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Disclaimer.

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ABC Company Safety Statement

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 at any Client sites. 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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ABC Company Safety Statement

1.3 COMPANY SAFETY STATEMENT

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

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 2007, Working at Height Regulations, Electricity 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 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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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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2.3 Site Foreman (if appointed)

- ❑ 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 on a monthly basis.
- ❑ 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 management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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2.6 SUB CONTRACTORS (Generally used when ABC Company engage sub-contractors on their behalf).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- Where Appropriate no contractor may be allowed to commence work on a client site prior to being issued a Permit to Work by the Client.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the Client site.
- All staff sent to work at a Client site by a contractor must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current

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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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3.13 Bullying at Work Policy

ABC Company recognises and accepts his 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 Manager 2 or the Safety Representative.

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

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

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4.3 ACCESS AND EGRESS

HAZARDS

ABC Company staff will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company.

Inadequate access and egress facilities can result in:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Parking area shall be provided for private cars at client sites.

Safe walkways shall be maintained from site entrances to working areas, this will include directional signs.

Pedestrians shall be segregated from vehicles wherever possible.

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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4.5 MANUAL HANDLING

HAZARDS

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

The main injuries associated with manual handling and lifting are:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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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Set out here are some diagrams that should be used with the instructions on the following pages.



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4.10 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:
 - All paints and other substances are listed in a safety file.
 - All paints and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
 - The control measures listed in the MSDS are followed.
 - A written assessment, control measures and other information are on site.
 - All paints and substances are stored in an appropriate unit that is fire retardant and can contain spillages.
 - 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.

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4.11 General Site 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 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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4.14 Lifting operations and Overhead services

Hazards

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method statement for all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift.
- Site crane team will be responsible for ensuring that all sections are secure on the crane before lifting operations commence.
- General points to be observed in addition to the Method statements are
 - ABC Company staff do not operate cranes.
 - Cranes are operated on site by arrangement with site management and banksmen.
 - 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.

Overhead lines

Hazards

- Electrocutation
- Undermining pylon structures

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

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4.15 Groundwork, Excavations and Buried Services

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

GENERAL CONTROL MEASURES

- Ground works form as provided by the HSA and copied in the appendix will be used for all jobs.
- Excavations will be notified and monitored on site via the HSA form CR9
- Site will be surveyed as per drawings to ascertain exact location of any buried services.
- All services shall be clearly marked.
- Excavation shall be inspected by a competent person on a regular basis to ensure stability.
- Hand digging shall be used in the vicinity of any services
- Trenches shall be battered back where ground conditions require.
- Excavations over 1 meter shall be supported by timbers or trench boxes.
- Safe method of erecting supports shall be used to avoid collapse during erection.
- Barriers shall be put up beside excavation to prevent people and machinery falling in.
- 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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4.16 General Excavators and heavy plant

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Vehicle List:

- Mini diggers
- 360 excavators
- Bull dozer
- Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only staff with the relevant CSCS skills cards will be allowed to operate machines.
- All plant and equipment is subject to weekly H&S inspections.
- Auxiliary devices are provided where operators vision is obstructed.
- All quick hitch devices will be maintained and used.
- Manual or automatic quick hitch mechanisms will be checked before use.
- All buckets will be tested for security and stability by the operator after being hitched to the machine dipping arm.
- Non qualified people will not be allowed to check, insert or remove pins on the Quick Hitch mechanisms.
- People and traffic will be segregated as much as possible.
- Safety cut-outs on all equipment.
- Only trained staff with necessary skills cards may use plant and machinery.
- All excavations have quick hitch mechanisms.
- Vehicles shall not be driven or operated on dangerous slopes.
- Staff will not carry out any general maintenance on vehicles.
- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month

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4.19 Plant hire equipment

Hazards

- Roll over
- Collapse
- Various hazards relating to use and non-maintenance of equipment

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All plant will have a full schedule of Planned Preventative Maintenance.
- All plant will receive a safety inspection prior to being delivered to or used on a site.
- All leaflets as provided by the Plant Hire Association are downloaded and provide to staff and clients as needed from <http://www.cpa.uk.net/p/Safety-Leaflets/#3>
- Among the specific information available, as an addition to this statement are:

Portable and Mobile Generators

Portable Compressors

Handheld Power Tools

Dumpers

Excavators

Compactors

Pedestrian & Ride-On Rollers

Submersible Water Pumps

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4.20 Plant hire deliveries

Hazards

Road Traffic Accidents
 Other vehicles
 Members of the public
 Weather

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

The variables are; time of day, time of year, weather, type of vehicle to be recovered, class of site where the delivery is, driver of vehicle, , condition of vehicle, etc.

Therefore this assessment sets out the main high level control measures only. Each of the measures below will have supporting documentation in the company office.

Control measures

- All drivers shall be CPC certified.
- All drivers shall be part of a CPD scheme and will be provided with ongoing training.
- The following are specifically covered by training and certification:
 - Vehicle and vehicle equipment
 - Personal safety and PPE
 - Standard Operating Procedures
 - Best practice for vehicle position and observation
- All vehicles shall be fully DOE certified.
- Heavy lifts will only be carried out by drivers who also hold HGV and are CPC qualified.
- All vehicles shall be equipped with spill kits to ensure that there are no vehicle residues left behind on the road surface. (see also the standard list of equipment for a recovery vehicle)
- All lifting equipment on the vehicles shall be certified as per the Irish **Work Equipment Regulations 2007**.
- The checklist in the appendix derived from the Work Equipment Toolkit from the HSA shall be used on all vehicles.
- A full register of lifting equipment is kept in the main office.

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Lifting Equipment Checklist

Important – There are highly detailed requirements for lifting equipment. This checklist is shortened. Please investigate further as needed. Check each box as it applies to the vehicle in question. Ensure that any corrective actions are listed at the end of the checklist and a timescale and responsibility for completion are clearly stated. The (RXX) after each point are the specific regulation numbers referenced.

Vehicle Equipment details: _____

Date: _____

Inspector: _____

Requirement

- Safe working load clearly marked (r42)
- Equipment not designed for lifting persons clearly marked (r42)
- Unless required for effective operation, employees not under suspended loads (r42)
- Every crane of variable radius has a properly maintained safe load indicator or rated capacity indicator correctly used.
- Jib or boom clearly marked to indicate the crane of which it is a part re: Heavy lift trucks. (r43)
- Every platform or support for lifting equipment is suitable (r44)
- Carrier plate shows rated load in kilograms and, maximum load.
- Lifting accessories marked to identify the characteristics for safe use.
- Adequate protection measures to avoid recovery vehicle turning over are in place.
- Lifting equipment operated by a competent person or under direct supervision of a competent person for training (r51)
- Mobile equipment is accompanied by a certificate of test, specifying the safe working load (r52)
- Regulation 53 report or a copy of it kept at place of work and in the case of mobile equipment, is kept on the equipment in addition to being available for inspection at the address of the equipment owner (r54)
- Register of lifting equipment and accessories maintained and kept for inspection (r54)
- Machine not loaded beyond the relevant safe working load (r55)
- Hydraulically-operated machines fitted with check valves to prevent a gravity fall of the load in the event of a hydraulic failure (r55)
- Lifting accessories including chains, ropes, rings, hooks, shackles, clamps, swivels, spreader beams and spreader frames, vacuum lifting devices – tested every 6 months (s1pB)
- Items provided for support of lifting equipment – tested every 12 months (s1pB)
- Vehicle lifting table - tested every 12 months (s1pB)
- Winches used for lifting loads - tested every 12 months (s1pB)
- All equipment tested after any repair or alteration.

Date for non conformances to be remedied: _____

Person responsible: _____

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Template Method Statement for Clients when necessary.

Contractor	Name:	Address:	Tel:
			E-mail:
Project Name			
Description of the Task/Activity			
Site Address/Location:		Start Date/Time:	
		Finish Date/Time	
Personnel Involved	Name	Role/Trade	
Site Supervisor:		Tel:	
Safety Officer		Tel:	
Key Plant & Tools (Attach Certification)			
Key Materials			
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)		
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))			

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ABC Company Safety Statement

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.