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Disclaimer.

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1.1 OBJECTIVES OF THE SAFETY STATEMENT

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

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

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

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

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

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1.2 COMPANY SAFETY STATEMENT

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

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

Manager 2 has responsibility for managing Health, Safety & Welfare, to whom reference should be made, in the event of any difficulty arising in the implementation of this policy.

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

- ❑ Manager 1 bears ultimate responsibility for ensuring that the business is supplied with adequate resources to manage Health and Safety effectively.
- ❑ 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, make suitable changes.
- ❑ Review the investigations of all major accidents and damage to Company property and implement actions.
- ❑ 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.
- ❑ Take part in an Annual Safety Audit of the business.

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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 anywhere on the premises.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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3.14 Young persons and inexperienced workers policy

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

ABC Company do employ under 18s on a temporary basis 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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4.4 HOUSEKEEPING ISSUES

HAZARDS

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

- Trips:- Materials left lying in open corridors
- 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.
- Glass:- from broken glasses/bottles etc.
- Substances:- Cleaning chemicals etc.

Risk Assessment:

How Likely	How Serious	Risk Rating

CONTROL MEASURES

- Managers will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored in areas that could cause an obstruction, 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.
- Cleaning program for HACCP to be followed rigidly.
- All spillages must be cleared up promptly.
- Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.
- All staff receive Specific Manual Handling Training.
- All cleaning staff provided with PPE as follows:
 - Gloves – Chemicals/Glass, etc.
 - Uniform – General dust etc.
 - Overall – Bio hazard, etc.
- Bio Hazard kits are available for cleaning of excrement, vomit, blood, etc.
- Manual Handling stresses are reduced for Vacuum cleaning via the training and maintenance of equipment.
- No Bleach or acid based cleaners are used.
- Toilets regularly inspected and closed off when cleaning is due.

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4.11 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.

4.13 Kitchen

Hazards:

Gas
 Heat – Liquids, flames, utensils, equipment
 Blades and sharp implements
 Slips and falls - see also section 4.4 on Housekeeping
 Manual Handling
 Chemicals

Risk Assessment:

How Likely	How Serious	Risk Rating

Control Measures

The kitchen is under the control of an experienced Chef.

- System – The Chef has imposed a system on the Kitchen whereby Cold Preparation, Banquet Preparation, Pastries, Café Prep and A La Carte, are all given their own area.
- Wash up is separate to the other areas.
- Full HACCP system is in place to cater for food safety and implement segregation.
- Only trained Chefs are allowed operate ovens and catering equipment.
- All equipment is on a schedule of maintenance as per the manufacturer's recommendations.
- Auto fire suppression is in place over the cookers.
- First aid kit is provided appropriate to the risk.
- Fire extinguishers are proved appropriate to the risk.
- Trays trolleys and other equipment is used for serving.
- Fire blankets are provided for emergency.
- Non locking systems are in place on the cold rooms.
- Electrical power points are placed high to avoid liquids.
- Only suitability experienced chefs are permitted to use the caramelising torch.

- **Knives:**
 - All cutting operations will be carried out away from distraction and from walkways
 - Maintain all knives and blades clean and in good condition
 - Knives may only be sharpened by qualified staff or by outside contractors
 - Cutting boards/butchers block will always be used and kept in good condition
 - All knives, i.e. boning, filleting, steak, etc., will be used with the utmost care
 - No bladed instrument will be left unattended at any time
 - Use the proper knife or blade for the Task
 - Use the knife or blade in a safe and proper manner
 - Knives will be picked up and handled by the handle only
 - Cutting will always be performed away from the body
 - Sharp area will be kept away from body when cleaning and drying knife
 - Knives will not be left in water where they cannot be seen
 - Once used, all knives will be returned to their holders/scabbards
 - Store all knives and blades properly (when not in use) ensuring that the sharp edge is protected
 - Knives etc. will not be used to carry or manoeuvre meats
- **Maintenance**
 - Dispose safely of all knives which are worn, broken or have loose handles
 - Handles will be securely fixed to blade and kept free from fats and grease
 - All knives and tools will be kept sharp
 - All appliances generating hot water and steam are maintained in good condition
 - All electrical equipment is inspected by a competent person at least annually
- **Behaviour**
 - Any horseplay involving knives or sharp implements will be considered as a serious breach of safety policy and will be subject to disciplinary procedures
 - Staff are trained in the use of knives, blades, slicing machine and sharp objects
 - Disciplinary procedures will be instigated against any breach of this directive
- Staff are trained in the use of such equipment
- Oven gloves are available and ready for use

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Gas Rings

Hazards Include

1. Burns
2. Traps and catches on the doors
3. Slip and fall from food on the floors

Control Measures.

4. Only approved service technicians may install service the ovens.
5. Only staff who are trained may operate or clean the rings.
6. Gas – ensure pilot light is on properly
7. Gas – auto shut off for gas leaks in place.
8. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Manufacturer’s instructions
9. Do not lean across the gas burners.
10. Do not carry hot food around the kitchen; use a serving trolley where possible.
11. Keep clothes tight and snug fitting.
12. Ensure fire blanket is in close proximity.
13. Do not rush or run in the general area.
14. Ensure the floor is kept free of trip and slip hazards.
15. First aider to be on duty at all times.
16. Do not leave burning rings unattended.
17. Ensure all cookers are fully shut down at the end of service.
18. Ensure that the correct temperature is being used for the food being cooked
19. Do not use wet cloths to lift hot containers
20. Ensure passages are clear before moving hot food.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Glass and Dishwashers

Hazards Include

1. Broken glass and crockery.
2. Hot surfaces.
3. Chemicals
4. Manual Handling
5. Slips and falls from spilled liquids.
6. Trips and falls from open doors.

Control Measures.

1. Only trained staff may use the machines.
2. Only qualified technicians may service the machine.
3. Anti flood and leak systems installed on the machine.
4. Interlocks on the doors to prevent open running.
5. Try to position the machine to avoid excessive bending and lifting by staff.
6. Machine to be placed so that the open door does not present trip hazard to passers by.
7. If possible place the machine approximately 2 feet off the floor.
8. Ensure the machine is installed and maintained by qualified technicians only.
9. Interlocks are to be checked every day before first use.
10. Rubber seals on doors are to be checked weekly to prevent leaks and are to be replaced as per manufacturer's instructions.
11. Spills are to be cleaned up immediately.
12. All spills are to be marked by yellow men warning signs.
13. Gloves are to be used when removing items from washer as they could be quite hot.
14. Only correct cleaning chemicals are to be used in the machine as per the manufacturer's instructions.

Training:

Training given by: _____

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Hot Plates

Hazards Include

1. Hot surface
2. Burns and scalds.
3. Electric leads and power points

Control Measures.

1. Only staff who are trained may operate or clean the various food specific cookers.
2. Make sure the equipment is assembled correctly
3. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Operating Manual
4. Do not touch anything that could possibly burn you.
5. Do not immerse the unit in water.
6. Be careful not to spill liquids onto the hot plate
7. Ensure there are no trip hazards that could cause a person to fall against the hot plates.
8. Do not lift hot plates after service until they have cooled down.
9. Only staff who are trained may operate or clean the lamps.
10. Only staff who have been trained may change lamps
11. Lamp bulbs must only be changed when the unit has cooled down
12. Make sure you know how to use this equipment properly and safely before use
13. Do **not** touch anything on the machine that could be hot.
14. Old lamps/bulbs must be returned to the supplier for correct disposal.

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Ice Makers

Hazards Include

1. Cold surfaces.
2. Chemicals
3. Manual Handling
4. Slips and falls from spilled liquids.
5. Trips and falls from open doors.

Control Measures.

1. Only trained staff may use the machines.
2. Only qualified technicians may service the machine.
3. Anti flood and leak systems installed on the machine.
4. Interlocks on the doors to prevent open running.
5. Try to position the machine to avoid excessive bending and lifting by staff.
6. Machine to be placed so that the open door does not present trip hazard to passers by.
7. If possible place the machine approximately 2 feet off the floor.
8. Ensure the machine is installed and maintained by qualified technicians only.
9. Interlocks are to be checked every day before first use.
10. Spills are to be cleaned up immediately.
11. All spills are to be marked by yellow men warning signs.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Machine is to be run on the cleaning cycle as per the manufacturer’s instructions.
2. Only cleaning products approved by the manufacturer may be used.
3. Only staff who have received the chemical cleaning training from suppliers may clean the machine.

Points to Remember

1. Always remember your manual handling training when putting trays into the machine.
2. Be aware that there may be spills on the floor.

Ovens

Hazards Include

1. Burns
2. Traps and catches on the doors
3. Slip and fall from food on the floors

Control Measures.

1. Only approved service technicians may install service the ovens.
2. Only staff who are trained may operate or clean the ovens.
3. Gas – ensure pilot light is on properly
4. Gas – auto shut off for gas leaks in place.
5. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Manufacturer’s instructions
6. Stand back when opening doors to avoid heat or scalding
7. Make sure door is closed properly during use
8. Ensure that the correct temperature is being used for the food being cooked
9. Do not use wet cloths to lift hot containers
10. Ensure passages are clear before opening doors.

Training:

Training given by: _____

Signatures of staff receiving training

Name in block letters	Signature	Date

Cleaning:

1. Only clean as per the manufacturers instructions.
2. Only approved chemicals may be used.
3. HACCP principles to be followed at all times.
4. Ensure all food waste is removed from the oven area as well as the surfaces of the oven.
5. Ensure power is off for cleaning.
6. Be aware of hot surfaces and use gloves as appropriate.
7. Only staff who have received chemical cleaning may carry out cleaning.

Points to Remember

1. Always wear your gloves and aprons when cleaning.
2. Be careful of hot surfaces.
3. Be aware of possible spills on the floor and trip hazards.

4.15 Serious Injuries or Death (Relates to fights etc. among customers.)

Hazards:

Shock
Distress
Stress

Risk Assessment:

How Likely	How Serious	Risk Rating

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.
 - The exception to this rule is a fight of other disturbance in the bar areas, where any Supervisor may call the Gardai if there is a significant disturbance.
 - The Accident reporting procedure shall then be followed.
- Death:
 - Any death on site will require the Gardai to be called.
 - While entering they will continue to call out.
 - If a person is found in any part of the premises in an apparent unconscious, injured condition or appearing to be suffering from an illness, an Ambulance shall be called immediately.
 - If the person is unconscious or appears to have passed away then the Gardai must be called immediately as well as the Ambulance.
 - The area must be left undisturbed until the Gardai arrive.
 - The advice and directions of the Gardai/Ambulance staff shall be followed once they arrive.

4.17 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.

4.19 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.

Crockery and service dishes

Do not stack too high; the weight can easily overload shelving and the pile of crockery may fall over.
 Do not overstock service stations (eg dumb waiters); the weight can overload shelves and drawers.

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Accident Report Form

Location:	Department:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party Details	

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

PART 8 Related Policies

8.1 ABC Company Environmental Policy

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

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

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

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

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

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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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