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1.1 Application

ABC Company falls into the general category of a Sandwich Bar. We provide a range of ready to eat convenience food generally for consumption off the premises. This Safety Statement has been developed to assist ABC Company Ltd comply with relevant H&S standards and to ensure that clients 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 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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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 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 1 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

- ❑ The Manager 2 bears ultimate responsibility for ensuring that the ABC Company is supplied with adequate resources to manage Health and Safety 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, 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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2.4 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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3.5 SAFETY REPRESENTATION

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

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above. Currently the staff **have not** elected a representative, if they do so in the future the position will be recognised by the company.

After that time, all representations by the Safety Rep must be made to the company via Manager 1.

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4.2 FIRE

FIRE HAZARDS

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Fire extinguishers are provided on the premises and are regularly checked.
- A comprehensive fire detection system is in place.
- Emergency lighting is in place.
- Passive systems such as fire doors are part of the building design.
- A fire marshal has to be designated and staff trained in fire fighting and emergency procedures by our contractors.
- Staff have been trained in the evacuation procedures.

A Fire Safety Programme shall be developed by management to:

- Guard against an outbreak of fire
- 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:

- The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- The holding of fire and evacuation drills.
- The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- The provision of adequate fire protection equipment and systems.

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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 areas
- Slips: - On 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.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Managers and supervisors 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 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.

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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. ABC Company maintains a small office space.

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 shall be carefully 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

TRAINING

Staff using the food grade approved cleaners; receive training from our suppliers. This training is validated and recorded.

SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
 - Cleaning and other food grade substances are only purchased from approved suppliers.
 - A full list of all substances in the Sandwich bar is available.
 - Material Safety Data Sheets (MSDS) have been provided from our suppliers for each substance.
 - The control measures and other information from the MSDS are available on site.
 - Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
 - Staff sign for the above PPE and are expected to wear them.
 - Staff to adhere to training, instructions on the labels and precautions in the MSDS.
 - Information is given on the following:
 - Hazards presented by substances and nature of risks to health from exposure to substance.
 - The control measures in force, the reasons for the controls and how to use them.
 - The reasons for the provision of P.P.E. and where it should be used.
 - The use of warnings/safety signs.

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4.11 Cash Handling

Hazards:

Irate customers
Robbery

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Staff always have an experienced manager within easy reach.
- Cash is dropped to a safe on a regular basis.

All staff trained in the following procedures:

Dealing with Angry Customers

1. Try to remain calm.
2. Do not take any comments personally.
3. Listen to the complaint very carefully without interrupting the Customer.
4. Take notes if relevant.
5. When the Customer has finished making the complaint, tell them that you want to make sure you have all the details correct and repeat the details in a polite fashion. This will allow you a little breathing time and also allow the Customer time to relax a little.
6. If you can assist the Customer with his/her problem then do so as best you can.
7. If you cannot personally assist the Customer then politely ask them to wait while you get a senior member of Management to attend to them.

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4.12 Serve Over

Hazards:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- All staff receive chemical handling training from our suppliers.
- 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. (relevant with late night operations)
- First aid kit and trained first aider on call.
- All equipment in the sandwich bar is subject to maintenance and inspection.
- Plastic container provided for collecting broken glass.
- Heavy duty gloves provided for sorting glass bottles etc for recycling.

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4.13 Knives and Kitchen Area

Hazards:

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Chemicals training is provided by our supplier.
- Wash up is separate to the other areas.
- Full HACCP system is in place to cater for food safety and implement segregation.
- Only trained staff are allowed operate toasters and catering equipment.
- All equipment is on a schedule of maintenance as per the manufacturer's recommendations.
- First aid kit is provided appropriate to the risk.
- Fire extinguishers are provided appropriate to the risk.
- Fire blankets are provided for emergency.
- Broken glass procedure is in place.
- Electrical power points are placed high to avoid liquids.
- Chemical classification and control system displayed on the walls as per our supplier's info sheets.
- **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
 - Cutting boards/butchers block will always be used and kept in good condition
 - All knives 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

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4.14 Fly and Insect Killers

HAZARDS

- Build up of dead insects
- Climbing ladder to clean trays
- Falls from ladders
- Infection

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Only trained technicians may service machine.
- Electricity will be isolated before cleaning.
- Only trained employees may carry out cleaning.
- Cleaning will be carried out strictly in accordance with the manufacturers instructions.
- A suitable steady platform will be used to access for cleaning.
- Ladders will be checked for defects before use.
- Rubber or disposable gloves will be used for cleaning.
- Never sweep debris down on top of food or people, always sweep into a dustpan.
- Dispose of all debris in a covered bin.

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4.15 Chiller

HAZARDS

- Cold surfaces.
- Chemicals
- Manual Handling
- Slips and falls from ice/liquids.
- Trips and falls from open doors

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Only trained staff may use the machines.
- Only qualified technicians may service the machine.
- Anti flood and leak systems installed on the machine.
- Try to position the machine to avoid excessive bending and lifting by staff.
- Machine to be placed so that the open door does not present trip hazard to passers by.
- If possible place the machine approximately 2 feet off the floor.
- Ensure the machine is installed and maintained by qualified technicians only.
- Interlocks are to be checked every day before first use.
- Spills are to be cleaned up immediately.
- All spills are to be marked by yellow men warning signs.

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4.16 Food Display

HAZARDS

- Manual Handling
- Spillages

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- Remember manual handling training at all times.
- Avoid bending and reaching.
- Ensure all spills cleaned immediately.
- Do not allow raw and cooked food to come into contact.
- Use gloves at all times.
-

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4.17 Toasters and Panini Machines

HAZARDS

- Hot surfaces – burns
- Electric leads and power points

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Only approved service technicians may install service the toasters.
- Only staff who are trained may operate or clean the toasters.
- Make sure machine is assembled correctly
- Make sure you know how to use this equipment properly and safely before use
- Do not touch anything on the machine that could be hot
- Always use tongs to handle Paninis etc. as they can be very hot.
- Be careful of spilled cheese or sauces around the Panini machine as they may be hot.
- Do not immerse unit in water.
- Only use the unit for the purpose for which it was designed.
- If food gets struck switch off and unplug the unit. Wait until it cools down and use a plastic tongs to remove the blocked food.
- Never reach into a toaster with a metal implement.

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4.19 Dishwasher

HAZARDS

- Manual Handling
- Broken glass and crockery
- Electricity
- Hot water

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Never open the door while the machine is operating.
- Never attempt to look inside while machine is operating.
- On some machines the side panels can get very hot and may burn anyone touching/brushing against them.
- Never put your hands in the dishwasher while it's running.
- Concentrated detergent can burn skin and eyes. Always wear protective clothing provided when handling or cleaning up spilled detergent.

CLEANING:

- The machine receives a full end of day clean down.
- Be sure to wear protective clothing e.g. gloves.
- Turn off the water and heater.
- Open the dishwasher and open the racks.
- Wipe out the sides and bottom with water and detergent.
- Close the machine and dry the floor around the machine. Clean down the surrounding area.
- Rubber gloves and protective clothing must be worn.

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4.20 Microwave Ovens

HAZARDS

- 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.
- 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.
- Microwave energy could burn the user if the door seals are not effective or the protective mesh behind the glass door panel slips.

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General

- All guarding, safety devices must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- 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.
- 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.
- 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.
- When covering food try to use only the microwave designed plastic covers.
- Keep the appliance cord away from the heated surfaces.
- Do not immerse cord or plug in water.
- Do not let cord handle over edge of table or counter.
- Do not cover or block any openings on this appliance.
- Do not cook food for longer than necessary. Take care when setting the timer.

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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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