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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 clients and employees are fully aware of our commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used on site at client sites and to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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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.

ABC Company have appointed Manager 1 as having responsibility for managing Health, Safety & Welfare, on site. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
Manager 2

Date: _____

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2.2 Manager 2

- ❑ 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.
- ❑ Responsible for ensuring that staff reporting 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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2.5 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.

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3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

To facilitate consultation on issues relating to the individuals safety at work, the company operates a Suggestion or Query form.

A folder of blank forms is held by Manager 1. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents from the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

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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.

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 Managing Director, for the time being. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

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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3.12 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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4.4 HOUSEKEEPING

HAZARDS

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

- Trips:- Materials left lying in the open, tunnels, etc.
- 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:

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 on site, storage areas are defined, compounds are planned and 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.

STANDARDS REQUIRED

The Safety Health and Welfare at Work Act 2005 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable, employers have a duty to ensure that their work does not affect others so far as is reasonably practicable and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe so far as is reasonably practicable for persons who are not their employees but are required to use the premises.

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4.5 MANUAL HANDLING

HAZARDS

- 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.

All appropriate staff shall be trained in safe manual handling techniques.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age and physical build.

Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.

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4.7 FORK LIFT TRUCKS

HAZARDS

Many incidents occur because proper attention has not been given to the safe driving of vehicles. 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

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..

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 should be fitted with:

1. Forward flashing warning light(s) interlocked with the ignition
2. Reversing horns/sirens interlocked into reverse gear.

Ideally the names of appropriate drivers should be kept on the truck, such drivers being responsible for the up-keep of all aspects of the truck, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.

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4.9 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 off.

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4.11 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

If and when needed, a general (generic) written assessment will be prepared for substances, processes, and site health hazards normally used or encountered on the premises and this information will be supplied to holders of the Company Safety Statement in each Location.

- To prepare the general written assessment the following steps will be taken:
 - (i) Obtain Health and Safety Data Sheets for all substances in use.
 - (ii) Identify all potentially hazardous substances.
 - (iii) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of these measures.
 - (iv) Review the method of use.

Exposure to hazardous substances shall be controlled to as low a level as is reasonably practicable.

The selection of options to control exposure shall be in order of preference:

1. Use of a totally enclosed system.
2. Engineering controls.
3. Local exhaust ventilation.
4. Reducing the number of potentially exposed persons to a minimum.
5. Reducing the periods of potential exposure.
6. Prohibition of eating, smoking, drinking in areas where exposure is likely.

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The material Safety Data Sheets, container labels and detailed health and safety information must be consulted before use.

To decrease the risks involved with the handling of Pesticides and Weed Killers the following precautions must be taken.

- Eating and drinking in the vicinity of Pesticides and Weed Killers is prohibited.
- Where possible Pesticides and Weed Killers should be purchased so as minimal measuring out is required this will reduce the possibility of spillage.
- Open one container at a time.
- When adding concentrate, pour slowly and allow air to enter the container to avoid glugging and splashing.
- Exclusion notices must be displayed when applying Pesticides and Weed Killers to an area. The area should subsequently be marked off to designate that spray has been applied.

Pesticide and Weed Killer Storage

Pesticides and Weed Killers must be stored on their own in a safe place access to which is limited to only the necessary people.

The store must conform to the following criteria:

- It should be easily locked secure.
- The storage facility should be ventilated and frost proof
- The store should be adequate for the maximum quantity of pesticide required at any one time without the need for stacking of containers.
- A supply of absorbent material must be available to mop up spillages. Spillages must never be flushed as this can expose the eyes to splashes and spread the contamination to other areas.
- The store should be located as to provide access and in the event of a fire. Floors must be impermeable to liquids and be anti-slip.
- The store must be marked with an appropriate warning sign to highlight the dangers involved in the area.
- A water supply must be available in the area outside the store.
- An area that allows separate storage of protective clothing and personal clothing must be provided.
- Wash facilities should be convenient to this area.
- A pesticide stock sheet that describes the contents and Quantities of chemicals should be available. This should be updated as chemicals are applied and as additional chemicals are purchased. The list must not be kept in the chemical store. This can exist as a tractability record and as a record of application. It can also provide

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4.18.1 Packing line in Packhouse (Flo Wrap)

DESCRIPTION

Tomatoes are discharged to a table and automatically fed along a roller conveyor and fed along a conveyor, wrapped and discharged to a rotating table where they are packed.

HAZARDS

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

In-nip areas on conveyors are guarded
 Manual handling instruction provided for all operatives loading Tomatoes.
 Emergency stop button installed in the machine and all operatives should be aware of its location.
 All power to the packing machine should be disconnected during maintenance and repair.

TRAINING

Only persons who have been trained in the safe operating procedures should be allowed to operate the apple packer.

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4.20 DUST AND GROWBAGS

DESCRIPTION

Hazard

Sensitization causing severe respiratory problems.

Rhinitis and conjunctivitis obstructing sinuses and causing eye irritations respectively.

Occupational Asthma resulting in chest tightness and breathlessness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Exposure risk to operatives engaged in the planting of the beds.

Low exposure risk to workers harvesting the Tomatoes

Control Measures

Operatives suffering from asthma will not be employed in high risk areas.

Training and RPE

All employees in high risk areas have been informed of the high exposure risk and are made fully aware of the necessity to wear the appropriate safety equipment to minimize the exposure level. Supervisory controls are in place to ensure the protective face masks are worn at all times in the high risk areas.

All employees have been trained in the correct procedure on how the protective mask should be worn.

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4.22 Tractors

Hazards

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

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Only certified staff who also hold a valid driving license will be allowed to drive tractors.
- All tractors will have roll over protection.
- All PTO shafts shall be guarded.
- All tractors shall be subject to planned maintenance
- No passengers shall be carried on the tractor

Other Vehicles List:

- Mini diggers
- Teleporter
- Etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Safety cut-outs on all equipment.
- Only trained staff may use machinery.
- All blades shall be kept sharp to ensure smooth cutting.
- Staff will not carry out any general maintenance on vehicles.
- Monthly Vehicle Inspection Sheets must be used and stored in Company vehicle and returned to office for inspection at the end of every month

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4.24 General Health Hazards

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
All outdoor 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.

Tetanus

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4.26 GLASSHOUSES

HAZARDS

Cuts from Broken panes.

Lacerations due to protruding and broken panes.

Possible risk of falling through panes on the roof during repair cleaning operations.

Possibility of head injury due to collision of head with low support beams.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Given nature of the building the Glasshouse has some inherent dangers especially if individuals come in contact with broken glass. A number of circumstances will increase the associated danger risk of glasshouses these include.

1. - Broken Glass

In the event of a glass breakage due diligence should be taken to prevent personal injury and contamination of product. Supervisors should be informed of the glass breakage so that the necessary measures can be taken to clear the area of broken glass. Particles of glass may be imbedded in the soil. The wearing of Kneepads and gloves is essential when cropping or planting by hand.

2. - Windy conditions

During high wind conditions the glasshouse areas should be restricted – no entry unless absolutely necessary. Entry should only be when absolutely necessary

3. - Glass cleaning - On the roofs of the houses.
 - Outer-sides of the house.
 - Inside the houses.

The proper preparation, with the proper equipment and tools must be adhered to i.e. gloves, using long handled brushes, using long brushes, using roof ladders and scaffolding.

Walking in gutters may only be permitted when using the glass-walking frame.

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4. 27 VENTILATION

HAZARDS

Entanglement in ventilation mechanism and moving parts.
Exposure to risk of electric shock

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Ventilation systems are used extensively throughout the glass house system. All fans and ventilation systems have the same inherent risks associated with them. These include moving parts and electrical operation and subsequent risk of electric shock.

Moving Parts

The main fans and motors must be isolated from direct contact either by distance or by use of protective guards. If accessibility to moving parts is impeded by placing the fans in a position where they cannot be reached the risks can be considerably reduced. Fixed guards must be of the type that allow no contact with rotating parts i. E. mesh or protecting screen will not allow fingers or other body parts to make contact with components.

Electricity and electric connections and wiring

All electric equipment must be installed to the correct standards required by current statutory guidelines. Only components manufactured to approved and recognised standards may be utilised and all associated electrical equipment must only be installed by personnel with recognised electrical qualifications. Proper and approved switch gear and plug connections with the required E.L.C.B.'s fitted.

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4. 28 WATER TANKS

HAZARDS IDENTIFIED:

Drowning

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Water reservoirs in the form of tanks are used to store water for irrigation of crops. Tanks are accessible via ladders only but where access is available, the tanks are covered with tarpaulin to prevent accidental entry by children or others.

Always account for the fact that small children can gain entry through the smallest of openings

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