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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 and employees are fully aware of ABC Company'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.

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, 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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1.4 Policy Statement:

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

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

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 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.
- ❑ Bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job 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, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.4 Supervisors (if appointed in busy seasons)

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

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

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

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

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

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3.5 SAFETY REPRESENTATION (not active at the moment staff have not requested a Rep)

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.

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

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ❑ **In main office**
 - ❑ **In vehicles (small kit)**
 - ❑ **At harvesting point**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- ❑ When employees are carrying out an installation/delivery at a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First aider names:

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3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company 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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3.13 Bullying at Work Policy

ABC Company recognises and accepts its 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 ABC Company or the Safety Representative.

Manager 2 gives the undertaking that all complaints will be investigated sensitively and will be resolved locally, if possible. 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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4.4 HOUSEKEEPING, SLIPS AND FALLS

HAZARDS

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

- Trips:- Materials left lying in the open
- Slips:- On a wet 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, 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.

Supervisors will ensure that stacking areas are prepared and that crates/boxes 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.

Slip resistant coating on all floors where fish products are processed.

In floor drainage used to avoid excessive amounts of water on floor when cleaning.

Temporary signage erected to make people aware of wet and slippery floors.

All spillages cleared up promptly.

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4.5 MANUAL HANDLING

HAZARDS

Manual handling in the shellfish industry is a particular issue due to the need to handle large amounts of boxes/crates. Staff are provided with trolleys and pallet trucks to assist them. Staff are also advised to get help whenever they need it. Staff are trained as appropriate.

- 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.

Where loads have to be manually handled, safe access shall be assured.

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4.8 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, shall be carefully disposed of

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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: MEDIUM

Likelihood	Severity	Risk Value
Score =	Score =	Result =

ABC Company do not use hazardous substances. All chemicals used in the cleaning of the premises are food grade and safe to use.

Staff do not carry out maintenance on any of the machinery or transport and therefore do not come into contact with any hydraulic fluids, etc. A small spill kit is kept on site to control any oil or hydraulic leaks and a contractor is called to deal with the problem.

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- Staff using the food grade approved cleaners; receive training from our suppliers. This training is validated and recorded.
- Mixing rates for all substances and safe use conditions as set out by our suppliers will be followed by all staff.
- Good food hygiene practices will be followed at all times.
- The Workplace Supervisor will ensure that:
 - All known substances are listed in a safety file.
 - All known 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 spill kit will be kept on site along with Gloves and Goggles to deal with any spillage after information has been sought from the shipper.

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4.13 Company Vehicles – General Points

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Tachographs and Working time

It is expected that every driver (where relevant) will adhere totally to the legislation relating to Tachograph procedures. The company shall maintain a full record of Tachographs for inspection by any statutory body.

General Control Points

- All refrigeration on vehicles will be adequately serviced by an outside contractor.
- Temperature records will be kept of all deliveries.
- All tail lifts or other lifting gear will be subject to statutory inspection as per DOE.

Use of company vehicles

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Refuelling, Wheel Change, Mobile Phones and Maintenance.

HAZARDS

1. Road Traffic Accident – Injury due to collision

RISK ASSESMENT: Medium

CONTROL MEASURES

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4.15 WORKING IN CHILLED WAREHOUSE/STORES

HAZARDS

- Poor housekeeping.
- Spillages/materials on floor.
- Materials falling.
- Bad/dangerous forklift driving.
- Loading/unloading crates/boxes manually.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Housekeeping cleaning duties must be carried out daily.
- All spillages should be cleaned up immediately.
- Restrict access to authorised personnel only.
- Safety signs are in place re "Caution Beware of Forklift."
- No obstruction to be put in way of exits.
- Only trained drivers to drive forklift.
- Safety boots worn by all staff.
- All shelving and racking shall be kept in good condition.
- Shelving and racking shall not be over loaded.
- Correct clothing issued for all staff working in chill.
- Appropriate break periods assigned to staff to allow warm up.

TRAINING

- Forklift driver training.
- Manual Handling.
- Safe working practices in Warehousing Areas.

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4.17 FORKLIFT TRUCKS

It is the supervisors/managers responsible to ensure that no employee uses forklift truck, unless they have been properly validated by the Company. Failure to comply with this instruction is a dismissal offence.

HAZARDS

- A truck colliding with object/structure causing collapse of same.
- Equally hazardous is the practice of jumping from a truck while still in motion.
- Excess speeding in confined areas, restricted aisle-ways etc.
- Lack of attention can result in any of the following:
 - Overturning.
 - Persons being run over/struck by fork lift truck.
 - Material falling from forks.
- A truck colliding with an object.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Whenever practicable, internal transport and pedestrians will be segregated, by the provision of pedestrian doors at main access points and clearly delineated pedestrian access routes
- All fork lift trucks are fitted with:
 - Forward flashing warning light(s) interlocked with the ignition
 - Reversing horns/sirens interlocked into reverse gear.
- Floors are maintained in a sound and clean condition and particular attention is paid to the prevention of oil and rubber build-up. Specific cleaning chemicals are used by the hygiene team for the purpose of removing rubber build up..
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months.

Control during use

- Forklift drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

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4.19 PACKING AND PROCESSING

HAZARD

The main hazards associated with the Conveyers, staplers and other processing equipment are:

- In-nip areas on conveyors can cause injury to fingers/hands
- Back injury from manual handling of boxed apples
- Entrapment/entanglement in machine.
- Trip/fall exposure from discarded packing/apples around the packing machine.
- Electric shock

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All process under the supervision of a competent manager/supervisor.
- All staplers have built in safety device to prevent accidental stapling.
- Always switch off/disconnect stapler before trying to clear a jam.
- Never look into the staple point.
- Always switch off/disconnect the stapler when finished never leave it on and unattended.
- In-nip areas on conveyors are guarded.
- Loose clothing not worn when operating machines/equipment
- Manual handling instruction provided for all operatives loading product.
- Emergency stop button installed in the machine and all operatives should be aware of it's location.
- All power to the packing machine should be disconnected during maintenance and repair.
- Pre use checks on all machines.
- Schedule of maintenance for all machines
- Specific emergency stop checks on machines.
- Guards are interlocked with machine operation.

TRAINING

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4.21 Purification and storage

HAZARD

The main hazards associated with the purification and storage are:

- UV Light
- Tank access
- Spills

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Baskets and crates are checked and cleaned before being used.
- All UV installations shall be shielded from staff and maintained as per the supplier's recommendations.
- Safety signs in place alerting staff to the UV lights.
- All spillages are dealt with as per the controls in Housekeeping section.
- Lamps and reflector surfaces will be kept clean at all times.
- Handling of product and immersing of hands in water will be kept to a minimum.
- Cleaning and servicing will be done in out of season times by trained staff or outside contractors.
- Good manual handling procedures shall be used in the placing and removal of crates.

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4.23 Tractor Shoreline use and harvesting

HAZARDS

1. Overturning causing entrapment beneath the tractor
2. Persons being run over/struck by tractor
3. Loose clothing catching in drive shaft
4. Jumping from a tractor while still in motion.
5. Excess speeding in confined areas.
6. unauthorised/Inexperienced personnel having access to tractors and associated machinery

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All tractors trucks should be fully roadworthy.
- Tractor drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.
- Tractor drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.
- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months
- Keys must be removed from the forklift truck when not in use.
- Guards should be over drive shafts and PTO at all times
- Beach use will not cause obstruction to other users.
- Work at the shoreline will be supervised at all times.
- No staff shall be allowed to work at the shoreline alone.
- Emergency communication equipment will be available on the shoreline. (mobile phone OK once coverage is guaranteed)
- First aid kit will always be available at the shoreline.
- Drinking water will be within easy access at the shoreline.
- Suitable clothing will be provided depending on the conditions.

Training of drivers

Drivers will be trained on each type of vehicle they are required to drive

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4.24 Knife Use (Occasional)

HAZARD

Knives are generally only used in the Oyster season and are specific to that task. However the following general controls will be in place.

- Blades and sharp implements

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- All cutting operations will be carried out away from distraction and from walkways
- Maintain all knives and blades clean and 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
- 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/drawers
- Store all knives and blades properly (when not in use) ensuring that the sharp edge is protected
- Knives will be numbered and recorded
- **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
- **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

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