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ABC Company Safety Statement

1.1 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in the Company with particular reference to the accommodation provided.
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 the Management activities relating to the ABC Company 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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1.3 Policy Statement:

The Management of 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. The company shall take all reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities.

Occupational risk assessment will be used 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.

The company shall provide where necessary suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Management to determine the corrective action necessary to prevent recurrence.

This statement shall be communicated throughout the company by consultation with the employees and 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.

Each employee will be made aware of the company safety rules and will be expected to adhere to them.

Safety audits will be carried out on a regular basis and the findings will be dealt with adequately and in an efficient manner.

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1.5 Company activities

ABC Company, specialise in the management of properties such as Apartment blocks and Student accommodation on behalf of various clients.

- The company name is **ABC Company**.
- The operating hours for the Premises are generally 9:00 to 17:00 although this is subject to change with trading conditions.
- The number of staff employed is variable depending on the number of properties being managed.
- Contract specialist companies are used to provide services such as maintenance, landscaping, security, etc.

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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 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.
- ❑ Pre approve all contractors before assigning them to work on the ABC Company premises.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, make suitable changes.
- ❑ Investigate all major accidents and damage to Company property and implement actions.
- ❑ 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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2.5 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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2.6 OFFICE STAFF

Guidance on workstations for office workers

The Company believes that our present level of activity and use of Visual Display Units (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric shocks. Nevertheless, there are guidelines for users of VDUs and indeed all desk-related activities, which we commend to office staff e.g.

- Avoid slouching and keep the curve in the lower back.
- Adjust the seat's backrest to support the lower back.
- Sit right back in the chair to gain adequate support.
- Use a footrest if the seat is too high.
- Rest the upper body when the routine allows, try to vary your work pattern so that the body uses a different position every 20 minutes.
- Where screens are involved change the screen angle to suit the sitting height.
- Avoid locations where VDUs will pick up sunlight or reflections.
- Adjust the height of the seat until the forearms are horizontal with the desk.
- Align hands with forearms and work with straight wrists.

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2.7 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- ❑ No contractor may be allowed to commence work before receiving a Permit to Work.
- ❑ All contractors will be expected to comply with ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the Company whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site.
- ❑ All staff sent to work at the ABC Company complex must have received appropriate health and safety training from their employer. They must also have access to relevant Risk Assessments and method statements as necessary.
- ❑ Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- ❑ All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- ❑ No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.

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3.11 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.

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.

However the above does not affect residents within their own homes.

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 Contractors' 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), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on an ABC Company location, will lead to removal from the project and possible other sanctions.

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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 either Manager 2, Manager 1 or the Safety Representative.

Manager 2 gives the undertaking to investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, ABC 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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4.2 FIRE

FIRE HAZARDS

Each building that is used to house students will have its own hazards and controls. ABC Company will assess each building as it is taken on and will review the Safety File for the building to ascertain the specific controls needed for that building. However set out below are the general controls for the company.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

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.

Fire action notices are posted in the hallway of every landing in the student accommodation.

An escape route map is posted on the back of every hall door.

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 provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.

The provision of adequate fire protection equipment and systems.

The inspection and maintenance of the fire protection equipment systems.

The provision of assistance to the fire authorities.

The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.

The testing and maintenance of electrical installations.

A fire safety register will be maintained by the Company.

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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:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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.

All stairways shall be kept in good condition.

All handrails on stairs and in other areas shall be kept in good condition.

It is vital that all fire escape doors are not obstructed at any time.

All of the above points are checked by Manager 2 on the monthly inspection.

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4.10 WORK AT HEIGHTS AND LADDERS (generally relates to the use of a step ladder)

Work at heights is defined as working in an area/location where a person could fall from any height, other than from a scaffold. ABC Company staff do not work at height. Contractors are used for this work.

HAZARD

The main hazards associated with Work at Heights are:

- Falls of persons from working places or accesses.
- Falls of materials or articles.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- ABC COMPANY staff are not involved in working at height.
- The Manager of any relevant contractors, will ensure that work is planned to ensure safe access/egress and working place for Employees to work at heights.
- In general ladders are not used as work platforms
- Where they are used the following rule shall apply:
 - All ladders to be checked for damage before use
 - Position ladder close to work
 - Do Not stretch from the ladder
 - All ladders must be placed on secure flooring/ground
 - If possible ladder should be secured from falling.

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4.11 GENERAL HAZARDS

HAZARDS

Various

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Controls

Housekeeping: - A good guide is to keep the premises, as you would wish to find your own home. Use bins provided for litter and waste. These are to be emptied regularly as per cleaning list requirements. Make sure that all aisles and passageways are kept clear.

Where hosepipes, electrical cables or vacuum cleaner pipes are in use, extra care must be taken not to create a hazard. Warnings should be given to people in the area either visually or verbally.

Take extra care to ensure that sweeping brushes and other tools are always stored upright safely out of people's way and that they do not constitute a tripping hazard.

Any spillage of water onto the floor, office should be protected immediately with a warning sign and the water taken off and mopped dry.

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4.12 Angry or awkward residents

HAZARDS

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

- Physical Abuse
- Verbal Abuse

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult residents and others such as members of the general public can expose staff to a risk of violence.

By its nature apartment/residence management is a lone activity. At all times another person at the base location will be aware of the general working time for the day and when the manager is expected back.

Use the following guidelines in dealing with potential robbery and aggression/violence situations:

- Always keep aware of residents 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 to minimise this risk.

- Minimising the quantities of cash and other valuable items held;
- Use 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.

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4.13 Cash Handling

HAZARDS

- Robbery
- Physical Injury

Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Cash Movement Controls

- Avoid letting large amounts of cash accumulate on your person or in a vehicle.
- Use a night safe if receiving cash on evening call outs.

Cash Movement to and from the Bank

- Avoid, as far as possible, set patterns when making lodgements.
- Trips to the bank, where possible, should be made by car.
- Precautions should begin with varying, as much as possible, the times and routes of such journeys.
- Persons conveying cash should exercise vigilance and anything suspicious should be noted and communicated to the Gardai.

Action to be taken in the Case of an Armed Robbery or Personal Attack

- Keep calm – do not panic.
- Obey – do only what you are asked to do, nothing more and nothing less.
- Observe. Concentrate on:
 - Male/Female
 - Age
 - Height
 - Build
 - Hair colour
 - Colour of eyes
 - Mode of dress
 - Right or left handed
 - Distinguishing features
 - Words used and accent
 - Number of attackers
 - Note where criminals may have placed their hands and feet

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Contractor Rules

It is policy that prior to any contractor commencing any work on site they must undergo a short induction.

The following details cover all aspects of site visitors and contractor working at ABC Company managed accommodation.

Health and Safety

- ABC Company adheres to and complies with the Health, Safety and Welfare at Work Act at all times. Contractors and visitors are reminded that they are responsible for their own health and safety, the safety of residents and that of ABC Company employees.
- All instructional signage, internal and external, must be complied with at all times.
- ABC Company operate a strict smoking policy. Any persons found anywhere on the premises smoking in a restricted area will be permanently removed. Smoking is only permitted in designated smoking areas.

Pre Access Procedures

All contractors who are intending to carry out works on site must have provided and discussed in advance the following:

- Their company Health and Safety policy
- Their Employers Liability Insurance Certificate
- Construction Regulations Pre work documentation (when necessary)
- Risk Assessments for task
- Method Statement for task
- Chemical Assessments for task
- Inspection records of the contractor tools and equipment
- Training records and qualifications of the contractor
- Licences to drive and operate plant and equipment
- Names of personnel arriving to conduct works

Accommodation Access Procedures

- The visit must be a scheduled date

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- A copy of the ABC Company rules for contractors to be issued by reception to read and sign
- On completion of task the contractor should report to the relevant manager and notify of completion for approval of completion.

Induction of Contractors

Manager 1 is responsible for the provision of an induction to any contractor attending site. This must be completed prior to commencement of any activities. The induction will include the following instructions and information:

- Roles and Responsibilities
- Health and Safety Rules for the site
- Site Layout (Including exclusion zones)
- Vehicles and Traffic Management
- Welfare Facilities on Site
- Accident and Near Miss Reporting
- First Aid Provision
- Emergency Procedures
- Personal Protective Equipment
- Site Notices and Signage
- Permit to Work Systems
- Work Tools and Equipment

The contractor should sign to confirm that induction has been completed, this must be filed for audit purposes.

General Contractor Health and Safety

- All contractors are to wear safety boots or shoes at all times
- Hi visibility vests are to be worn at all times
- Hard hats are to worn where required
- Other PPE must be provided in accordance with the contractor method statements and risk assessments
- Contractors must provide licences for the staff who are to operate their own or hired Mechanical Handling Equipment

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