

## Contents

### **PART 1 Company Statement**

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Company Safety Statement
- 1.4 Policy
- 1.5 Revisions

### **PART 2 Duties and Responsibilities**

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Manager 1
- 2.4 Supervisors
- 2.5 Employees
- 2.6 Contractors

### **PART 3 Arrangements for Safe Working**

- 3.1 Resources
- 3.2 Safety Induction
- 3.3 Training
- 3.4 Safety Consultation
- 3.5 Safety Representation
- 3.6 First Aid
- 3.7 Reporting of Accidents, Diseases and Dangerous Occurrences
- 3.8 Welfare Facilities
- 3.9 Personal Protective Equipment
- 3.10 Smoking Policy
- 3.11 Drugs and Alcohol Policy
- 3.12 Bullying Policy
- 3.13 Young and Inexperienced Workers Policy

### **PART 4 Hazard Identification and Control Measures**

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Access and Egress
- 4.4 Housekeeping
- 4.5 Manual Handling
- 4.7 Electricity
- 4.8 Offices
- 4.9 Visual Display Units
- 4.10 Hazardous Substances
- 4.11 Working at heights and ladders
- 4.12 Working in store

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	2

- 4.13 Pallet trucks
- 4.14 Cooked food preparation
- 4.15 Cash handling
- 4.16 Pallets
- 4.17 Using the compactor
- 4.18 General Machine hazards
- 4.19 Storage and falling stock
- 4.20 Food prep and knives
- 4.21 Bullying and Stress
- 4.22 General shop hazards
- 4.23 Floor washer
- 4.24 Home deliveries
- 4.25 Bottled gas

**PART 5 Annual Report**

**PART 6 Staff sign off**

**PART 7 Appendix**

- A1 Accident Report Form
- A2 Safety Inspection sheet
- A3 Staff Suggestion form
- Standard operations for Deli

**PART 8 Related Policies**

- Environmental Policy
- Equality Policy

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Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	3

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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.

<b>Revision number</b>	<b>Date</b>	<b>Document owner</b>	<b>Approved by</b>	<b>Page number</b>
<b>01</b>	<b>xx/xx/xx</b>	<b>Manager 1</b>	<b>Manager 2</b>	<b>4</b>

### 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:** \_\_\_\_\_

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	5

### 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	6

## 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.
- ❑ Manager 2 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, 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	12

### 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 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	16

### 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.

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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	23

### 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 he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. 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.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	31

### 3.14 Young persons and inexperienced workers policy

ABC Company does not employ under 18s on a permanent basis. When under 18s are employed on a casual basis they will be closely supervised.

When ABC Company offer work experience to students from local schools, the Safety concerns of the school will be fully addressed.

New employees who are experienced receive in-house induction training and spend an agreed period of time with supervisors before being allowed to operate independently.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	32

## 4.2 FIRE

### FIRE HAZARDS

Fire extinguishers are provided on the premises and are regularly checked. A fire marshal has to be designated and staff trained in fire fighting and emergency procedures.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

A Fire Safety Programme shall be developed by management to:

- (a) Guard against an outbreak of fire
- (b) 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:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) The holding of fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	36

### 4.4 HOUSEKEEPING

#### HAZARDS

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

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

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

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

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

Cleaning program for HACCP to be followed rigidly.

All spillages must be cleared up promptly.

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

#### Dealing with broken Glass:

- Always use a dustpan, brush and gloves when clearing glass breakages, never use hands unprotected
- Ensure a full sweep of the area takes place as splinters of glass can travel after impact
- If liquid is also involved, thereby further compounding the incident by adding the danger of slipping on the liquid, the area must be isolated with yellow cones during the clean up process
- Discard of broken glass in an appropriate container - it should not be transferred to, e.g. plastic bags as further risk of injury will exist

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	40

### 4.7 ELECTRICITY

#### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all permanent electrical installations and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

#### CONTROL MEASURES

1. ABC Company staff do not carry out any electrical work.
2. The Manager will ensure that the wiring installation on the premises is checked on an annual basis by a competent qualified electrician.
3. The inspection should provide a report on the condition of the installation with particular reference to fire safety.
4. A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
5. Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
6. Sufficient sockets shall be provided to prevent overloading by use of adapters.
7. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
8. Frayed and damaged cables shall be replaced immediately.
9. Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	45

### 4.12 WORKING IN THE STORE

#### HAZARDS

- Taking combis off lorries – slope on back entrance
- Poor housekeeping.
- Spillages/materials on floor.
- Materials falling from racking.
- Loading/unloading pallets 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.
- Caution maintained at all times.
- No obstruction to be put in way of exits.
- Stairs to office not to be blocked.
- Access to the cleaning solutions not to be blocked.
- All product to be kept away from the edge of the Mezzanine.
- Mezzanine gate alarm to be checked weekly.
- Controls for

#### TRAINING

- Manual Handling.
- Forklift driving

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	51

### 4.15 CASH HANDLING

#### Hazards

Assault  
Physical injury

#### Risks

Medium  
Medium

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### 4.15.1 Cash Movement Controls

1. Avoid letting large amounts of cash accumulate in the register.
2. Perform cash drops regularly depositing cash in a safe.
3. All cash is collected from the registers in a locked case and brought to the cash office.

#### 4.15.2 Cash Movement to and from the Bank

1. Supermarket staff do not make bank lodgements. This is carried out by managers.

#### 4.15.3 Use of Bank Night Safe

1. As above.

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

1. Keep calm – do not panic.
2. Obey – do only what you are asked to do, nothing more and nothing less.
3. Observe. Note details of the criminal nearest you. Concentrate on:
  - Male/Female
  - Age
  - Height
  - Build
  - Hair colour
  - Colour of eyes

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	55

## 4.17 USING COMPACTORS

### Description

Compactor unit that is used for the disposal of waste.

### Hazard

- ❑ Entrapment in moving parts causing serious bodily injury.
- ❑ Back injury from lifting heavy waste materials.
- ❑ Trip/fall injuries due to waste materials around the compactor.
- ❑ Electric shock.

### Persons at Risk

- ❑ All personnel charged with waste disposal.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

- ❑ Emergency stop button located on the control panel.
- ❑ Emergency stop button should be checked prior to operating the Baler to ensure that it is operating correctly.
- ❑ Only persons trained in correct manual handling procedures should be allowed to discharge waste into the Baler.
- ❑ Interlocks provided on access openings.
- ❑ Employees are not permitted to enter the compactor.
- ❑ All power to the compactor should be switched off prior to accessing for maintenance or repair, which is only permitted by maintenance personnel.
- ❑ The Baler should never be overloaded.
- ❑ Waste materials should not be accumulated around the machine.

### Training

- ❑ Only employees who have been instructed in safe operating procedures should be allowed to use the Baler.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	59

## 4.20 FOOD PREP AND KNIVES

### HAZARDS

Fresh foods preparation holds a variety of health and safety hazards. The preparation in ABC Company is limited to the deli area. However, the following general points apply:

- Hazardous materials (Cleaning Liquids)
- Slippery floors
- Fire
- Knives

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

The preparation area shall be adequately lit.  
 Efficient and sufficient ventilation and heating shall be provided.  
 All floors shall be kept in a clean and dry condition.  
 No equipment, which is not working properly, shall be used.  
 Defective equipment should be identified and brought to manager's attention.  
 All rubbish shall be stored in suitable bins with well fitting lids and shall be emptied regularly.  
 Firefighting equipment shall be put in position, unobstructed and clearly identified.  
 All working surfaces shall be undamaged, clean and free from grease.  
 First Aid facilities shall be made available and maintained.  
 All knives shall be maintained in a sharp condition.  
 Where necessary staff will be issued with protective gloves.  
 All cutting must be done away from the body.  
 Staff are not permitted to walk or run while carrying a knife.  
 All knives must be stored in scabbards, presses or magnetic runners.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	MANAGER 1	MANAGER 2	63

## 4.24 Home Deliveries

### DESCRIPTION

Use of the company van to make deliveries to customer's houses.

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

### HAZARDS

#### 1. Road Traffic Accident – Injury due to collision

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

Only suitably qualified and insured employees may operate company vehicles.

They must always be driven within the rules of the road and the law.

They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.

No hitchhikers may be picked up at any time.

Any breach of Road Traffic Acts will be treated with the utmost severity.

#### 2. Manual Handling – Injury due to lifting and carrying.

##### RISK ASSESSMENT:

##### CONTROL MEASURES

Good manual handling practice must be exercised in loading and unloading of the van.

Be very aware of your own capabilities

Be very careful of trap points on doors.

Ask for help from the customer whenever possible.

Be careful of uneven steps or surfaces in customer houses.

Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	70

**Set out on the Following Pages are the Specific Safe Systems of work for the equipment in the Deli.**

### 1. Bain Maries

#### Hazards Include

1. Hot water and potential for scalds.
2. Hot metal surfaces as the food service trays have been sitting in hot water for some time.
3. Leaks and spills of hot liquids.
4. Hot elements under the water.
5. Food residue in the water.

#### Control Measures.

1. Only approved service technicians may install service the Bain Marie.
2. Only staff who are trained may operate or clean the Bain Marie.
3. Make sure the Bain Marie is assembled correctly
4. Make sure you know how to use this equipment properly and safely before use, and become familiar with the Operating Manual
5. Do not touch anything that could possibly burn you
6. Switch machine off and report to Chef/Restaurant Manager immediately in the event of malfunction
7. Fill the Bain Marie with enough water to cover the elements properly
8. Do not touch anything that could possibly burn you
9. When the water in the Bain Marie is hot be careful not to be burnt with hot steam
10. Do not use wet cloths to lift hot containers
11. When removing containers out of Bain Marie take care not to drip water on floor

Training given by: \_\_\_\_\_

#### Signatures of staff receiving training

Name in block letters	Signature	Date

Revision number	Date	Document owner	Approved by	Page number
01	21/06/07	Manager 1	Manager 2	81

**2. Deep Fryers**

**Hazards Include**

- Burns and scalds from hot oil and surfaces.
- Spills of oil and food.
- Electricity
- Fire

**Control Measures.**

1. Only approved service technicians may install service the Fryers.
2. Fryers to be positioned so that staff are not likely to be struck by passing people, service trolleys, etc.
3. Only staff who are trained may operate or clean the Fryers.
4. Ensure that the fat is up to the safe operating level
5. Ensure that the gas pilots are operating properly
6. Make sure you understand how to use this equipment properly and safely, and become familiar with the Manufacturer's instructions
7. Deep fry baskets and tongs to be used when deep frying
8. Make sure the correct temperature is being used
9. Do not spill water into hot oil
10. Do not add wet food to hot fat
11. Lower basket carefully
12. Never leave unattended
13. Do not be splashed by hot fat
14. Do not place any part of body in hot oil
15. Turn off gas/electricity immediately in the event of malfunction
16. Fire – use a fire blanket thrown over the Fryer to smother the fire, or use the special fire extinguisher for fat fires
17. Burns to body – put burn area under water for 10 minutes

**Training:**

Training given by: \_\_\_\_\_

**Signatures of staff receiving training**

Name in block letters	Signature	Date

Revision number	Date	Document owner	Approved by	Page number
01	21/06/07	Manager 1	Manager 2	83

### 6. Grills

#### Hazards Include

1. Burns
2. Hot surfaces
3. Slips and falls from grease on floor

#### Control Measures.

1. Only approved service technicians may install and service the Grill.
2. Only staff who are trained may operate or clean the Grill.
3. Do not place hands under the gas flames
4. Use oven gloves and the correct handle when removing the tray from the grill.
5. Be careful of spitting fat and grease.
6. Avoid spilling grease on the floors if possible.
7. Ensure that relevant fire extinguishers are nearby.

#### Training:

Training given by: \_\_\_\_\_

#### Signatures of staff receiving training

Name in block letters	Signature	Date

#### Cleaning:

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

#### Points to Remember

1. Be aware of your surroundings when lifting the tray in and out of the grill. Ensure nobody could be struck by the tray.
2. Always wear your gloves and aprons when cleaning.
3. Be careful of hot surfaces.
4. Be aware of possible spills on the floor and trip hazards.

Revision number	Date	Document owner	Approved by	Page number
01	21/06/07	Manager 1	Manager 2	89

## 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.

Revision number	Date	Document owner	Approved by	Page number
01	21/06/07	Manager 1	Manager 2	100