

# **SAFETY STATEMENT**

**ABC Company**

**Address Line 1**  
**Address Line 2**

**PREVIEW**

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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 facility users 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 Company Safety Statement, which become necessary due to the changing business environment.

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

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

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### 1.3 Sports Facility Safety Statement

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

It is our intention that all activities will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations 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 company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Nigel, 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 employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

**Signed:** \_\_\_\_\_  
 Manager 2

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

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### 1.4 Policy Statement:

ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding losses, preventing property damage and protecting the public. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

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

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.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

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

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

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# STRUCTURE FOR HEALTH AND SAFETY

## PART 2

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## 2.1 MANAGEMENT CONTROL SYSTEM

ABC Company is a community based indoor sports centre.

There are varying numbers of staff and volunteers. The facility is open an average of 65 hours per week across 7 days.

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

Management points that may be measured:

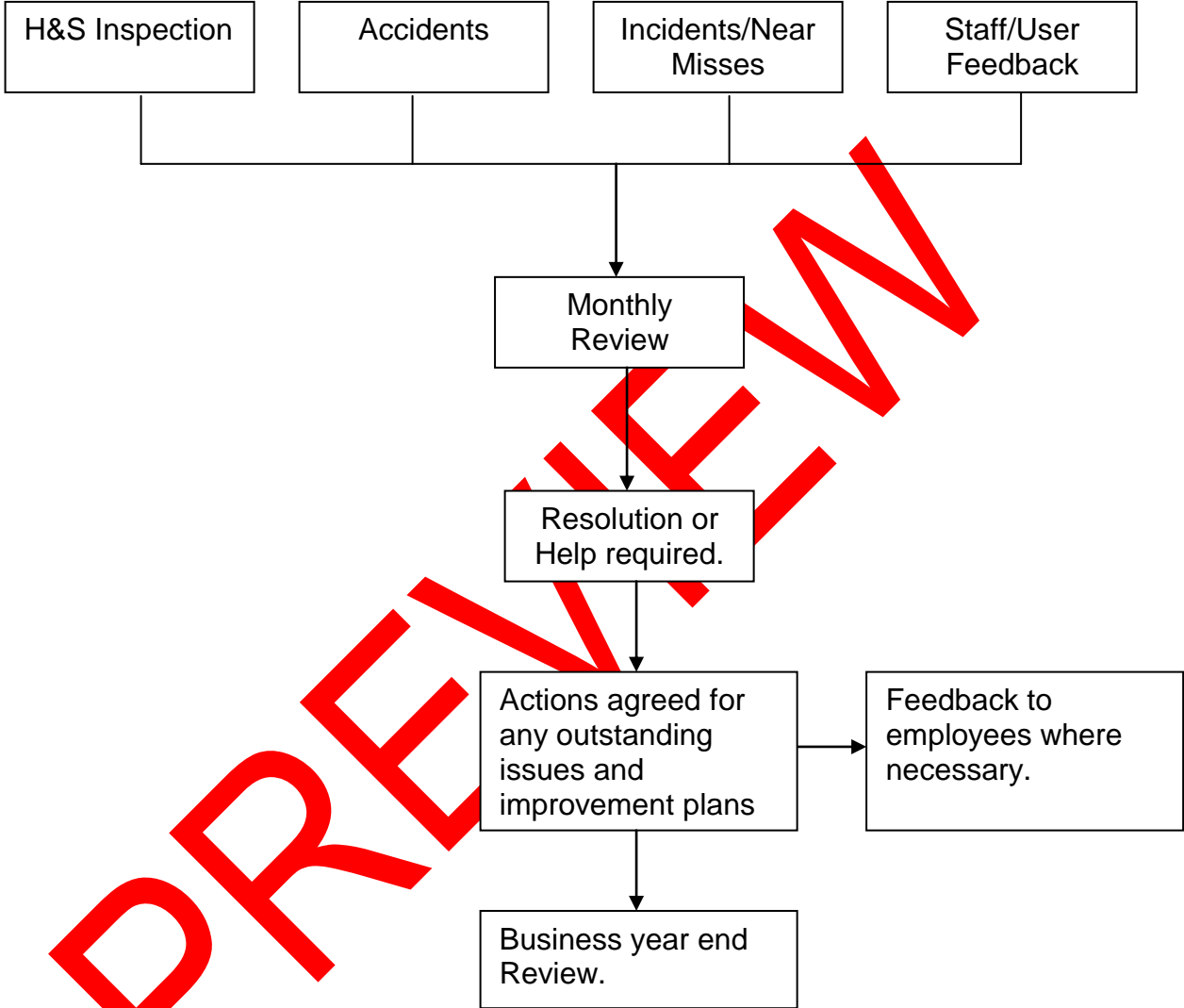
1. Workplace safety and housekeeping inspections
2. Staff/User suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Safety Induction.
4. Safety critical equipment maintenance records
  - 4.1. Fire alarms
  - 4.2. Fire extinguishers
  - 4.3. First aid equipment
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review (part of general management meetings)
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation after xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual report

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

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**Health and Safety Management process for ABC Company**

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



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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees and users 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 Centre's aim to reduce accidents and health exposures.

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### 2.3 Manager 1

- ❑ Regularly inspect the workplace 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 at the Management meeting.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all staff and user groups in monitoring the effectiveness of the Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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## 2.5 All Employees and staff

- ❑ 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 in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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**ARRANGEMENTS FOR SAFE WORKING**

**PART 3**

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### 3.1 RESOURCES

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

ABC Company undertakes:

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

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### 3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company at the work place where the new employee will be required to work.

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

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

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### 3.3 TRAINING

#### HAZARDS

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

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

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

ABC Company will keep training records to include:

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

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

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### 3.4 SAFETY CONSULTATION

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

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 in the main office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by ABC Company.

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

We have also established a Safety Committee who meet on a regular basis to discuss and manage safety issues.

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### 3.5 SAFETY REPRESENTATION

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

The Safety Representative is Manager 1.

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.

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### 3.6 FIRST AID

#### CONTROL MEASURES

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

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

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

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

- ❑ **Main Office Area**
  - ❑ **Locker rooms**
  - ❑ **Mobile kits with teams**
  - ❑ **Wall mounted kits and defibrillators**
- ❑ The First Aid Boxes are inspected on a weekly. 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.

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The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
  - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

**PROCEDURE & RECORD KEEPING**

- ❑ 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.

**Names of First aiders:**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

### 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 the most trivial of injuries.

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### 3.8 WELFARE FACILITIES

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

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

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

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

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

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

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

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine 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.

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### 3.10 SMOKING POLICY

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

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

#### Implementation

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

#### 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.

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### 3.11 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.

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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 ABC Company 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, 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.

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### 3.13 Young persons and inexperienced workers policy

ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local Community Based Sports Centres, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

ABC Company do employ under 18s on a temporary basis in the traditional role of "Lounge Boy/Girl". 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.

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**HAZARD IDENTIFICATION AND CONTROL MEASURES**

**PART 4**

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### 4.1 HAZARD INSPECTIONS

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

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

#### HAZARD IDENTIFICATION AND RISK ASSESSMENT

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

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is the one within the SHE system.

**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.

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## 4.2 FIRE

### FIRE HAZARDS

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

**RISK ASSESSMENT: Low**

### CONTROL MEASURES

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

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

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

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

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

#### 4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

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

#### Portable Fire Extinguishers

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

#### Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Client 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 should assemble at the designated assembly point so that they can be quickly accounted for.

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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 DRILL**

Fire drills are undertaken twice per year. Records of the date of these drills are on the H&S asset. The drills are also reviewed at our Management meeting.

**4.2.4 FIRE WARDEN NAMES**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

### 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:            Low**

#### CONTROL MEASURES

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

All passageways shall be kept clear of obstruction.

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

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

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

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

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## 4.4 HOUSEKEEPING

### HAZARDS

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

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

**Risk Assessment: Medium**

### CONTROL MEASURES

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

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

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

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

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## 4.5 MANUAL HANDLING

### HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

**RISK ASSESSMENT: Medium**

### CONTROL MEASURES

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

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

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

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

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**Precautions**

**1. Manual Lifting Procedure**

1. The Lift

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

b) Position of the Back

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back. The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is

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placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

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5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will loose his/her balance.

**Note:** if in doubt when lifting **GET HELP.**

**TRAINING**

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

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## 4.6 ELECTRICITY

Set out below are the general controls for the company.

### HAZARDS

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

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

To ensure that all electrical equipment used by the company is in safe condition.

### CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.
- Electrical installations are checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards.
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Work on live electrical equipment is avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.

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- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters.
- Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.

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## 4.7 OFFICES

### HAZARDS

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

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

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

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

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

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

**(a) Visual Discomfort**

This recognises a contribution from a number of ocular problems:

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

**(b) Posture**

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

**(c) Radiation**

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

**(d) Stress**

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

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.

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**Risk Assessment:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

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

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

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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

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

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

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

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

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

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

#### 4.9.1 Weedkillers and Pesticides

ABC Company recognises the fact that Pesticides and Weed Killers are Hazardous substances. Manager 1 will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any pesticide or hazardous substance or process are carried out fully and that, any equipment, hygiene measures or protective clothing are provided and maintained as required.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

Exposure to Pesticides and Weed Killers can be reduced to acceptable levels if precautions are taken in the following areas:

- Handling
- Storage
- Transportation
- Use of correct protective clothing
- Correct disposal of empty pesticide containers.

If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

#### **Correct handling of pesticides and weed killers.**

Authorised personnel may only handle Pesticides and Weed Killers.

The material Safety Data Sheets, container labels and detailed health and safety information must be consulted before use.

**To decrease the risks involved with the handling of Pesticides and Weed Killers the following precautions must be taken.**

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- Eating and drinking in the vicinity of Pesticides and Weed Killers is prohibited.
- Where possible Pesticides and Weed Killers should be purchased so as minimal measuring out is required this will reduce the possibility of spillage.
- Open one container at a time.
- When adding concentrate, pour slowly and allow air to enter the container to avoid glugging and splashing.
- Exclusion notices must be displayed when applying Pesticides and Weed Killers to an area. The area should subsequently be marked off to designate that spray has been applied.

### **Pesticide and Weed Killer Storage**

Pesticides and Weed Killers must be stored on their own in a safe place access to which is limited to only the necessary people.

The store must conform to the following criteria:

- It should be easily locked secure.
- It has a sloped floor with a sump.
- The storage facility should be ventilated and frost proof
- The store should be adequate for the maximum quantity of pesticide required at any one time without the need for stacking of containers.
- A supply of absorbent material must be available to mop up spillages. Spillages must never be flushed as this can expose the eyes to splashes and spread the contamination to other areas.
- The store should be located as to provide access and in the event of a fire. Floors must be impermeable to liquids and be anti-slip.
- The store must be marked with an appropriate warning sign to highlight the dangers involved in the area.
- A water supply must be available in the area outside the store.
- An area that allows separate storage of protective clothing and personal clothing must be provided.
- Wash facilities should be convenient to this area.
- A pesticide stock sheet that describes the contents and Quantities of chemicals should be available. This should be updated as chemicals are applied and as additional chemicals are purchased. The list must not be kept in the chemical store. This can exist as a tractability record and as a record of application. It can also provide the emergency services with valuable information in the event of fire or poisoning.

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**Protective Clothing**

Protective clothing must always be worn when handling Pesticides and Weed Killers. Contamination risks are highest when handling concentrates. The tasks of mixing, measuring and filling are high-risk activities and therefore extreme caution should be exercised and protective clothing is of paramount importance.

When applying spray always wear protective clothing. This should constitute

- **Waterproof boots and trouser /leggings**
- **Suitable mask**
- **Sprayers should be regularly serviced to prevent exposure due to leaking sprayheads etc.**
- **After use wash all protective clothing.**
- **Store all protective clothing in clean , ventilated press away from the chemical store**

**Disposal of empty Chemical Containers**

- All empty containers must be triple washed – Part fill 10 – 20 % with water, secure cap and shake.
- Add the rinsings to the sprayer
- Puncture or crush empty containers and store in a suitable plastic sealed bag
- Part used containers must be returned to the store until further use.
- All options must be explored in the disposal of chemical containers and the safest available option at that time must be utilised.

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### 4.10 Ladders

Risks Identified: High

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 and folding step-ladder 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.
- In the case of a wooden ladder, if the tenon joints are not secured by wedges, reinforcing ties must be used.
- Wooden stiles or sides and wooden rungs of ladders must have the grain running lengthwise.
- Timber used 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.

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- Ladders standing on a base (e.g. standing on the ground) must:
  - Be securely fixed
  - Near to its upper resting-place or, in the case of a vertical ladder near to its upper end
  - If this is not practical, the ladder must be securely fixed at or near to its lower end
  - If neither of these is practical, a person must be stationed at the foot of the ladder to prevent it from slipping
  - Have level and firm footing and must not stand on loose items such as bricks or other loose packing,
  - Be secured where necessary to prevent undue swaying or sagging
  - Be equally and properly supported on each stile or side.
  - (These requirements are not necessary where the ladder is less than 3m (approximately 9ft) in length, provided it is positioned securely to prevent it from slipping or falling).
- Ladders must:
  - Either extend to a height of at least 1m (approximately 3ft) above the place of landing or the highest rung to be reached by the feet of any person at work using the ladder
  - Or there must be some other adequate handhold apart from the ladder
  - There must be sufficient space at each rung to provide adequate foothold.
- Ladders not standing on a base (e.g. suspended in some manner) must be :
  - Securely suspended,
  - Secured where necessary to prevent undue swinging or swaying
  - Equally and properly suspended by each stile or side.
  - Folding step-ladders must have level and firm footing and must not stand on loose items such as bricks or other loose packing.

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### 4.11 Machinery, Equipment and Maintenance

In general the use of machinery and equipment in the Business is confined to low-risk items, which do not present any significant hazards.

However notwithstanding this the following precautions are taken.

Person at risk:  
 Employees / Sub-Contractors / Visitors / Others

Risk Assessment

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

**General**

The following precautions are taken when using machinery and equipment.

- All guarding, safety devices (e.g. interlocks) must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Machinery and equipment must be properly maintained and all faults to be reported and corrected immediately.

**Maintenance**

The Business recognises that there may be additional risks associated with maintenance activities, due to such factors as need to remove guarding, disable safety features such as interlocks, electrical safety issues, etc. In order to minimise the risks involved in maintenance activities, the Business takes the following actions.

- No maintenance is carried out by general staff, other than routine cleaning and similar activities which can be carried out without disassembling the equipment or disabling safety measures in any way.
- All maintenance is carried out by suitably capable and experienced staff or by outside suppliers.
- This competence includes:
  - Appropriate knowledge of the machinery and equipment
  - Relevant health and safety requirements (in the case of suppliers, they are checked to ensure that they meet

|                 |          |                |             |             |
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- the appropriate requirements, and this is generally demonstrated by the availability of a safety statement).
- Outside suppliers are informed of any relevant health and safety information such as emergency evacuation procedures; any specific hazards on the premises, etc.
  - All machinery must be completely returned to correct operational condition by maintenance personnel before it is put back into operation. Examples are: replacement of machine guarding, re-activation of interlocks, electrical protection devices, etc.

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## 4.12 General Maintenance Work

### Risks Identified: Low

Maintenance work is carried out by the centre staff that are hired specifically for the task. None of our maintenance staff are permitted to carry out any work for which they have not been trained.

In order to protect all persons on these premises the points below will be adhered to as a minimum. The services of external contractors and experts will be sought whenever necessary and these individuals will comply with section 3.2.6 of this safety statement.

### Basic controls:

The workplace and all equipment and devices in these premises need to be maintained in an efficient state, in efficient working order, and in good repair. Therefore systematic maintenance, particularly in those areas where failure could endanger persons, will be employed. Whenever possible planned maintenance will take place outside of opening hours so that the minimum number of persons are on the premises during maintenance work.

Buildings, including any temporary structures, will be maintained in good repair and services will be in efficient working order.

Proactive building maintenance systems, with identified priority action areas, will be used where feasible. Our system of maintenance will ensure that:

- (a) Regular maintenance including (as necessary inspection) testing, adjustment, lubrication and cleaning is carried out at suitable intervals;
- (b) Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime;
- (c) Regular maintenance and remedial work is carried out properly; and
- (d) A suitable record is kept to ensure that the system is properly implemented, and to assist in validating maintenance programmes.

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### 4.13 General activity based hazards

**Risks Identified: Low**

As a Community Based Sports Centre we have to accommodate large-scale movements of people often concentrated into short periods of time. Many accidents in this sector result from slips, trips and falls in main corridors. Therefore housekeeping and maintenance will be a high priority.

**Controls:**

All floors are maintained to avoid presenting slip/trip hazards. All stairways have handrails and barriers to prevent a fall from height. These barriers will be maintained as necessary.

The following area specific controls are also in place:

| Area                                    | Controls   |
|---|--|
| External steps, paths and parking areas | <p>Suitable lighting – replace, repair or clean lights before levels become too low to be safe.</p> <p>Ensure steps and paths are suitable for the volume of pedestrian traffic.</p> <p>Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface.</p> <p>Maintain parking area so that it is free of potholes.</p> <p>Mark the nosing of steps using anti-slip coating.</p> <p>Discourage short cuts across grassed/muddy areas.</p> <p>Clean leaves, mud etc from surfaces.</p> <p>Remove algal growth in all external walkways.</p> <p>Put in place effective procedures to deal with snow or ice.</p> |
| All-weather sports surfaces             | <p>Ensure surface is flat and well maintained to avoid surface water</p> <p>Remove accumulations of mud/water.</p> <p>Remove algal growth.</p> <p>Ensure users wear the appropriate footwear for the surface.</p> <p>Ensure adequate supervision at all times.</p>   |

| <b>Area</b>                   | <b>Controls</b>   |
|-------------------------------|---|
| Building entrances/exits      | <p>Provide suitable non-slip, water absorbing mats at entrances.</p> <p>Maintain mats in good condition and change when saturated.</p> <p>Ensure that temporary matting does not pose a trip risk.</p> <p>Display signs warning of hidden steps/changes of level.</p> <p>Display signs warning of risk of slipping when appropriate.</p>                    |
| Sports hall                   | <p>Avoid over polishing of floor surface.</p> <p>Ensure suitable footwear is worn.</p> <p>Maintain floor mats in good condition and ensure they remain flat.</p> <p>Keep smooth floors clean and completely free of wet or dusty contamination.</p>   |
| Changing rooms                | <p>Avoid contamination of the floor surface with mud/water from pupils entering – provide shoe cleaning brushes/scrapers.</p> <p>Provide non-slip tiling on floor surfaces.</p> <p>Ensure specialist anti-slip tiles/surfaces are sourced and specified correctly.</p> <p>Provide drainage mats or grids in shower areas.</p>                               |
| Internal stairs and corridors | <p>Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions.</p> <p>Lighting – replace, repair or clean lights before levels become too low to be safe</p> <p>Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet</p>                                     |
| Canteen areas                 | <p>Ensure staff wear suitable footwear.</p> <p>Clean spillages immediately.</p> <p>Use safe cleaning methods.</p> <p>Provide suitable floor surface.</p> <p>Clean floors when public have left.</p> <p>Display suitable warning signs re wet floors/stairs while cleaning is in progress.</p> <p>Remove warning signs when cleaning/drying is complete.</p> |



| Area    | Controls   |
|---------|--|
| Offices | <p>Avoid trailing cables/Use cable covers.<br/>           Provide adequate storage.<br/>           Avoid storage of materials on floors.<br/>           Ensure good housekeeping round photocopiers, printers etc.<br/>           Replace worn or damaged carpets/tiles.<br/>           Provide secure storage for bags etc.</p>   |
| Events  | <p>Ensure temporary cabling is routed safely and protected from damage.<br/>           Provide sufficient lighting during set-up/dismantling.<br/>           Use temporary matting/straw coverings on grassed areas.</p>   |
| General | <p>Storage areas where basketball/sports equipment, nets etc. are stored have suitable restraints to prevent tipping and falling.</p> <p>Storage areas, for large objects, have suitable guards over the lighting to ensure the bulbs are not broken when moving large objects in and out.</p> <p>Fixtures such as climbing frames and bleacher type seating is securely fastened to the wall.</p> <p>Sports hall flooring is maintained in good condition.</p> <p>All Gym equipment is regularly inspected and only used under supervision.</p> <p>Gymnastics are never practised without supervision of an adult.</p> <p>All fixed equipment, (e.g. ropes, climbing racks and basketball backstops) are inspected regularly.</p> |

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### 4.14 General Grounds work

Note: All site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

**HAZARDS**

- Multi hazard

**RISK ASSESSMENT: As per individual assessments**

To ensure that the activities of the staff does not create a hazard.

**CONTROL MEASURES**

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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**4.15 Lifting operations (Unloading deliveries, flat bed trucks, etc.)**

**Hazards**

- Falling materials
- Collapsing crane

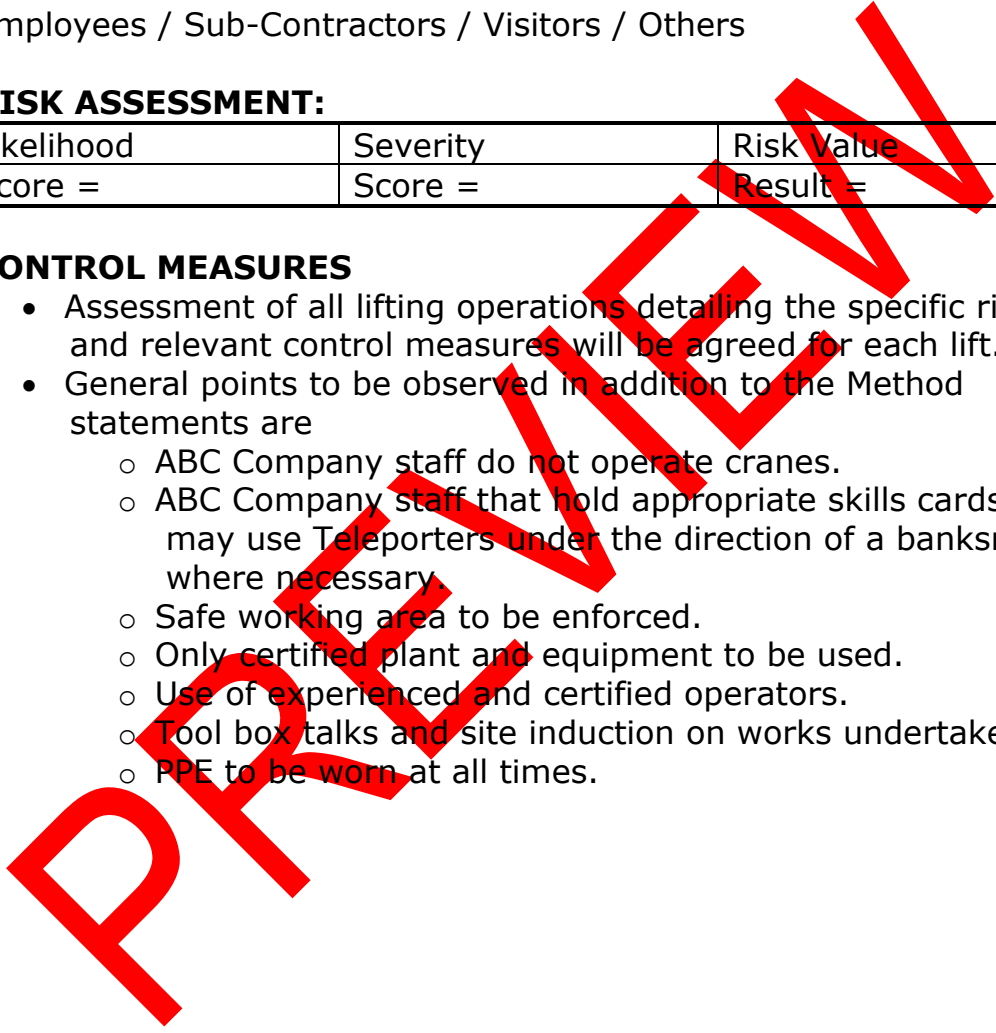
Person at risk:  
 Employees / Sub-Contractors / Visitors / Others

**RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

- Assessment of all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift.
- General points to be observed in addition to the Method statements are
  - ABC Company staff do not operate cranes.
  - ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
  - Safe working area to be enforced.
  - Only certified plant and equipment to be used.
  - Use of experienced and certified operators.
  - Tool box talks and site induction on works undertaken.
  - PPE to be worn at all times.



**4.16 Groundwork and Buried Services (only for very occasional digging of drains etc.)**

**Hazards**

- Trench collapse
- Falling into trenches
- Gas explosion
- Electrocutation
- Undermining structures

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

**RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

- Site will be surveyed as per drawings (if available) to ascertain exact location of any buried services.
- All services shall be clearly marked.
- Hand digging shall be used in the vicinity of any services
- Trenches shall be battered back where ground conditions require.
- All vehicles, plant and equipment will be kept back a safe distance from any trench.
- Good secure ladders shall be provided where appropriate.
- All excavations shall be fenced off to prevent unauthorized access.
- The services of a surveyor shall be sought where necessary.

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## 4.17 Refuelling on pitch, etc.

### Hazards

- Fire
- Fuel spill

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

### CONTROL MEASURES

- Only approved containers to be used for fuel.
- Spill kits for fuel to be on hand.
- Fire extinguisher suitable to the risk and any nearby combustibles to be on hand.
- Fuel only to be pumped from approved containers.
- All road going bowsers shall be internally banded.
- All road going bowsers shall be subject to periodic maintenance.
- Fuel Bowsers are never to be lifted on uneven ground.
- No smoking or naked flame in the vicinity of refuelling.

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**4.18 Club work vehicles/machines.**

**Hazards**

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

Person at risk:  
Employees / Sub-Contractors / Visitors / Others

**Tractors and Ride-On Mowers**

**HAZARDS**

1. Overturning causing entrapment beneath the tractor
2. Persons being run over/struck by tractor
3. Loose clothing catching in drive shaft
4. Jumping from a tractor while still in motion.
5. Excess speeding in confined areas.
6. unauthorised/Inexperienced personnel having access to tractors and associated machinery

**RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

- All tractors and ride on mowers should be fully roadworthy
- Tractor and ride on mower drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.
- Tractor and ride on mower drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months
- Keys must be removed from the Tractor and ride on mower when not in use.
- Guards should be over drive shafts at all times

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**Training of drivers**

Drivers will be trained on each type of vehicle they are required to drive

**Other Vehicles List:**

- Mowers
- Mini diggers
- Etc.

**RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

- Safety cut-outs on all equipment.
- Only trained staff may use lawnmowers.
- All blades shall be kept sharp to ensure smooth cutting.
- Staff will not carry out any general maintenance on vehicles.
- Monthly Vehicle Inspection Sheets must be used and stored in Club vehicle and returned to office for inspection at the end of every month
- All equipment subject to a planned schedule of maintenance.
- All equipment shall be subject to the statutory maintenance checks as per the construction regulations.
- Employees have a legal duty to report any known defects.
- Only those with relevant skills cards may operate machinery
- Any lifting equipment is inspected at statutory intervals as per our insurance company recommended inspector and the 2006 regulations.
- Wind is always assessed before carrying out lifting.
- Operator to make sure there are no obstructions.
- Keys are never left in vehicles.
- All vehicles will be secured at night to prevent unauthorized access.

### 4.19 General Health Hazards in groundswork

**Hazards**

- Weils
- Lyme
- Etc.

Person at risk:  
Grounds staff

**RISK ASSESSMENT:**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

**CONTROL MEASURES**

General Advice:

***Weil's disease (Leptospirosis)***

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

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

***Lyme disease***

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

If you are worried about possible infection contact your GP.

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***Tetanus***

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

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## 4.20 Hazard control rules for user groups

|                 |             |
|-----------------|-------------|
| <i>Hazards</i>  | <i>Risk</i> |
| Manual Handling | Medium      |
| Slips and Falls | Medium      |

### General Controls

#### Training

All staff working on/with the on sports areas will be:

- Instructed in safe lifting techniques where applicable.
- Advised on the nature and location of fire fighting equipment.
- Instructed on evacuation procedures.
- Notified on any changes to safety procedures.

#### Welfare

Toilet and cloakroom facilities are provided for all users.

#### First Aid

First aid boxes are available for the pitch and sports hall.

#### Fire Protection

Fire extinguishers are provided and sited to meet statutory and insurance requirements throughout the premises.  
All fire exits and emergency paths of escape are clearly marked.

#### Fire Evacuation

Evacuation procedures are provided for each employee.  
Evacuation drills take place as part of Centre program.  
Employees are reminded to familiarise themselves with procedures and facilities so a fast evacuation can be achieved if necessary.

#### Smoking

Smoking is not allowed in close proximity of the pitch or in any place covered by the Tobacco Control Regulations.

#### Accident/Incident Reporting

All incidents no matter how small whether to employees, facility users or onlookers must be reported to the Centre Management.

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**Erecting and removing nets at session start and end.**

Correct safe procedures to be documented by the Group renting the facility and a written task description to be given to all their employees/staff.

All employees moving nets have been given safe instruction in lifting.

**Putting up and taking down Goal Posts.**

Correct safe procedures to be documented and a written task description to be given to all employees. The particular risk of not over stretching to be emphasised.

Only 2 step stepladders to be used when fixing and removing net toggles.

**Slip and fall when cleaning changing rooms and toilets.**

Correct safe procedures to be documented and a written task description to be given to all employees.

Non slip footwear to be worn.

Signs indicating the possible hazard of a slippy floor to be deployed as appropriate.

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## 4.21 Bar

### Hazards:

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

### Risk Assessment:

| How Likely | How Serious | Risk Rating |
|------------|-------------|-------------|
|            |             |             |

### Control Measures

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

### 4.22 Goal Post Safety.

**Hazards**

Manual handling  
 Falling sections

**Risk Assessment:**

| How Likely | How Serious | Risk Rating |
|------------|-------------|-------------|
|            |             |             |

**Control Measures**

The four golden rules of Goal Safety are

- Check It
- Secure It
- Test It
- Respect It

Keeping safety onside is a team effort and everyone must play their part.

Under no circumstances should children use the goalposts as gymnastic equipment, and goalposts should not be used at all, unless they are in good condition, securely anchored to the ground, and are stable.

Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.

**Assembly / Dismantling of Goals**

Goals should be installed according to the manufacturer's instructions and in accordance with the relevant standards. Consideration should always be given to the to ground conditions where the goals are to be used to determine the most appropriate stabilising/ anchoring systems. For fixed goals, goal post sockets should always be set in concrete. The dimensions of the concrete foundations should be in accordance with the manufacturer's instructions, and in compliance with the relevant standards. Portable goals are only safe for use if they are properly stabilised/ anchored.

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Portable goals should be stabilised/ anchored in accordance with the manufacturer's instructions using the systems supplied by them. Typical mechanisms for anchoring/stabilising goals include ground pegs, counter balance weights and fixings (sockets). Permanent fixing points should be set in concrete. When dismantling goals, follow the instructions and recommendations given by the manufacturer. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.

### **Moving**

If a goal must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.

Before goals can be moved, they are detached from anchors, fixing posts, weights or sockets. Manufacturer's instructions should be followed when moving goals. Consideration should be given to the safety of personnel carrying out this task as goals may be unstable following detachment from anchoring/ socketed systems.

Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goal that have uprights.

### **Storage of Goals**

When not in use, portable goals or fixed goals when dismantled should be stored in accordance with manufacturer instructions. All goals including fixed goals when dismantled should be securely stored whether they are stored internally or externally when not in use. Access to stored goals should be restricted to authorised persons.

### **Maintenance**

Regular maintenance of goalposts is essential to ensure that it is fit for use.

Maintenance may occur as a result of an inspection check, moving of goals, during usage or as part of a maintenance program. Goals properly installed should be safe but after a time may no longer be the case. Rust may weaken the goals. Bolts and other fixings may become loose or break or be lost. Nets may lose strength when exposed to the elements over time. Sockets may become loose and the goals may become detached from its anchors and not be reattached.

Goals should not be modified or repaired by welding or by substituting incorrect parts. No repair should be made that changes the structural integrity, design or shape of the goal.

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Manufacturer's Instructions should include information in relation to maintenance requirements for the goals. Goals and their components should be maintained according to the Manufacturer's Instructions at a frequency not less than that given by the manufacturer.

Goals and their components shall be maintained according to the Manufacturers instructions at a frequency not less that that given by the manufacturer".

The user should also refer to the appropriate standard in relation to maintenance and inspection requirements.

**Inspection**

It is not possible to specify exactly what inspections should be made or at what intervals, because the conditions under which goals are kept and used vary so widely. It may be necessary to inspect a goal which is permanently installed in an open public space every day, while one which is in a locked, fenced enclosure and is only ever used by an organised club at a high level with supervision may need to be inspected relatively infrequently. The type and thoroughness of the inspections needed also vary with the type of goals.

In order to prevent accidents, the owner should ensure that an appropriate inspection schedule is established and maintained for each goals, taking into account level of usage.

**Alterations or additions/appendages**

Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

**Records**

A record of all goals should be maintained from the date of purchase. Records of inspection and maintenance should be maintained.

Source NSAI.

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### 4.23 Pregnancy and New Mothers

**Risks**

| How Likely | How Serious | Risk Rating |
|------------|-------------|-------------|
|            |             |             |

**Control Measures**

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

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

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

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

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

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

Examples of suitable action when additional risks are identified are:

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



## 4.24 Violence and Aggression

**Hazards:**

Physical injury

**Risks Identified**

|            |          |            |
|------------|----------|------------|
| Likelihood | Severity | Risk Value |
| Score =    | Score =  | Result =   |

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

It is the policy of ABC Company not to have staff working alone, except when this cannot be avoided. In general there will be at least two members of staff on hand at all times. Staff are given the following guidelines in dealing with potential robbery and aggression/violence situations:

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

**Robbery/ Attempted Robbery**

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

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

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

If and when it is safe to do so, raise the alarm.

|                        |             |                       |                    |                    |
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## 4.25 Cash Handling

### Hazards:

Robbery

Physical abuse

### Cash Movement Controls

1. Avoid letting large amounts of cash accumulate at reception
2. Perform cash drops regularly depositing cash in a safe.

### Cash Movement to and from the Bank

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

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

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

#### Notes:

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

### Post Crime Action – Armed Raids and Personal Attacks

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

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### 4.26 Waiting Staff

**Hazards:**

Slips and fall  
 Manual Handling  
 Catering equipment  
 Members of the public

**Risk Assessment:**

| How Likely | How Serious | Risk Rating |
|------------|-------------|-------------|
|            |             |             |

**General Control Measures**

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

**Waiting staff checklist**

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

***Cleaning restaurant equipment***

*Silverware*

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

*Knives*

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

*Glassware*

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

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### Part 5 Staff and User Group Sign Off

We the undersigned accept that:

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

| Name in block | Signature | Date |
|---------------|-----------|------|
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**PART 6**

**ANNUAL REPORT**

**ABC COMPANY**

**SAFETY STATEMENT**

The annual safety review is inserted into our end of year accounts by our company Accountant and may be reviewed there.

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## Accident Report Form

|                                   |                             |
|-----------------------------------|-----------------------------|
| <b>Location:</b>                  | <b>Department/Division:</b> |
| <b>Date of Accident/Incident:</b> | <b>Date of Review:</b>      |
| <b>Management present:</b>        |                             |
|                                   |                             |
|                                   |                             |
|                                   |                             |

|                        |  |
|------------------------|--|
| <b>Nature of loss</b>  | <b>Nature and extent of actual or potential loss to people, property, process or the environment</b> |
| <b>Description</b>     | <b>Description of the Accident/Incident (who, what, how, when)</b>                                   |
| <b>Causes</b>          | <b>Why did the Accident/Incident occur, (root, basic and immediate causes)?</b>                      |
| <b>Recommendations</b> | <b>Action to prevent recurrence, responsibility &amp; action by dates:</b>                           |
| <b>Reporting</b>       | <b>Distribution of investigation information organisation wide and statutory reporting / reply:</b>  |

|                        |             |                       |                    |                    |
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**Safety Inspection Sheet**

| <b>Inspector:</b>                          |   | <b>Area:</b>                           |                            | <b>Date:</b>     |
|--|---|--|----------------------------|------------------|
| 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 |
|  |   |  |                            |                  |
|  |   |  |                            |                  |
|  |   |  |                            |                  |
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|  |   |  |                            |                  |

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**Staff/User Suggestion forms**

**SECTION A: To be completed by staff member with suggestion**

|  |
|--|
| <b>Staff Member Name:</b> _____ <b>Position:</b> _____<br><b>Date:</b> _____ |
|--|

|  |
|--|
| <b>Details of Suggestion:</b><br>_____<br>_____<br>_____<br>_____<br>_____ |
|--|

**SECTION B: to be completed by Supervisor or ABC Company**

|  |
|--|
| <b>Action Taken:</b><br>_____<br>_____<br>_____<br>_____ |
|--|

**Signature:** \_\_\_\_\_

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

|           |                  |
|-----------|------------------|
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## **PART 8 Related Policies**

### **8.1 ABC Company Environmental Policy Statement**

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

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

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

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

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

**PRELIMINARY**

## **8.2 ABC Company Equality Policy**

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

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

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

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

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

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

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