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ABC Company

Safety Statement

### 1.1 APPLICATION

ABC Company is a Nursing Home providing all of the usual residential and care facilities. This Safety Statement has been developed to assist ABC Company Ltd comply with relevant H&S standards and to ensure that Residents and employees are fully aware of ABC Company Ltd'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 COMPANY SAFETY STATEMENT

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

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 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. At all times we will adhere to the HSE guidelines and standards for Nursing Homes.

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

The Success of the policy will depend on the co-operation of all 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 Ltd is committed to, protecting the Safety, Health and Welfare of all employees at work, protecting the safety of others visiting the workplace, 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.

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 Ltd 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

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ 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 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 Other Supervisors or Asst Managers (if and when hired).**

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

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

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

### **SPECIFIC RESPONSIBILITIES**

- ❑ 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.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.

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### 3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees of the Nursing Home 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 Ltd.

However, at the moment, it has not been necessary to elect a Safety Representative. As the company grows it is accepted that this position may change.

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 Ltd will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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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 Ltd 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 Ltd.

#### 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 Ltd 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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## 4.2 FIRE

### FIRE HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

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

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment. Staff will also be trained in the handling of residents in an emergency by an external training provider.
- (c) All residents shall be allocated the relevant level of assistance in the event of an emergency, this will be under constant review and will depend on the residents in the Nursing Home at any one time. Manager 2 will keep an up to date list of residents and their assistance needs.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.

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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:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

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

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

Employees to ensure 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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## 4.7 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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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

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

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

### SUPERVISION WHEN NECESSARY

The Workplace Supervisor will ensure that:

- Only products from reputable established companies will be purchased and used on Residents.
- Any out of date products will be returned to the supplier.
- Barrier creams, gloves and ventilation will be used if any member of the Nursing Home staff displays signs of Dermatitis or Asthma.
- All cleaning materials, specialist products and other substances are listed in a safety file.
- All cleaning materials, specialist products and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- All cleaning materials, specialist products are stored in an appropriate unit that can contain spillages where needed.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- 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.

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#### 4.10 Ladders (step ladder only for decorations, bulbs, etc.)

##### HAZARDS

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

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

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

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

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

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
  - Be securely fixed
    - Have level and firm footing and must not stand on loose items such as bricks, boxes or other loose packing,

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## 4.14 Pregnancy and New Mothers

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

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

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

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

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

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

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

Examples of suitable action when additional risks are identified are:

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

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## 4.15 Violence and Aggression

### Hazards

Physical assault  
Violence

### Risks Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult Residents and others such as members of the general public can expose staff to a risk of violence. The following steps are taken by the Nursing Home 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 aggression/violence situations:

- Always keep aware of Residents 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 (Residents may have items/money in their rooms) 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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#### 4.18 Medication Policy.

This information should be read in conjunction with ABC Company's Risk Assessment on Medicines on the next page.

Many Residents will need to take medicines during the day or night while they are staying with us.

Medicines should only be taken to our premises when essential; that is where it would be detrimental to a Resident's health if the medicine were not administered during the stay. ABC Company only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

ABC Company need to know about any particular needs before a Resident is admitted, or when a Resident first develops a medical need. For Residents who attend hospital appointments as an out-patient on a regular basis, special arrangements may also be necessary.

It is often helpful to develop a written health care plan for such Residents, possibly involving the family and relevant health professionals. This can include:

- details of the Resident's condition
- special requirement e.g. dietary needs, pre-activity precautions
- and any side effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

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### 4.14 Excursions

**Hazards**

Residents becoming separated and lost  
 Traffic accidents

**Risks Identified**

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

**Control Measures:**

The purpose of this Risk Assessment is to highlight information that might be helpful to group leaders and others, day to day, whilst taking part in an outing. This assessment only addresses the high level issues.

**Key Points and Controls**

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other Support Workers in the group, if possible it is good practice for the group leader to:

- Allocate supervisory responsibility to each support worker.
- Ensure that each Support Worker knows which Residents they are responsible for.
- Ensure that each Resident knows which Support Worker is responsible for them.
- Ensure that all Support Workers and Residents are aware of the expected standards of behaviour.
- It is good practice for each Support Worker to:
  - have a reasonable prior knowledge of the Residents including any special needs, medical needs or disabilities;
  - carry a list/register of all group members;
  - directly supervise the Residents (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified;
  - regularly check that the entire group is present;
  - have the means to contact the group leader/other supervisors if needing help;
  - have prior knowledge of the venue – the group leader should normally have made an exploratory visit
  - continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the

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## 4.22 Night Working

### Hazards

Body Clock disruption  
 Inability to get restful sleep  
 Increased risk of accidents and errors

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

- Where practical we will adhere to the working time regulations.
- Staff roster organised to allow suitable time off and recovery periods.
- Shifts are generally limited to 12 hours to include overtime.
- Shift start and finish times are coordinated to meet public transport times where necessary.
- 2 nights of full sleep are allowed when switching between Night and Day work.
- Roster allows for a number of free weekends.
- Staff are allowed flexibility in choosing break times.
- Similar facilities are provided for day and night workers.
- Supervision caters for the possibility of reduced alertness between 2 and 4 am.
- Lone working is avoided.
- Advice and training is given to staff.

### General advice for staff:

- Consider using public transport or taxis rather than driving.
- Exercise briefly before your journey.
- Share driving if possible.
- Drive carefully and defensively.
- Try not to hurry.
- Stop if you feel sleepy and take a short nap if it is safe to do so.
- Make occasional use of caffeine or 'energy' drinks.
- Have a short sleep before your first night shift.
- If coming off night shifts, have a short sleep and go to bed earlier that night.
- Review the HSE guidance for shift workers at <http://www.hse.gov.uk/humanfactors/shiftwork/tips.htm>

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## 4.24 General Resident Issues

### 4.24.1 Death on the Premises

**Note: Due to the nature of our services we occasionally have Residents who are in very poor health. It is a possibility that one of our Residents could pass away while on our premises. This assessment attempts to address that possibility.**

#### Hazards:

Shock  
Distress  
Stress

#### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### Control Measures

- General:
  - Any serious accident or incident that results in serious injury or death requires that a senior manager be notified immediately.
  - The senior manager will make the decision as to whether to call the Gardai. However HSE guidance and standards will be followed as necessary.
  - The Accident reporting procedure shall then be followed.
- Death:
  - Any death on site will require the Gardai to be called.
  - Residents are monitored at a level appropriate to their condition.
  - Every morning a Support worker will check on Residents and gently assist with waking them up where necessary.
  - Residents will also be expected to breakfast at appointed times.
  - After an unsuccessful attempt at rousing a Resident or making contact, the support worker will alert a senior member of management to investigate.
  - The person entering the room will knock loudly and call out before entering.
  - While entering they will continue to call out.
  - If a person is found in any part of the room in an apparent unconscious, injured condition or appearing to

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## 4.25 General cleaning activities

### HAZARDS

- Multi hazard

### Risks Identified:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Slips trips and falls
  - Single step units are used for medium level dusting, ladders and height are addressed alter in the assessments.
  - The right cleaning equipment is used for the right job, and staff follow safe systems of work.
  - Staff monitor entrances for wet floor surfaces walked in.
  - Warning cones placed around spillages, and removed as soon as spillage clear and floor dried.
  - Staff do not leave cleaning materials/equipment unattended.
  - Cleaning of stairs done at quiet times.
  - Most cleaning machines used have no trailing cables; for machines with cables, cleaners use socket nearest to where they are working and put out hazard cones.
  - Cleaning of escalators and lifts done outside trading hours, and to a safe system of work (closed off and isolated, with lift doors open).
  - All areas well lit.
- Chemicals
  - See section on Hazardous Substances.
- Manual Handling and MSD
  - All staff trained in lifting safely, and follow safe systems of work.
  - All staff using cleaning machines trained in their use, according to manufacturers' instructions.
  - Trolleys provided for moving bags of waste and staff use them.
  - Staff do not overfill bags and buckets.
  - Rubbish skip emptied daily by subcontractors meaning waste bags are not stacked high.
  - Mopping systems have a long-handled wringer, and a bucket on wheels to reduce lifting and carrying.

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## Part 8 Catering SOPs.

### Bain Maries

#### Hazards Include

1. Hot water and potential for scalds.
2. Hot metal surfaces as the food service trays have been sitting in hot water for some time.
3. Leaks and spills of hot liquids.
4. Hot elements under the water.
5. Food residue in the water.

#### Control Measures.

1. Only approved service technicians may install service the Bain Marie.
2. Only staff who are trained may operate or clean the Bain Marie.
3. Make sure the Bain Marie is assembled correctly
4. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Operating Manual
5. Do not touch anything that could possibly burn you
6. Switch machine off and report to Chef/Kitchen Manager immediately in the event of malfunction
7. Fill the Bain Marie with enough water to cover the elements properly
8. Do not touch anything that could possibly burn you
9. When the water in the Bain Marie is hot be careful not to be burnt with hot steam
10. Do not use wet cloths to lift hot containers
11. When removing containers out of Bain Marie take care not to drip water on floor

#### Portable Bain Marie:

1. Check the electric cord for any damage
2. Keep power cord away from heat, water and oil

#### Training:

Training given by: \_\_\_\_\_



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**Meat Slicer**

**Hazards Include**

1. Entanglement with blade or mechanism
2. Slips or falls on off cuts
3. Damaged or frayed cable

**Control Measures.**

1. Machine will be maintained by external technician.
2. Only staff who are trained on the machine may use it.
3. Emergency stop on the machine must always be checked before use.
4. Sliding back guard must always be in place.
5. When cleaning the blade only carry it with the blade carrier.
6. Do not leave the blade submerged where it cannot be seen in water.
7. Blade must always be sharp, blunted blades cause the meat to jump.
8. Do not leave the machine unattended while turned on.
9. Ensure the machine is placed in an area where the operator will not be bumped by any passing service trolleys, people, etc.

**Training:**

Training given by: \_\_\_\_\_

**Signatures of staff receiving training**

Name in block letters	Signature	Date

**Cleaning:**

1. Only approved cleaning products as per the manufacturer's instructions may be used.
2. Never immerse the unit in water.
3. Always unplug the machine before cleaning.

**Points to Remember**

1. Check the emergency stop before using the slicer.
2. Never use the slicer with the guard removed.

**Microwave ovens****Hazards Include**

1. The main hazards associated with using microwave ovens are burns and scalds caused when sealed containers containing hot food burst open. Hot food containers and steam also cause burns.
2. Microwave ovens can catch fire if they are not used properly or if their contents overheat. Poorly sited ovens can cause the user back strain.
3. Microwave energy could burn the user if the door seals are not effective or the protective mesh behind the glass door panel slips.

**Control Measures.**

1. Do not use a domestic model oven for commercial catering. Have the microwave oven regularly serviced by a trained engineer. Do not take the back off a microwave oven.
2. The single most important precaution is not to put food in a sealed container in the oven unless the food manufacturer's instructions are to do so. A dish covered with, for example, unpierced clingfilm, or the shell round an egg, has the same effect in a microwave as a sealed container: either can burst open Remove lids from jars and take-away food containers.
3. Food must not be cooked in metal containers or on metal plates unless they were supplied with the oven or the oven manufacturer says this is safe.
4. Use only clingfilm recommended for use in microwaves ovens and puncture after covering the food products.
5. Keep the appliance cord away from the heated surfaces.
6. Do not immerse cord or plug in water.
7. Do not let cord handle over edge of table or counter.
8. Do not cover or block any openings on this appliance.
9. Do no cook food for longer than necessary. Take care when setting the timer.
10. When cooking foods with a high sugar or fat content, for example mince pies and Christmas puddings, follow the cooking instructions carefully.
11. Each day after use remove all traces of encrusted food, carbonised food and other foreign matter by cleaning the inside of the oven, the inside of the door and, if found, shelves and supports. The roof of the oven should also be carefully wiped: take care not to damage the stirrer, if fitted.
12. Do not obstruct the air vents at the side and rear of the microwave. The oven should not be placed against a wall in a way that could obstruct the vents. The filters should be

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## **PART 9 Related Policies**

### **9.1 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.

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

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