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	Safety Statement

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1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that facility users 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 Sports Facility Safety Statement

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

It is our intention that all activities 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 Nigel, 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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2.3 Manager 1

- ❑ 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 at the Management meeting.
- ❑ 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 staff and user groups in monitoring the effectiveness of the 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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2.5 All Employees and staff

- ❑ 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 in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ 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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3.6 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;

- ❑ **Main Office Area**
 - ❑ **Locker rooms**
 - ❑ **Mobile kits with teams**
 - ❑ **Wall mounted kits and defibrillators**
- ❑ The First Aid Boxes are inspected on a weekly. This check and replenishment is recorded and kept on file.
- ❑ 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.

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3.10 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

Implementation

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

Infringements

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking cessation

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

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3.13 Young persons and inexperienced workers policy

ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local Community Based Sports Centres, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

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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4.3 ACCESS AND EGRESS

HAZARDS

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: Low

CONTROL MEASURES

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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4.4 HOUSEKEEPING

HAZARDS

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

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

Risk Assessment: Medium

CONTROL MEASURES

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

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

Managers will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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4.7 OFFICES

HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT: Low

CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.

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4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT: Medium

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
- All glues/paints and other substances are listed in a safety file.
- All glues/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 glues/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.
- Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

4.9.1 Weedkillers and Pesticides

ABC Company recognises the fact that Pesticides and Weed Killers are Hazardous substances. Manager 1 will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any pesticide or hazardous substance or process are carried out fully and that, any

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4.10 Ladders

Risks Identified: High

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

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

Maintenance of ladders and folding step-ladders.

- Ladders and folding step-ladder must be of good construction, of suitable and sound material and of adequate strength for the purpose for which it is used and must be properly maintained.
- Ladders must not be used if one or more rungs are missing or where one or more rungs are defective.
- Rung must be properly fixed to the stiles or sides.
- Rungs must not be supported solely on nails, spikes or other similar fixing.
- In the case of a wooden ladder, if the tenon joints are not secured by wedges, reinforcing ties must be used.
- Wooden stiles or sides and wooden rungs of ladders must have the grain running lengthwise.
- Timber used ladders, and folding step ladders must not be painted or treated in such a way that defects cannot easily be seen.

Use of ladders and folding step-ladders

- Any part of a building or other structure used to support a ladder or folding step-ladder must be of sound material and sufficiently stable and sufficiently strong to give safe support.
- Ladders standing on a base (e.g. standing on the ground) must:
 - Be securely fixed
 - Near to its upper resting-place or, in the case of a vertical ladder near to its upper end

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4.11 Machinery, Equipment and Maintenance

Risks Identified: Low

In general the use of machinery and equipment in the Business is confined to low-risk items, which do not present any significant hazards.

However notwithstanding this the following precautions are taken.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

CONTROL MEASURES

General

The following precautions are taken when using machinery and equipment.

- All guarding, safety devices (e.g. interlocks) must be in place and working properly at all times.
- All machinery and equipment must be used in accordance with the manufacturers' instructions.
- Machinery and equipment must be properly maintained and all faults to be reported and corrected immediately.

Maintenance

The Business recognises that there may be additional risks associated with maintenance activities, due to such factors as need to remove guarding, disable safety features such as interlocks, electrical safety issues, etc. In order to minimise the risks involved in maintenance activities, the Business takes the following actions.

- No maintenance is carried out by general staff, other than routine cleaning and similar activities which can be carried out without disassembling the equipment or disabling safety measures in any way.
- All maintenance is carried out by suitably capable and experienced staff or by outside suppliers.
- This competence includes:
 - Appropriate knowledge of the machinery and equipment
 - Relevant health and safety requirements (in the case of suppliers, they are checked to ensure that they meet the appropriate requirements, and this is generally demonstrated by the availability of a safety statement).
 - Outside suppliers are informed of any relevant health and safety information such as emergency evacuation procedures; any specific hazards on the premises, etc.

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4.13 General activity based hazards

Risks Identified: Low

As a Community Based Sports Centre we have to accommodate large-scale movements of people often concentrated into short periods of time. Many accidents in this sector result from slips, trips and falls in main corridors. Therefore housekeeping and maintenance will be a high priority.

Controls:

All floors are maintained to avoid presenting slip/trip hazards. All stairways have handrails and barriers to prevent a fall from height. These barriers will be maintained as necessary.

The following area specific controls are also in place:

Area	Controls
External steps, paths and parking areas	<p>Suitable lighting – replace, repair or clean lights before levels become too low to be safe.</p> <p>Ensure steps and paths are suitable for the volume of pedestrian traffic.</p> <p>Ensure paving slabs are secure and tarmac paths in good condition to give a flat, even surface.</p> <p>Maintain parking area so that it is free of potholes.</p> <p>Mark the nosing of steps using anti-slip coating.</p> <p>Discourage short cuts across grassed/muddy areas.</p> <p>Clean leaves, mud etc from surfaces.</p> <p>Remove algal growth in all external walkways.</p> <p>Put in place effective procedures to deal with snow or ice.</p>
All-weather sports surfaces	<p>Ensure surface is flat and well maintained to avoid surface water</p> <p>Remove accumulations of mud/water.</p> <p>Remove algal growth.</p> <p>Ensure users wear the appropriate footwear for the surface.</p> <p>Ensure adequate supervision at all times.</p>

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Area	Controls
Building entrances/exits	<p>Provide suitable non-slip, water absorbing mats at entrances.</p> <p>Maintain mats in good condition and change when saturated.</p> <p>Ensure that temporary matting does not pose a trip risk.</p> <p>Display signs warning of hidden steps/changes of level.</p> <p>Display signs warning of risk of slipping when appropriate.</p>
Sports hall	<p>Avoid over polishing of floor surface.</p> <p>Ensure suitable footwear is worn.</p> <p>Maintain floor mats in good condition and ensure they remain flat.</p> <p>Keep smooth floors clean and completely free of wet or dusty contamination.</p>
Changing rooms	<p>Avoid contamination of the floor surface with mud/water from pupils entering – provide shoe cleaning brushes/scrapers.</p> <p>Provide non-slip tiling on floor surfaces.</p> <p>Ensure specialist anti-slip tiles/surfaces are sourced and specified correctly.</p> <p>Provide drainage mats or grids in shower areas.</p>
Internal stairs and corridors	<p>Mark nosing of steps using anti-slip coating, as smooth, gloss paint will make the surface slippery under wet conditions.</p> <p>Lighting – replace, repair or clean lights before levels become too low to be safe</p> <p>Apply appropriate anti-slip coatings to areas of smooth flooring which may become wet</p>
Canteen areas	<p>Ensure staff wear suitable footwear.</p> <p>Clean spillages immediately.</p> <p>Use safe cleaning methods.</p> <p>Provide suitable floor surface.</p> <p>Clean floors when public have left.</p> <p>Display suitable warning signs re wet floors/stairs while cleaning is in progress.</p> <p>Remove warning signs when cleaning/drying is complete.</p>

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4.18 Club work vehicles/machines.

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Tractors and Ride-On Mowers

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 and ride on mowers should be fully roadworthy
- Tractor and ride on mower 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 and ride on mower 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 Tractor and ride on mower when not in use.
- Guards should be over drive shafts at all times

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4.19 General Health Hazards in groundswork

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
Grounds staff

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Advice:

Weil’s disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil’s disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

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4.22 Goal Post Safety.

Hazards

Manual handling
Falling sections

Risk Assessment:

How Likely	How Serious	Risk Rating

Control Measures

The four golden rules of Goal Safety are

- Check It
- Secure It
- Test It
- Respect It

Keeping safety onside is a team effort and everyone must play their part.

Under no circumstances should children use the goalposts as gymnastic equipment, and goalposts should not be used at all, unless they are in good condition, securely anchored to the ground, and are stable.

Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.

Assembly / Dismantling of Goals

Goals should be installed according to the manufacturer's instructions and in accordance with the relevant standards.

Consideration should always be given to the to ground conditions where the goals are to be used to determine the most appropriate stabilising/ anchoring systems.

For fixed goals, goal post sockets should always be set in concrete. The dimensions of the concrete foundations should be in accordance with the manufacturer's instructions, and in compliance with the relevant standards.

Portable goals are only safe for use if they are properly stabilised/ anchored.

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4.26 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.

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