



## Safety Statements for Market Traders- A Guide

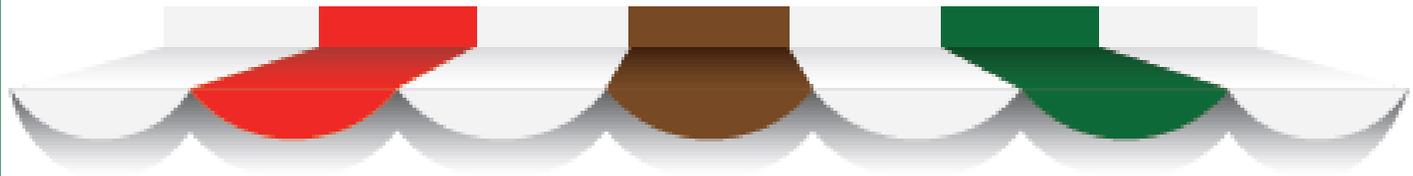
### Hot Food Traders

All employers and the self employed must comply with the requirements of Section 20 of the Safety, Health and Welfare at Work Act 2005. This requires that they produce a safety statement relating to their work activities. Too often HSA Inspectors come across generic safety statements that are prepared by someone with no real understanding of the activities undertaken by the employer. As such any sample safety statement such as the one below is not intended as a simple copy and paste solution but more as a guide to help produce a statement specific to your particular business. Only you (or a qualified professional) can produce your safety statement.

The safety statement is to be based on risk assessment of the hazards that may affect the employees or visitors. It is the place to record the significant findings of any risk assessments. This means writing down the more significant hazards and recording the most important conclusions. For example, a market stall whose canopy is liable to be removed by high winds and may pose a risk may state: *"Weights and /or tie downs to be used when winds are high and are to be checked periodically during the days' trading to ensure all ties and weights are in place"*.

The safety statement must be reviewed and, if necessary, amended as required. This is to be annually or more frequently if for example your business changes and your employees are exposed to new hazards e.g. *the introduction of new machinery or new work practices*, or when there is reason to believe that it is no longer adequate, e.g. *changes to health and safety arrangements and resources or a near-miss incident*.

The safety statement must be brought to the attention of the employees and to any other persons at the place of work who might be exposed to the specific risks outlined in the safety statement. When bringing the safety statement to the attention of employees, it must be in a form, manner and, if necessary, a language that can be understood by employees.



## A.N. Other Market Trader (Sample Safety Statement)

### Safety Statement:

This statement sets out the health & safety policy of **(insert name here)** and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work for all staff members and to meet all our duties and obligations to our clients.

It is **(insert name here)** intention to protect our employees from accident or ill health at work. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements.

### **Our approach to Health & Safety as far as is reasonably practicable will be:**

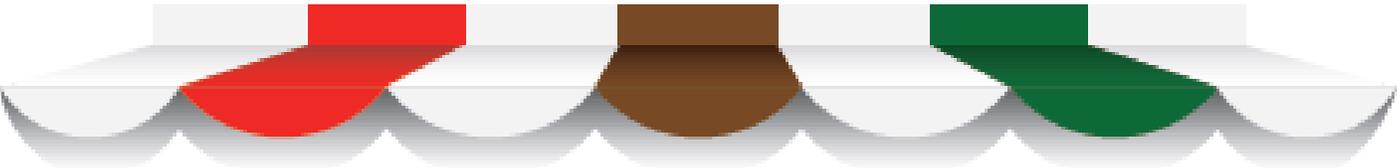
1. To Provide a Safe Place of Work.
2. To continue to identify and control hazards.
3. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk. (careless placement of goods/stock)
4. To consult with staff on all Health & Safety matters. (regular communication/feedback)
5. To provide protective clothing and equipment where necessary. (eg. Steel toe cap boots, wet weather gear)
6. To provide a safe means of entering and leaving the building (if appropriate)
7. To provide a safe system of work practices.
8. To provide appropriate information and training to staff members on a continuous basis.
9. To make Health & Safety a key issue..

### **Employer Responsibilities:**

The responsibility for the provision of a safe place of work rests with the Management of **(insert name here)**.

### **Specifically these responsibilities are:**

- To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.
- To provide the appropriate type and level of training to enable employees perform their work safely and efficiently.
- To make available to every employee appropriate equipment to ensure Health & Safety.
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the company and staff.



## Employee Responsibilities:

As a valued employee of **(insert name here)** you have a responsibility to yourself and your fellow workers to carry out your work in a safe and considerate manner. Employees must:

1. Co-Operate with the company in maintaining a safe work place.
2. Report any potential hazards to management and not work in any hazardous conditions should they; in the employee's opinion exist.
3. Be aware of the nearest emergency exits and fire fighting / first aid equipment.
4. Never interfere with or misuse anything provided by the company in the interests of Health & Safety.
5. Read the company Health & Safety statement and obey all mandatory signs.
6. Not partake in any form of horseplay or prank likely to lead to injury to you or others.

## Smoking/Alcohol and Drugs:

It is not permissible to attend work under the influence of intoxicating liquor or drugs. The smoking of tobacco products is prohibited in the offices of **(insert name here)**. Smoking can take place outside the company building at least 3 metres distance away from door entrances and windows.

This smoking policy forms part of the overall Health & Safety Policy and any breach will be dealt with under the Company's disciplinary procedure.

Visitors, contractors and temporary members of staff are expected to abide by the terms of this policy.

## Manual Handling:

Manual Handling is defined as the *“transporting of a load by one or more employees and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to employees”*.

This is a priority issue because it is a major cause of accidents in the workplace. It is **(insert name here)** policy to minimise the need for manual handling of loads and so therefore should be avoided as far as is reasonably practicable.

Employees must check the weight of the load before attempting to lift it and if the load is too heavy get help.

## When lifting, follow the following basic principles.

1. Relax the knees. Lowering movements should start at the knees not the head.
2. Get close to the object to be lifted. Get a good balance by keeping the feet apart. One foot will automatically be ahead of the other.
3. When in position, bend the knees and lift with the strong muscles in the legs.
4. Lift gradually, smoothly and without jerking, keeping the object close to the body and the back straight.

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### **Training:**

The company is committed to identifying the safety training needs on an ongoing basis. Staff will be involved in the identification of hazards in the office and advised of the particular hazards pertaining to their area. Staff will be trained to respond to such hazards in order to prevent accidents/injury to themselves, their colleagues and clients.

All staff will be trained in emergency procedures and where appropriate, staff will be trained in the use of special machinery and equipment. All staff will be trained in the correct techniques involved in safe manual handling.

### **Consultation:**

The company is committed to consulting with its staff members regarding safety, health and welfare in the office. Staff is involved in the identification of hazards and are trained in dealing with the hazards identified.

The safety statement will be included in Induction Training and staff will be advised on how to deal with any problems that arise.

### **Reporting of Accidents:**

Staff are required to report all accidents and near misses, whether resulting in injury or not, to management. Under the Safety, Health & Welfare at Work General Application Regulations 1993, employers must report certain occurrences to the Health & Safety Authority and ensure records are kept on site for a period of 10 years.

The following details are required:

- Date, Time and Place of the incident.
- Name, Address, Occupation and Age of the injured person.
- Circumstances, including cause and nature of the injury and the arrangements made for its treatment.

All accidents will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a reoccurrence. Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

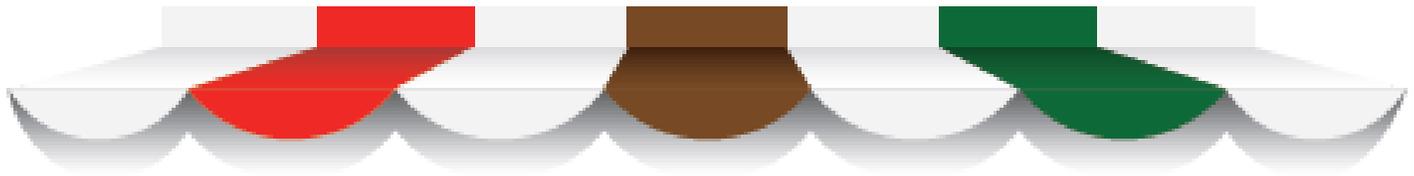
### **Fire Procedures:**

In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. The magnitude of the outbreak must dictate whether attacking the fire should take priority over reporting and evacuation.

All staff should be familiar with the exit routes and should also know the location and type of fire extinguishers in the office.

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### **If you discover a fire you should:**

- Activate the fire alarm.
- If there is a reasonable hope of extinguishing the blaze, attack the fire immediately.
- Do not under any circumstances, expose yourself to danger.
- Leave the building by the nearest fire exit and proceed to your designated assembly point.

### **If you hear the alarm you should:**

- Switch off any equipment under your control and leave the building by the nearest fire exit.
- Do not stop to collect personal belongings.
- Once outside, do not enter the building until you are told it is safe to do so.
- Management will on occasion perform fire drills to ensure that procedures are known and followed in the event of a real fire.

### **Guidelines for VDU users.**

As part of their duties some employees spend long periods of time using visual display screens. Any necessary adjustments will be made to avoid RSI, eyestrain and other ailments associated with work on screens, which must be adjustable for height, tilt and brightness. No employee will be asked or expected to work any computer which is not in proper working condition, or does not meet the highest specifications. Employees working continuously on-screen should alternate tasks so that at least 10 minutes during each 60 minutes of work is spent doing off-screen type of work. This work is to be undertaken away from the screen, but does not constitute a break.

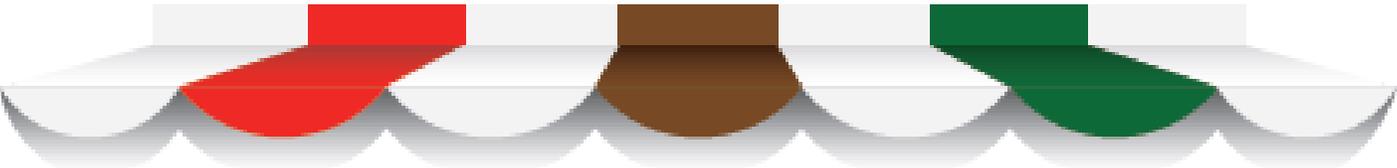
Employees who habitually use VDU's have the right to an eyesight test, the cost of which will be met or reimbursed by the company.

### **Hazard Analysis:**

A hazard is anything at work that might cause harm e.g. Electricity, Hot Surfaces, Lifting Heavy Loads, Slippery Floors, and Poorly Lit Stairways etc. Staff must be aware of the potential hazards and risks involved and report specific hazards to management.

A hazard analysis will be carried out once a year by Management. Particular attention will be paid to areas of high risk i.e. Floors, Stairs and Manual Handling. The company will remove hazards by engineering means where necessary.

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### **First Aid:**

First Aid boxes are provided to ensure that first aid supplies are easily accessible when required in an emergency. First Aid boxes are located at \*\*\*\*. They are to be checked weekly and shortages replaced. Employees have an obligation to ensure that First Aid Boxes, like any safety equipment, are not tampered with. Free access to First Aid Boxes must be maintained at all times. Painkillers cannot be provided in the First Aid Boxes.

### **Security:**

(Insert Security Arrangement Here)

## **Hot Food Trading Specific Guidelines**

### **Hazard Inspections**

The management recognises that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and customers.

### **Fire**

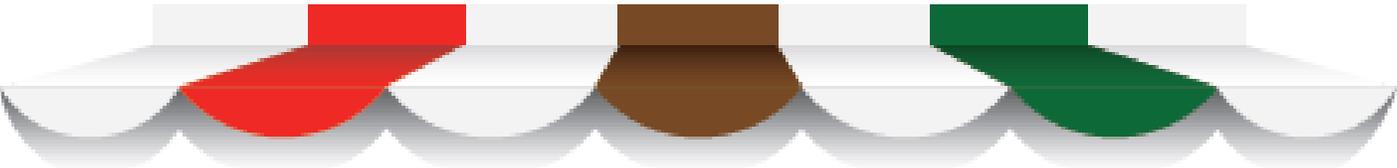
Portable fire extinguishers shall be provided in sufficient numbers to provide adequate cover as per local fire regulations. In the event of fire, clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting, alert other staff and contact the fire brigade. If there is no danger in doing so, try to put out the fire using the apparatus provided.

It is essential that a clear means of escape be identified, established and maintained and a fire drill be carried out twice per year.

### **Housekeeping**

Clean as you go. Housekeeping is vital - especially when busy. Don't leave tidy up until the end of shift. Keep floors, access routes and stairs clean and clear. Wear correct footwear. Do not wear open-toe shoes. Tidy your things up, do not rely on others to do it for you. Don't leave items on floor or in walkways. Use proper storage areas. Report and deal with any spills, trailing cables or obstructions immediately. Ensure a spills procedure is in place and used. Sockets should be sited to avoid trailing cables.

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## Electricity and Electrical Equipment

All electrical items should be used only by authorised employees and maintained in good working order. All items should be inspected annually by a qualified electrician. Any appliance which is found to be faulty should be immediately removed from service and repaired/replaced. Ensure a master switch must be readily accessible to disconnect all electrical supply. If somebody is electrocuted, switch off the power before assisting him or her. All electrical appliances should be installed by an approved contractor. In all electrical machinery, “Stop” buttons should be visible and easy to access while “Start” buttons should be recessed. Industrial type sockets only to be used. Portable equipment supplied at a voltage exceeding 125 volts A.C. and not exceeding 1000 volts A.C. must be protected by a residual current device (RCD). Cabling to be properly secured, power cords to be kept clear of working equipment. Ceiling plugs and cord to be used if there is a danger of tripping. Water or wet surfaces must not be allowed to come into contact with electrical apparatus. Do not plug in any equipment with wet hands. Pull out plugs by the plug not the cords. A sufficient number of fixed sockets should be fitted. Use of multi-plug adapters should be avoided where possible. Cracked, loose or broken plugs should not be used. Correct fuses to be used. Emergency lighting to be installed and maintained. Main fuses should be properly identified and labeled. Where required for safety, disconnect all electrical machinery before emptying, cleaning or repairing. Have a standard procedure to ensure all possible equipment is switched off when work is finished.

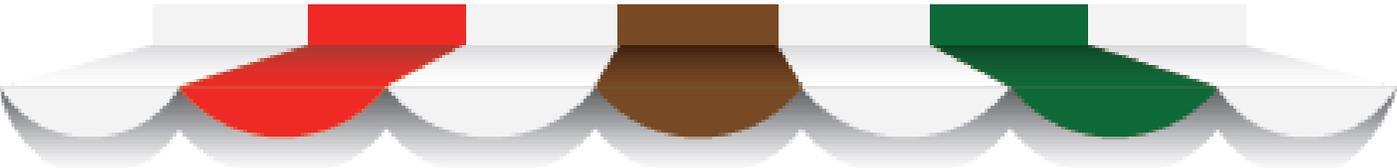
## Hazardous Substances

Hazardous substances are defined as materials that can cause harm or injury through external contact, inhalation or ingestion and typically involve cleaning chemicals and substances. Use only the necessary chemicals and ensure they are safe. Safely dispose of any chemicals that are no longer in use. Ensure that chemicals are properly labelled and provided with full instructions, including the material safety data sheet. Never transfer chemicals to unmarked or inappropriate bottles or containers. Use automatic dispensers, to ensure the correct dosage and avoid splashes. Never mix chemicals with each other. Only dilute as per instructions. Have in place a written statement on chemical hazards. Never mix chemicals with each other e.g. Ammonia and Chlorine which together can result in poisonous gases. Always cover cuts before handling chemicals. Ensure sterile eye wash bottles are readily available. Do not store liquid chemicals on high shelves. Store bulk chemicals in a separate area, according to the instructions. Train staff to handle chemicals safely. Wear protective clothing.

## Knives and General Kitchen area

Many accidents occur as a result of items slipping or moving while being cut, or by knives not moving in the required direction. All cutting operations should be carried out on a stable, level, well-supported surface. Items being cut must be stable. There must be enough room to properly move the knife. Cut items away from you so that in the event of the knife slipping no injury is inflicted. Keep knives sharp, as less force is required to cut, thus reducing risk

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of slipping. Don't just use large kitchen knives for every task. Knives and equipment have been designed for specific tasks and using the wrong ones can result in accidents. If a knife is being carried there is a high risk of bumping into or contact with another. Do not put knives in wash up sink. Cuts, grazes and bruises are a particular cause of concern in catering. Even commonplace tasks such as cleaning and polishing glasses can pose risks. The immediate tendency with broken glass is to pick up the pieces by bare hand frequently resulting in gashes and splinters. Sweep up broken glass ensuring all shards and splinters have been removed. Vacuum if possible. If glass is to be picked up by hand ensure proper protective gloves are used. Staff should be trained to avoid these problems.

### **Gas bottles**

Ensure ventilation is adequate to remove all harmful gases and complete burning of gas. Only qualified personnel must do installation, maintenance and servicing. A main valve must be fitted and accessible for emergency cut off. If you smell gas:

- shut off main valve.
- do not switch on any electrical device.
- do not use any naked light.
- open doors and windows.
- contact a qualified gas engineer if the problem persists.

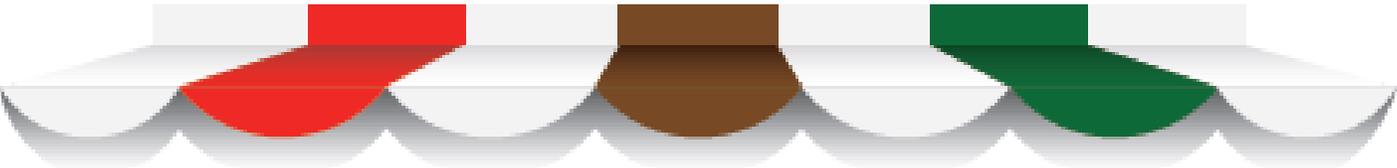
When changing LPG turn off all taps beforehand. Cut off gas supply if moving any gas appliance. Report any faults in pipes, connections or flame supervision devices. Store full and empty LPG containers externally, safely in a secure place. Have a standard procedure in place to ensure all appliances are turned off when work is finished.

### **Cooking equipment (Deep fryers, pans etc)**

A blast of heat or steam is frequently released when opening hot oven doors, saucepan lids etc. Caution must be exercised when removing cling film foil etc. from hot foods. Steam can cause very serious burns. Oil in deep fryers is particularly hazardous. If water comes into contact with hot oil it tends to erupt vigorously. Foods should be lowered slowly into deep fryers and water in the vicinity of fryers should be carefully controlled. It is essential that risks be identified by warning signs and that these are highlighted and understood by all staff. Training is essential to make personnel aware of practices, risks, and hazards that apply to cooking and service of hot foods. Personnel may not be aware of risks posed by boiling water, steam, hot oil and pressurised equipment as well as other more obvious hazards. Additional training is required for service staff with respect to hazards posed by candles, chafing dishes, sizzling dishes and the risks to customers of serving hot foods, soups, tea and coffee. Adequate protective clothing to be provided to all staff and most particularly in the higher risk areas. Aprons and gloves to be provided for wash-up. Oven gloves, non-slip shoes and protective wear to be made available as determined by the hazard present.

- Do not carry hot containers, utensils or equipment unless unavoidable. Get assistance as required. Never carry or pass hot food over customers.

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- Ensure kitchens, cooking areas, aisle ways and service areas are clear and clutter free to help prevent the risk of burns to staff and customers.
  - Use oven gloves or suitable cloths when handling hot trays, dishes, utensils or equipment.
  - Keep floors, pathways, corridors and stairs clear in both service and cooking areas.
  - Don't reach across hot surfaces. Do not lean over boiling liquids, sources of steam, hot surfaces or candles. When cooking in pots, pans etc. turn in handles to avoid accidental spillages..
  - Open lids away from you. Stand behind oven doors when opening and open away from you. In the case of pressure cookers etc. ensure they have de-pressurised.
  - Observe "Caution Hot" signage.
  - Lower food slowly into hot fat and ensure the food is not wet. Use water carefully in the vicinity of deep fryers. Do not top up deep fat fryers with oil from large containers.
  - Ensure pots and pans of hot food are not overfull.
  - Use proper/suitable utensils for cooking and heating and do not over fill containers. Use long-handled baskets and scoops for deep fat fryers.
  - Avoid using wet cloths to handle hot utensils or equipment, as the cloth will become heated from contact with hot item.
  - Do not leave candles, chafing dishes, ovens, ranges, grills or deep fat fryers unattended.
  - Clean or maintain equipment only when it is cold. Keep surfaces clean to prevent flare-ups.
  - Do not climb onto or stand on cooking equipment.
  - Ensure personnel are trained and aware of risks and hazards pertaining to cooking and serving hot foods and liquids.
  - Wear protective clothing and footwear while cooking, serving hot food and dish washing.

### **Driving and Vehicle**

The vast majority of mobile catering units are large, unwieldy vehicles and therefore require special attention. Units comprise either self propelled van/trucks or trailers. Owners/operators should ensure the following:

Vehicles are maintained correctly, with annual services and additional maintenance when required. Vehicles should also be supplied with appropriate safety equipment such as an emergency breakdown kit.

All individuals are suitably qualified to operate all vehicles and hold the appropriate driving licence where applicable. This also applies to trailered vehicles where a specific towing addition is required when the vehicle has a gvw in excess of 750kg.

Vehicles are driven/ towed at appropriate speeds at all times.

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