

Contents

PART 1 Company Statement

- 1.1 Application
- 1.2 Objectives of the Safety Statement
- 1.3 Safety Statement
- 1.4 Policy Statement
- 1.5 Revisions
- 1.6 Insurance requirements
- 1.7 Professional bodies and registration

PART 2 Duties and Responsibilities

- 2.1 Management control
- 2.2 Manager 2
- 2.3 Supervisors (Event specific)
- 2.4 Event Staff

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 Permit to Work Systems
- 3.11 Smoking Policy
- 3.12 Drugs and Alcohol Policy
- 3.13 Bullying Policy
- 3.14 Young and Inexperienced Workers Policy
- 3.15 Third Parties
- 3.16 Venue Staff

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

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

- 4.10 Hazardous Substances
- 4.11 Event Safety, Door Security and Fire Risk Assessment
- 4.12 Driving for work
- 4.13 Angry or Awkward members of the Public
- 4.14 General Security issues

PART 5 Annual Report**PART 6 Staff Sign Off****PART 7 Appendix**

- Safety Inspection sheet
- Accident report form
- Event Safety Review

PART 8 Related Policies

- Environmental Policy
- Equality Policy

Disclaimer.

This Statement has been prepared with the assistance of www.safety-statements.ie no liability may attach to www.safety-statements.ie arising out of any element of the contents of this statement. It is accepted that Manager 2 is responsible for ensuring the contents adequately reflect the activities of the business.

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

1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company' 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 and at any Client premises or events. 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.

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

1.3 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 herself as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 2, 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 Contractors' and 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

1.6 Insurance Requirements

As with all commercial operations ABC Company have a range of insurances in place. The following are the details of same:

Professional Indemnity

- Broker _____
- Insurance Company _____
- Amount € _____

Employer's Liability Insurance

- Broker _____
- Insurance Company _____
- Amount € _____

Public Liability

- Broker _____
- Insurance Company _____
- Amount € _____

Motor Insurance

- Broker _____
- Insurance Company _____

1.7 Professional Bodies and Registration

Private Security Authority

As the PSA regulate the security industry ABC Company are bound by the relevant regulations and conditions. All security staff hired by ABC Company will be individually registered and appropriately qualified.

ABC Company Licence detail:

Number –
 Issue date –
 Expiry date –

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	8

2.2 Manager 2 (assisted by Manager 1 where necessary)

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff (incl. temporary Event 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 her are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Prepare the Safety Plan and needs for upcoming events.
- ❑ Carry out a review after an Event to ensure any lessons are taken on board.
- ❑ 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.
- ❑ Investigate any accidents involving members of the public at events where ABC Company were the organiser.
- ❑ 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.

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

2.3 Manager 1 and Supervisors (if and when hired for specific events)

All supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation.

The Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ 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 senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 2	13

3.8 WELFARE FACILITIES

The Client's Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	24

3.15 Third Parties

From time to time it is necessary for ABC Company to make bookings for accommodation of staff, etc. ABC Company undertakes these activities purely for purposes of information or general assistance, no responsibility can be taken for the actions of any third party either booked or recommended by ABC Company. All third parties are expected to comply with the law as applicable and to have appropriate insurances.

3.16 Venue staff

From time to time ABC Company may use the services of suitably qualified venue staff for the purposes of supporting our operations, etc. It is understood that these persons are employees of the venue and as such are entitled to the protections of the Health, Safety and Welfare at Work Act 2005 from their employer (The Venue).

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	30

4.2 FIRE

FIRE HAZARDS

A Fire and Emergency plan will be drawn up by Manager 2 for inclusion in the relevant event planning.

When on Client sites the Fire and Emergency plan of the client will be followed by ABC Company Staff.

In some exceptional circumstances on Client sites, ABC Company Staff are key to successful evacuations and role call, etc. In these sites ABC Company Staff will be given specific training by the client.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme has been developed by U-Store It 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.

Event Fire Safety

ABC Company staff will follow all fire safety arrangements for the venue in question.

We will fully partake in any fire drills arranged by client or venues.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	34

4.3 ACCESS AND EGRESS

HAZARDS

ABC Company will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company. In event management, Manager 2 or an employee of ABC Company will make every effort to ensure safe access and egress to and from the premises.

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.

Approved occupancy numbers shall not be exceeded.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	35

4.9 HAZARDOUS SUBSTANCES

HAZARDS

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

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

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

These are general points of information only as ABC Company do not use Hazardous Substances. Manager 2 will address the issue of Hazardous Substances when devising the Event Management Plan for any event where Hazardous Substances are likely to be present. This will be ascertained from the Client.

CONTROL MEASURES

SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
 - All substances are listed in a safety file.
 - All substances have an up to date Material Safety Data Sheet (MSDS) on file.
 - The control measures listed in the MSDS are followed.
 - A written assessment, control measures and other information are on site.
 - All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
 - Procedures planned to handle or use any hazardous substance or process are carried out fully.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	43

4.11 Event Safety, Security and Fire Risk Assessment

HAZARDS

- Access and egress
- Poor weather
- Fire
- Members of the public
- Multi Hazard

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

The Event Safety Review Plan found in the Appendix will be used to devise the specific controls for every event. However, the general points below will be used to help devise the plan where applicable.

- Ensure all event staff have clear roles and responsibilities, adequate training, and that communications are clear on the ground.
- All room dressings are specifically designed for events and are controlled as follows:
 - Only staff trained in the use of equipment (smoke machines, etc.) shall be allowed to use them.
 - All cloths, dressings, etc. are fire proofed.
 - Staff remain on site throughout the venue to monitor progress.
 - All lighting (Up Lighters, Star Cloths, etc.) are low powered LED and fire safe.
 - No flammable paints, glues or solvents are used.
- Well-placed signs and information directing crowds can affect the way people act, especially in an emergency.
- Ensure sufficient information to avoid frustration and aggression.
- Different types of crowd behave in different ways.
 - Knowing the age-range and social mix of visitors can help anticipate problems.
 - A crowd at a football match taking sides is very different from a crowd at a car boot sale, with only their own shopping on their minds.

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

4.13 Angry or awkward members of the public

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 =

All event and door staff are fully trained and qualified by the PSA.

Difficult customers and others such as members of the general public such as guests at an event can expose staff to a risk of violence.

Staff are given the following guidelines in dealing with potential aggression/violence situations:

- Always keep aware of 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;
- Staff are given 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.

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

4.14 General Security Issues

Note: **All Security work is subject to individual assessment and the production of a plan to cover the tasks and activities of the specific site. Manager 2 will supply the client with a plan when necessary. Set out below are some general control measures.**

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments/methods

CONTROL MEASURES

- All clients will cooperate in the provision of adequate working conditions.
- Clients will coordinate with ABC Company in the prevention and protection from risks.
- Clients will keep ABC Company and any on site staff up to date with changing risks or hazards.
- Clients will allow ABC Company' employees access to emergency supplies and facilities such as on site first aid.
- Protective clothing (PPE) will be provided appropriate to the hazards i.e.
 - Poor weather clothing
 - Hi Vis clothing
 - Safety footwear
 - Other items as per the event assessment.
- Toilet and welfare facilities shall be provided.
- Heating and Light will be provided.
 - Mobile generators or heaters producing carbon monoxide will not be used.
 - Where possible 220V heaters will be provided.
- Monitoring of remote staff and supervision will be provided.
 - Lone workers will be provided with escalation procedures.
 - Automatic warning devices such as panic alarms will be used.
- Shelter will be provided as per site or event plan.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 1	Manager 2	52

Event Safety Review & Management Template Plan.

1. Issues to be considered in advance:

Assess if any item in the left column is required. If it is then fill out the details on achieving the item in the right column

Items	Action required Y or N
Insurance Cover	
Road Closures (concerts, charity events, etc.)	
Public Entertainment Licences	
Food Provision	
Staging or Structures	

2. Client or organisation details

Organisation name	
Contact person	
Date of 1 st meeting	
Address of event	
Date of scope out visit to event address	
General nature of event (sports, music, day time, night time, etc.)	

3. Event Contingency Plan – This questionnaire is a guide to the points that need to be considered. It will be necessary to add pages to this document in order for it to be complete.

3.1 Introduction (include a full description of the event).	
Planned Date(s)	
Planned Start and finish times	
Venue or Route (Route is necessary for rallies, cycles, sponsored walks, etc. use additional pages or add a map at the back of the plan if needed.)	
3.2 Command and Control	
Event Manager/Chief Organiser (Person who has overall responsibility): Include Name, How contacted during event, Where located during event	
Safety Officer: Include Name: How contacted during event: Where located during event	
First Aid Co-ordinator: Include Name, How contacted during event, Where located during event	
Gardai (if present at the event): Include How contacted during event, Where located during the event	
3.2 RESPONSIBILITY OF INDIVIDUAL AGENCIES/GROUPS	
List the responsibilities and numbers of. All responsibilities must be DISCUSSED and AGREED with each individual /agency/group prior to the event. Organisations to be considered may include: Gardai, Fire and Rescue Service ,Ambulance Service: St John Ambulance, Red Cross, etc.	
Examples:	
1.Marshalls/Stewards	
2.Crowd Control	
3.Liaison with Gardai	
4.Information to the public	