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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 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.

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

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## STRUCTURE FOR HEALTH AND SAFETY

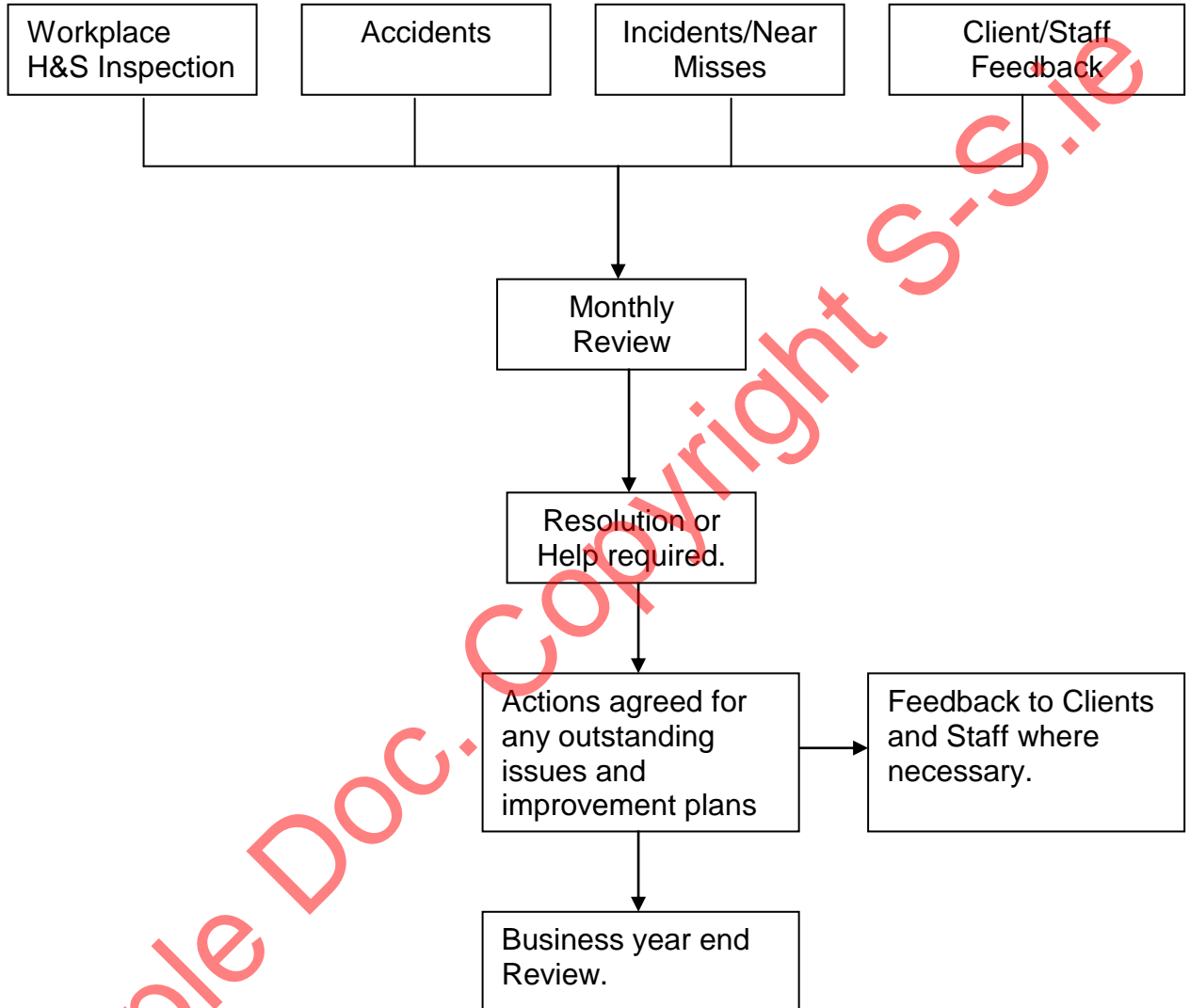
### PART 2

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**Health and Safety Management process for ABC Company**

Process flow below indicates how Health and Safety issues and procedures are handled if and when necessary.



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### 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.

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## ARRANGEMENTS FOR SAFE WORKING

### PART 3

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### 3.2 SAFETY INDUCTION

This procedure relates to any induction training that a Staff Member of ABC Company must undergo when working at a client premises or on an event.

Apart from explaining to the new Staff Member what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Ensure the Staff Member is fully aware of the escalation procedure in the event of there being a security or other incident.
2. Show new Staff Member where any emergency equipment is kept, explain its purpose and ensure that the Staff Member is aware of his/her responsibility.
3. Advise new Staff Member of any potentially dangerous areas in the work place.
4. Warn new Staff Member of any prohibited actions in the work place, e.g. restricted areas, etc.
5. Show new Staff Member the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new Staff Member the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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### 3.4 SAFETY CONSULTATION (will be activated in the future if needed)

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.

In order to achieve this Manager 2 operates a Suggestion or Query form.

A folder of blank forms is held in the office and in company vehicles. Employees complete a form as needed. The forms are reviewed on a weekly basis by Manager 2.

Manager 2 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 (will be activated in the future if needed)

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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### 3.6 FIRST AID

#### CONTROL MEASURES

##### NOTE:

ABC Company **DO NOT** provide first aid response at events or on client premises. Clients will have their own first aid response facilities that ABC Company employees may actually make use of from time to time. At Events the event management will engage organisations such as the Red Cross, Order of Malta, etc. to provide First Aid response.

##### Within ABC Company

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- **Office**
- The First Aid Boxes is inspected on a weekly basis by Manager 2. This check and replenishment is recorded and kept on file.
- When employees are appointed to a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

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### 3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- **Accident report Form**
  - The accident report form must be completed for all accidents. Copies of this form are available from Manager 2.
- **Health & Safety Authority**
  - If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by the Contractor.
  - If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

### CONTROL MEASURES

- **All Accidents, near misses and Dangerous Occurrences**
  - On site Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall monitor all Employees use of Personal Protective Equipment where required.

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### CONTROL MEASURES

Manager 2 shall use the Health and Safety Plan for the various events to determine the need for specific PPE and when it should be issued.

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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.

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.

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### **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.

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**ABC Company**  
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**HAZARD IDENTIFICATION AND CONTROL  
MEASURES**

**PART 4**

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

### Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
2							
3							
4							
5							
6							

### Notes:

Hazards = Things that can cause and injury.

Risk = The likelihood of an injury happening.

- Risk Control measures are intended to reduce the risk to an acceptable level.
- Where practicable the Company commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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### 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.

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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.

Where loads have to be manually handled, safe access shall be assured.

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- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armoring will be considered and applied.

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

The main problems that may be associated with VDU's are as follows:

The main problems that may be associated with VDU's are as follows:

#### (a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

#### (b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

#### (c) Radiation

Radiation levels across virtually the whole of the electromagnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

#### (d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

#### Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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### 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.

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### 4.11 Event Security and Fire Risk Assessment

**This is an occasional assessment and will only be required for one off large events.**

#### 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.

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- Safe removal of equipment and services at the end of the Event
- Control fire risks once the event is over and the infrastructure is being dismantled

**The following checklist will be used and added to the Event Safety Plan:**

- Can all the occupants escape to a place of reasonable or total safety in a reasonable time?
- Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?
- Are the escape routes adequate for the numbers and type of people that may need to use them? E.g. members of the public, including disabled people.
- If there is a fire, could all available exits be affected or will at least one route from any part of the site or venue remain available?
- Where appropriate, have you identified the assembly areas and are they in the appropriate location?
- Will everybody be able to safely use the escape routes?
- Can all exit doors and gates be opened easily and immediately if there is an emergency?
- Have restrictions to the flow of people been considered and where necessary, removed?
- Are arrangements in place to keep all escape routes & exit clear?
- Will your event take place or your venue be used during the hours of darkness?
- Are all the escape routes sufficiently illuminated for use at all times people are present.
- Have you provided emergency escape lighting by means of either an independent back-up power supply to the normal lighting or by means of separate lighting with an independent source of power?

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- Be very careful of trap points on doors.
- Ask for help whenever practical and needed.
- Ensure all equipment is safely stowed in the vehicle so that it will not slide or shift forward in the event of an emergency stop

### 3. Wheel Change – Cuts, Bruises, MH injury, traffic passing by.

#### RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Vehicle is issued with full wheel changing kits.
- The jack, screwdriver, spare wheel and tyre iron are usual vehicle equipment. The reflective jacket, torch and red triangle are supplied by the company.
- All of this equipment is to be properly maintained by the vehicle drivers.
- If a puncture occurs and a wheel change is needed do the following:
  - Turn on hazard lights
  - Pull in to the left-hand side of the road when safe to do so
  - Get out of the vehicle and go to the boot
  - Place the red triangle approx. 30 feet from the vehicle
  - It is imperative that the yellow jacket is worn even in broad daylight
  - If the puncture is on the left hand side of the vehicle proceed to change the tyre taking great care with regard to manual handling
  - If the puncture is on the right hand side of the vehicle try to angle the car slightly to give protection from oncoming traffic
  - When the wheel has been changed replace all equipment back in the vehicle in their original storage places
- Have the puncture repaired as soon as possible, especially if the spare is a temporary wheel

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### 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 or retail customers 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 alone.
- 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.

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### 4.15 Lone Worker

#### HAZARDS

Various

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- By its nature security can be a lone activity therefore all controls in this statement must be followed.
- All staff will work to a schedule and will check in and out when on client sites.
- When on out of hours calls they must inform another person of their expected return time.
- All vehicles carry small first aid kit and a list of emergency numbers.
- All staff are issued with or use their own mobile phones. When entering an area of no coverage they must place a call to the office or client stating the completion time.
- No significant lifting is performed as part of the job so it is not necessary to have two people in attendance.
- Any staff with particular medical conditions that could be exacerbated by lone working will be assessed on an individual basis.

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### 4.16 Mobile Guarding

#### HAZARDS

Various

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- All previous assessments such as Driving for Work must be followed.
- Pre assignment assessment will be completed by ABC Company to ensure that contract specific controls are identified and implemented.
- ABC Employees will all adhere to PSA training and guidelines.
- Working hours will be managed in conjunction with the Working Time Regulations.
- All vehicles will be easily identifiable in order to act as a deterrent rather than provoke confrontation.
- Mobile vehicle will be provided with first aid kit and an escalation procedure.
- Vehicles are tracked by satellite where needed.
- Mobile employees have scheduled call in times to ensure safety.
- Mobile employees place a call to the monitoring centre before leaving the vehicle to inspect any suspicious activity.

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### Accident Report Form

<b>Location:</b>	<b>Department/Division:</b>
<b>Date of Accident/Incident:</b>	<b>Date of Review:</b>
<b>Management present:</b>	
<b>Injured Party:</b>	

<b>Nature of loss</b>	<b>Nature and extent of actual or potential loss to people, property, process or the environment</b>
<b>Description</b>	<b>Description of the Accident/Incident (who, what, how, when)</b>
<b>Causes</b>	<b>Why did the Accident/Incident occur, (root, basic and immediate causes)?</b>
<b>Recommendations</b>	<b>Action to prevent recurrence, responsibility &amp; action by dates:</b>
<b>Reporting</b>	<b>Distribution of investigation information organisation wide and statutory reporting / reply:</b>

**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.**

<b>3.1 Introduction</b> (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.)	
<b>3.2 Command and Control</b>	
<b>Event Manager/Chief Organiser (Person who has overall responsibility):</b> Include Name, How contacted during event, Where located during event	
<b>Safety Officer:</b> Include Name: How contacted during event: Where located during event	
<b>First Aid Co-ordinator: Include</b> Name, How contacted during event, Where located during event	
<b>Gardai</b> (if present at the event): Include How contacted during event, Where located during the event	
<b>3.2 RESPONSIBILITY OF INDIVIDUAL AGENCIES/GROUPS</b>	
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: <b>Gardai, Fire and Rescue Service ,Ambulance Service: St John Ambulance, Red Cross, etc.</b>	
Examples:	
1.Marshalls/Stewards	
2.Crowd Control	
3.Liaison with Gardai	
4.Information to the public	

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# ABC Company Safety Statement

<b>3.5 Event Signage (to the event and around the event site) Explain:</b>	
Who is erecting the signage to the event: When will it be in position?	
<b>3.6 Lost/Found Persons</b>	
What steps will be taken for re-uniting people who get separated?	
<b>3.7 Lost/Found Property</b>	
Where is lost property to be taken to? If it is not reclaimed, what will happen to it?	
<b>3.8 Evacuation Plan Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:</b>	
Fire Risk Assessment completed and added to this plan	
Who will make the decision to evacuate the public from the event location?	
Who will co-ordinate the evacuation (be in charge)?	
How will the event staff/marshals be informed and briefed of the situation?	
Do the event staff/marshals have specific tasks in the event of an evacuation?	
Which exits will the public be directed to?	

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# ABC Company Safety Statement

<b>3.10 First Aid Services</b>	
Who is providing the First Aid cover?	
Where is the first aid located	
Is it accessible to ambulances	
Consider communications links to the event control/organisers	
<b>3.11 Media. If there was an incident at the event that attracted media interest, Consider:</b>	
Who would speak to the media and where would this take place?	
<b>3.11 Winding Down the Event</b>	
Who declares the event over?	
Who are the team designated to walk down the site and declare it clear?	
Who are the rubbish removal company?	
Is there a reinstatement or dilapidation agreement?	
Final review of the event planned for date:	

## **8.2 ABC Company Equality Policy**

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.