6 metres from the floor. This should be reassessed in relation to individual employee capabilities each time employee changes occur.

At no time may metal objects / utensils be placed within the Microwave cooker.

4.12.2 Kettle

This is standard equipment, as found in many homes. It is to be operated at all times in accordance with the manufacturer's instructions, and using common sense.

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

4.13 CASH HANDLING

Hazards	Risks
Assault	Medium
Physical injury	Medium

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

4.13.1 Cash Movement Controls

1. Avoid letting large amounts of cash accumulate in the register.
2. Perform cash drops regularly depositing cash in safe.

4.13.2 Cash Movement to and from the Bank

1. Minimise the risk to cash by making frequent lodgements.
2. Avoid, as far as possible, set patterns when making lodgements.
3. When cash is being moved in or out of the premises, ensure that the area is thoroughly checked and certain entry/exit points are secured to prevent the possibility of cash carriers being ambushed in the immediate vicinity. People involved in the movement of cash should be alert at all times and should anything arouse suspicion, they should contact the Gardai.
4. Lodgements of coin could be carried in a cash case and currency notes may be carried on the person.
5. Trips to the bank, where possible, should be made by car. Able-bodied persons should carry out this task – at least two such persons.
6. Precautions should begin with varying, as much as possible, the times and routes of such journeys.
7. Be discreet. Avoid the use of a telltale canvas bag that shows the thief you are carrying money, thus attracting them to snatching it quickly. Where possible, carry notes in pockets and bulky change in a cash case.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

8. The first and last stages of the journey to the bank are the most likely points for attacks – snatches have been made from customers in bank premises.
9. Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.
10. Do not advertise your business by unnecessary exposure of cash bags or lodgement dockets.

Preview

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

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

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

Notes:

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

Provide the Gardai with tapes from the closed circuit security system.

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

4.13.5 Post Crime Action – Armed Raids and Personal Attacks

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

4.13.6 Responding to Alarm Activations

1. On receiving the alarm notification contact the Gardai.
2. Do not approach the premises unless the Gardai are in attendance.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	54

4.14 STORAGE AND FALLING STOCK/ITEMS

DESCRIPTION

High storage can result in stock or boxes falling.

HAZARDS

Falling boxes/rails, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

All clothes rails are checked periodically to ensure they are secure.

Clothes rails are never overloaded.

Mobile clothes rails/racks are never placed blocking exits or doorways.

All racking/shelving checked weekly

Boxes are stored in areas where pedestrians do not have access.

Box storage is kept to a minimum.

Customers are not allowed in areas where product is stored at height.

All storage at height to be kept in an orderly fashion.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

4.15 BULLYING AND STRESS (see also section 3)

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Dignity in the Workplace.

ABC Company Anti-Bullying and Anti Harassment in the Workplace

Policy

It is the policy of ABC Company that behaviour of bullying and harassment by an employee or group of employees within the Company will not be accepted or tolerated. It is the belief of the Company that all employees are expected to respect the right of each individual to dignity within their working life. It is the policy of the Company to ensure that such dignity is upheld and to that end the company have put in place appropriate procedures.

What is Bullying?

Bullying is repeated inappropriate behaviour, direct or indirect 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 of incident, is not considered to be bullying.

The following are some examples of such behaviour:

- > Humiliation
- > Intimidation
- > Verbal Abuse
- > Victimization
- > Exclusion and isolation
- > Pestering, spying and stalking
- > Implied threats

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

What is Sexual Harassment?

Sexual Harassment is conduct towards another person which is sexual in nature or which has a sexual dimension and which is unwelcome to the recipient.

The following are some examples of such behaviour:

- > Suggestive remarks
- > Unnecessary touching
- > Jokes or Tricks of a sexual nature
- > Indecent exposure
- > Degrading abuse or insults
- > Gesturing of a sexual nature
- > Displaying of pornographic material

What are the effects of bullying and harassment?

Being the victim of bullying and/or harassment can lead to many physical and psychological problems including:

- > Severe Anxiety
- > Concentration problems
- > Excessive drinking or smoking
- > Raised blood pressure
- > Heart Disease
- > Reduced resistance to infections or other medical conditions
- > Skin problems.

Company procedure for dealing with bullying and harassment allegations

Employees have two forms of procedure available to them for reporting bullying and harassment allegations.

Informal Procedure

- > If an employee believes that the conduct of another employee constitutes bullying or harassment they may raise the matter with the individual in an informal manner.
- > This involves highlighting that their conduct is unwelcome, offensive or interfering with the working environment.
- > Alternatively the employee may approach Manager 2 and request that the matter be dealt with in an informal manner. As this is an informal procedure, Manager 2 will listen to the matter and discuss the options open to the employee, without forming any judgement on the case, as the views of the alleged harasser will not have been heard.
- > This kind of process will not result in disciplinary action being taken against the alleged harasser.
- > The objective of the informal approach is to resolve the

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	57

difficulty with the minimum of conflict and stress for the individuals involved.

Formal Procedure

- > If an employee feels that the informal procedure is inappropriate or if the employee has used such an approach without success he/she may instigate formal procedures.
- > An employee should approach Manager 2, with an outline of the complaint in writing.
- > The company will treat all such complaints with paramount seriousness and undertake an immediate investigation. This may be conducted by members of management or if appropriate a third party.
- > The complainant will be interviewed and asked:
 - > Who was involved?
 - > When did the incident(s) occur?
 - > Where did the incident(s) occur?
 - > Were there any witnesses?
 - > What they feel would be a desired solution?
- > The alleged harasser will be interviewed and:
 - > Advised of the complaints made against them.
 - > Given an opportunity to respond.
 - > Any witness will be interviewed and asked what they saw and/or heard at the time of the incident(s).

Both the complainant and alleged harasser will be given notice of the findings of the investigation.

All complaints and investigations will be conducted in a confidential manner. During investigations both parties are entitled to have representation at all meetings. The Company may, in certain circumstances, suspend an employee with pay pending an investigation.

Any decision following an investigation may be appealed to Manager 2 within a reasonable period of time.

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

4.16 GENERAL SHOP HAZARDS

HAZARDS

Slips trips and falls
Fire

Medium
Low

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls

Housekeeping: - A good guide is to keep the premises, as you would wish to find your own home. Use bins provided for litter and waste. These are to be emptied regularly as per cleaning list requirements. Make sure that all aisles and passageways are kept clear. Pay particular attention to goods being placed on the floor in the shop area. Items to be placed on shelves must sit firmly and safely.

Where hosepipes, electrical cables or vacuum cleaner pipes are in use, extra care must be taken not to create a hazard. Warnings should be given to people in the area either visually or verbally.

Take extra care to ensure that sweeping brushes and other tools are always stored upright safely out of people's way and that they do not constitute a tripping hazard.

Any spillage of water onto the shop floor, or in the toilets should be protected immediately with a warning sign and the water taken off and mopped dry.

Take care when unpacking goods delivered, not to allow wrappers and strapping to stay on the floor - plastic and cellophane can be extremely dangerous.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	MANAGER 2	59

4.17 Clothes Steamer

DESCRIPTION

Risk assessment on use of the clothes steamer.

HAZARDS

The main hazards associated with steamers are:
 Slips & Trips from wet floors, debris, trailing pipes etc.
 Crash or strike with equipment or personnel
 Manual handling/unsafe lifting of water tank when full or attachments

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

The steamer weighs less than 6kgs and is easily manoeuvred.
 The head of the steamer will not scorch or burn.
 Authorised & trained personnel may only operate the steamer.
 Steamer is generally only to be used between 9:30 and 10:00 when there are none or minimal customers in the store. If a customer requires a garment to be pressed at other times, the steamer is to be used in a segregated area.
 Procedure for safe operation of steamer must be adhered to at all times as per the instruction booklet and the intro video.
 Maintained on a regular basis with PAT testing once per year.
 Hang the garment on the hook over the steamer for stability.
 Place the nozzle in the hook when not in use.
 Maximum of 4 litres of water to be used in the steamer.
 Always use a funnel to fill the seamer and avoid spillages.
 Ensure holes in the nozzle are facing upwards to avoid condensation and dripping.

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

4.18 OTHER SHOP EQUIPMENT

Vacuum Cleaner, Hot water heater, Fan, etc.

DESCRIPTION

Risk assessment on use of the general equipment.

HAZARDS

Entanglement

Electrocution

Fire

Slips and falls

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Maintenance

It is company policy to maintain the premises in good order. All staff should report any damage or deterioration of company property to management immediately. Similarly, report any example of wear and tear, which may constitute a hazard. On the completion of every task, ensure that goods are in their proper place and the area is left in good order.

CONTROL MEASURES

All equipment shall be subject to periodic checks and relevant maintenance.

All defects are to be reported to the manager as soon as they are noticed.

Ventilation and Heating: Staff must remember that heating appliances constitute a fire hazard. Clothing or other flammable materials should never be placed on or near the room heaters.

All equipment only to be used as per design.

All equipment to be used as per the manufacturers instructions.

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

4.19 Smoking

DESCRIPTION

Smoking Policy and Controls .

HAZARDS

Fire and Ill Health

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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

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

IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with Manager 2. All staff have an obligation to adhere to, and facilitate the implementation of this policy. Staff are permitted to smoke outside of the premises only. This area must be kept clear of all litter and cigarette butts at all times. Failure to follow this instruction may result in smoking being totally prohibited in this area.

INFRIINGEMENTS

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	MANAGER 2	62

4.20 OPENING AND CLOSING

DESCRIPTION

Possible hazards associated with opening and closing the shop.

HAZARDS

Assault
Violence

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Where possible 2 people will open and close together.
 When closing up lock door from inside and proceed to go through end of day sales procedures.
 When procedures are complete begin to turn off lights, lock back door, close windows, etc.
 Leave external light (where provided) turned on.
 If cameras are available make a quick scan of the exterior for any loiterers. If not then look out the window for same.
 If all appears clear unlock front door set alarm and leave.
 Proceed directly to your car or other form of transport.
 When opening up, approach the shop and make sure there are no loiterers outside or in the area. If anything is suspicious do not open the shop, call your manager and wait in a safe place.
 If all is ok unlock the door, enter and immediately lock the door behind you.
 Proceed to turn on lights and carry out daily start up procedure.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	MANAGER 2	63

4.21 Alarm response procedure

DESCRIPTION

Possible hazards associated with responding to an alarm by a keyholder.

Procedure

1. Answer your phone
2. The Alarm centre will identify themselves and tell you what they know.
3. They will ask if you can respond to the call. If you say "Yes" they will alert the Gardai on your behalf. Make sure to ask them for the phone number of the station they are alerting. Please note they will only call the Gardai if you request it.
4. If you say "No" when asked if you will respond, they will move to the next Keyholder on the list. NB – if you are unable to drive for any reason or unable to obtain transport (taxi, etc.) you must inform them.
5. Travel to the premises without any undue rushing and being aware of relevant traffic controls, conditions, weather, etc.
6. Upon arrival park within sight of the premises but not directly outside. Remain in the car with the doors locked.
7. Verify that the Gardai have arrived before approaching the premises directly.
8. Do not enter the premises alone. If the Gardai have not arrived within 10 minutes of your arrival call either the Station or the Alarm Centre.
9. When the Gardai arrive introduce yourself and give them the keys or open the door for them. Do not enter the premises first.
10. Allow the Gardai to sweep the premises before you enter.
11. If there has been a break-in follow the instructions of the Gardai.
12. If it is a false alarm thank the Gardai, secure the premises and leave.

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

PART 5

1. 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

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

LOGO HERE

ABC Company
Safety Statement

Part 7 Appendix

Preview

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	MANAGER 2	67

LOGO HERE	ABC Company
	Safety Statement

Accident Report Form

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

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

Safety Inspection 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

Preview

Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: _____ Position: _____
 Date: _____

Details of Suggestion:

SECTION B: to be completed by Supervisor

Action Taken:

Signature: _____
 Date _____

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	MANAGER 2	71

PART 8 Related Policies

8.1 ABC Company Environmental Policy

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by it's 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.

PREVIEW

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

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.

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

