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### **Disclaimer.**

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**1.1 APPLICATION**

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

**1.2 OBJECTIVES OF THE SAFETY STATEMENT**

To provide a reference for the policies and procedures used in house and on any external activities. 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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### 1.4 Policy Statement:

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

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

It is our policy when purchasing raw materials, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

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 Manager 1 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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**2.2 Manager 2 (Assisted by Manager 1 as required)**

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company 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 are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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### 2.4 SUPERVISORS

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

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

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

#### SPECIFIC RESPONSIBILITIES

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Where work is of a nature not normally carried out by the Company, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.

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## 2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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### **3.7 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 the Manager 1.
- **Health & Safety Authority**
  - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
  - 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. at the installation location.

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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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### 4.2 FIRE

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

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

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

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

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

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

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### 4.6 ELECTRICITY

#### 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

1. ABC Company will ensure that the wiring installation on the premises is checked on a scheduled basis by a competent qualified electrician. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
2. Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

Any person carrying out any work on the electrical installation or any accessories or equipment connected thereto should normally isolate the equipment first by removing the main fuse or locking off the isolator. Live working will not be expected although if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.

If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

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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:**

<b>Likelihood</b>	<b>Severity</b>	<b>Risk Value</b>
<b>Score =</b>	<b>Score =</b>	<b>Result =</b>

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

**4.10 General Falconry Centre work and Contract Falconry**

**HAZARDS**

- Multi hazard

**RISK ASSESSMENT: As per individual assessments**

To ensure that the activities of 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 be members of the governing body for the activity as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All birds displayed in show venues are inside a safety boundary safe from dogs, cats and people.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Work areas will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment will be provided based on the hazards associated with the particular activity.

**4.10.1 Contract Falconry**

Hazards  
Birds  
Talons  
Slips and falls  
Infections

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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**Control Measures**

- A Method statement will be prepared for all contact tasks.
- All birds are maintained in top condition and fully trained for the activity they are engaged upon.
- ABC Company endeavours to ensure the utmost safety of everyone.
- Correct clothing for prevailing weather will be worn at all times.
- Correct Protective Clothing for Falconry i.e. Leather Gauntlets, etc. Will be worn as per the activity and Bird in use.
- ABC Company also requests that clients who are viewing our activities also take a responsible and safety conscious approach by
  - ensuring clothing and footwear advice is adhered to
  - listening carefully to safety instructions given by the falconer.
  - informing the falconer of any worries or concerns regarding the experience.

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### 4.11 General Health Hazards

#### Hazards

- Weils
- Lyme
- Tetanus

Person at risk:  
All outdoor 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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### 4.12 Feral Bird Shooting

#### Hazards

- Serious injury
- Weather

Person at risk:  
Instructor and Participants

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### General shooting safety rules

- All guns and marksmen will be licensed.
- Remember always to wear the appropriate eye protection at all times when handling your guns.
- Always keep the gun pointed in a safe direction, NEVER point any weapon loaded or unloaded, at any person or anything you do not intend to shoot.
- Always keep you gun unloaded until ready to fire and make sure that it is unloaded before cleaning.
- Keep your finger off the trigger until you are actually aiming at the target and ready to shoot.
- Never rely on a gun's "safety" to protect you from unsafe handling. A safety is a mechanical device, not a substitute for common sense and good safety procedures.
- Never leave a gun unattended or where it could fail and fire.
- If a gun is hit sharply or dropped, damage to the internal precision mechanism may result in an accidental firing.
- Store guns and ammo separately. Make sure the airgun and pellets are locked and secured so untrained individuals will be denied access.
- Know your target and what is beyond. Ask yourself what your shot will hit if it misses the target.
- Always keep the muzzle pointed in a safe direction.  
ALWAYS TREAT A GUN AS IF IT IS LOADED EVEN IF YOU KNOW IT ISN'T.
- Only load or cock a gun when you are shooting.
- Check your target and beyond your target. Be sure all persons are well clear of the target area before you shoot. Check behind and beyond your target to be certain you have a safe backstop and that no person or property could be endangered.

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- Anyone shooting or near a shooter should wear shooting glasses.  
Also, all other persons should remain behind the shooter.
- Never climb or jump with a gun.  
You can't control the direction of the muzzle if you stumble or fall. You should safely lay the gun down or hand it to a companion while you climb or jump over anything.
- Avoid ricochet.  
Never shoot at a flat hard surface or at the surface of water. Ammunition can ricochet off of water just like a skipped rock.
- Keep the muzzle clear.  
Never let anything obstruct the muzzle of a gun. Don't allow the muzzle to come in contact with the ground.
- Guns not in use should always be unloaded.  
Keeping guns unloaded when not in use is critical to the safety of you and others. When you are finished shooting, put the trigger safety in the "on" position and unload the gun. Store guns so that they are inaccessible to untrained shooters and store ammunition separately from the gun.

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# ABC Company Safety Statement

## Falconry or Feral Bird Shooting Method Statement

Falconer:	Manager Name:	Address:	Tel:
			E-mail:
Client name and location.			
Description of the normal client activities for this area.			
Site Address/Location:		Start Date/Time:	
		Finish Date/Time	
Personnel Involved	Name	Role	
Supervisor:		Tel:	
Description of the general task to be engaged in:			
Essential Equipment:			
Type of Raptor or Firearm to be used?			
State any Specific Staff Training for this activity?			

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# ABC Company Safety Statement

## Steps to be followed for this specific task

**Sequence of Operations:**  
(include sketches if required)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Any temporary support needed from Client?:**

(if none, state none)

**Method of Access and Egress to the work area especially if in a perch position:**

(i.e. Ladders/Trestles/Step Ladder, etc)

**Fall Protection Measures for perches:**  
(Where work at height cannot be eliminated – consider both Personnel & Materials)

(i.e. Guard Rails/Exclusion Zones, etc.)

**Required Personnel Protective Equipment:**

Safety Boots

Hats

Safety Gloves

Eye Protection

**Other:**

1. Hi-Viz
2. Coveralls
3. Outdoor