

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

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
- 4.10 Hazardous Substances

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

- 4.11 Event Safety, Security and Fire Risk Assessment
- 4.12 Driving for work
- 4.13 Angry or Awkward members of the Public
- 4.14 Event Equipment

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 2	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 2	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 2	Manager 2	5

1.4 Policy Statement:

Manager 2 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.

It is our policy when purchasing equipment, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

ABC Company Staff, shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined.

Accidents/incidents reported shall be investigated by Manager 2 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 2	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 (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 2	Manager 2	12

2.3 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.

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

2.4 All Event Staff

- ❑ Staff are not permitted to drink alcohol at an event.
- ❑ All Staff 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 Staff will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Staff are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Staff 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 Staff.
- ❑ Staff found guilty of wilful unsafe acts may be liable to removal from the event.
- ❑ All Staff 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 2	Manager 2	15

3.11 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free.

Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises.

When on client premises ABC Company Staff shall abide by the rules relating to smoking in that premises.

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), they will be removed from the premises.

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

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 2	28

3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc.

ABC Company do use young people as stewards at various events. At all times these young people are supervised by an experienced adult.

Young people are never put in a situation where they are likely to experience harm.

SAMPLE DOC - COPYRIGHT S-S.ie

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

3.15 Third Parties

From time to time it is necessary for ABC Company to make bookings for accommodation of other artistes, hire instruments, recommend third party suppliers such as hotels, B&B, 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 venue staff for the purposes of lighting, sound, selling programmes/CDs, 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 2	Manager 2	31

4.7 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, bulbs, shall be properly disposed of.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 2	41

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 = 4	Score = 6	Result = 24

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 2	Manager 2	46

- Audience profile and crowd dynamics should be thoroughly researched. For example, if the event is a punk concert it's likely the audience will behave differently to a classical concert.
- What's the female/male split? Is a particular physical behaviour likely, such as stage diving?
- Are drugs or alcohol likely to be involved?
- A risk assessment of the venue can reveal physical features that may lead to overcrowding and possible injury. These include:
 - steep slopes
 - dead ends or locked gates
 - convergence of several routes into one
 - uneven or slippery flooring or steps

4.12.1 Event Fire Risk Assessment

A fire Risk Assessment shall be completed as part of the plan for every event. The standard steps below shall be followed.

The following stages will be considered:

- Venue design, selection of workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, (the 'build up');
- Safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, and the protection of crew
- Effective fire safety during the event

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:
Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:
People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant findings and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Revise where necessary

Remember to keep to your fire risk assessment under review.

Revision number	Date	Document owner	Approved by	Page number
01	xx/xx/xx	Manager 2	Manager 2	47

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	