

# The Royal Dublin Society

## Health and Safety Statement



# RDS

July 2023  
Revision 2.0

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## SECTION 1 INTRODUCTION

It is the policy of The Royal Dublin Society (RDS) to develop a positive health & safety culture throughout the organisation because we believe that the high standards of health and safety are necessary for ensuring company efficiency high moral and excellent standards of public and employee safety.

To achieve this, the organisation will continually strive to identify all workplace hazards and take appropriate measures to eliminate or control risks to employees and others affected by our operations by applying positive control standards and provision of information, training and supervision as needed. Employees at all levels are reminded that they have a duty, commensurate with their position, to ensure that the organisation's health and safety policy is observed. In particular they are required:-

To take reasonable care for their own health and safety at work and of those who may be affected by their actions, or by their omissions.

To co-operate with their employer to ensure that any duty, or requirement, for health and safety imposed upon their employer by law is performed or complied with.

To co-operate with any other holder of health and safety duties (such as contractors or other employers working at our premises, and other employers when you are working at their workplaces) as far as is necessary to enable them to perform their duties.

Not to intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare.

To report to supervisory staff, hazardous conditions or defects in the organisation safety arrangements.

The organisation recognises that it has the ultimate legal responsibility for health and safety. Accordingly the Chief Executive Officer accepts overall responsibility for policy formulation and implementation. In turn all levels of management and all supervisors are responsible for carrying out those health and safety duties placed upon them. The Chief Executive Officer will ensure that the safety plan includes sufficient resources for the successful implementation of the Health and Safety Management Policy.

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Development of the Health and Safety Management Policy will be conducted through normal business meetings where health and safety will be given standing equal to other activities of the business.

The organisation will appoint a number of competent persons to assist the organisation directors in implementing this policy. The Health and Safety Officer's role is to provide independent and authoritative advice to managers with individual responsibilities for health and safety.

*Gerry Coleman*

Gerry Coleman

Senior Management / Head of HR

Date: Monday 28<sup>th</sup> August 2023

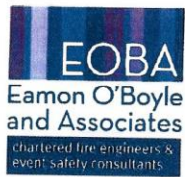
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## SECTION 2 RDS HEALTH & SAFETY OBJECTIVES

As part of our program towards ensuring that we comply with all the required legislation and where possible going that step further than the general requirements laid down, the Company aims to achieve the following:

- To uphold and make real the commitment given in our Safety Policy Statement and in our Safety Management System;
- To develop and promote safety, health and welfare awareness among the workforce;
- To ensure that all employees are aware of, adhere to and carry out established safety procedures;
- To provide training courses / instruction for all employees to enable them to carry out their specific work function safely;
- To develop, as required, safe systems of work;
- To provide suitable and safe equipment for the required jobs and ensure that all vehicles, plant, and equipment are maintained in a good and safe working order;
- To identify hazards in the work area and take action to eliminate or reduce the risk(s);
- To establish good housekeeping and hygiene standards;
- To prevent industrial accidents and incidents, to ensure that all accidents and incidents are reported and investigated and to encourage the reporting of near miss incidents;
- To put in place a structured safety audit and a controlled monitoring system;
- To ensure that all personnel are familiar with the work place rules and the emergency procedures to be taken in relation to fire or other emergencies;
- To ensure that records of training are maintained and updated as and when required.
- Consultation and Participation with all employees and sub-contractors to ensure Safe Systems of Work in place.



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**Re: Safety Statement, The Royal Dublin Society**

To Whom It May Concern,

Eamon O'Boyle and Associates are engaged as Health and Safety consultants for The Royal Dublin Society.

Eamon O'Boyle and Associates can confirm the Safety Statement of The Royal Dublin Society, dated 18 January 2018, is current and complies with the requirements of the Safety, Health and Welfare at Work Act, 2005.

Yours sincerely

Eamon O'Boyle  
Managing Director

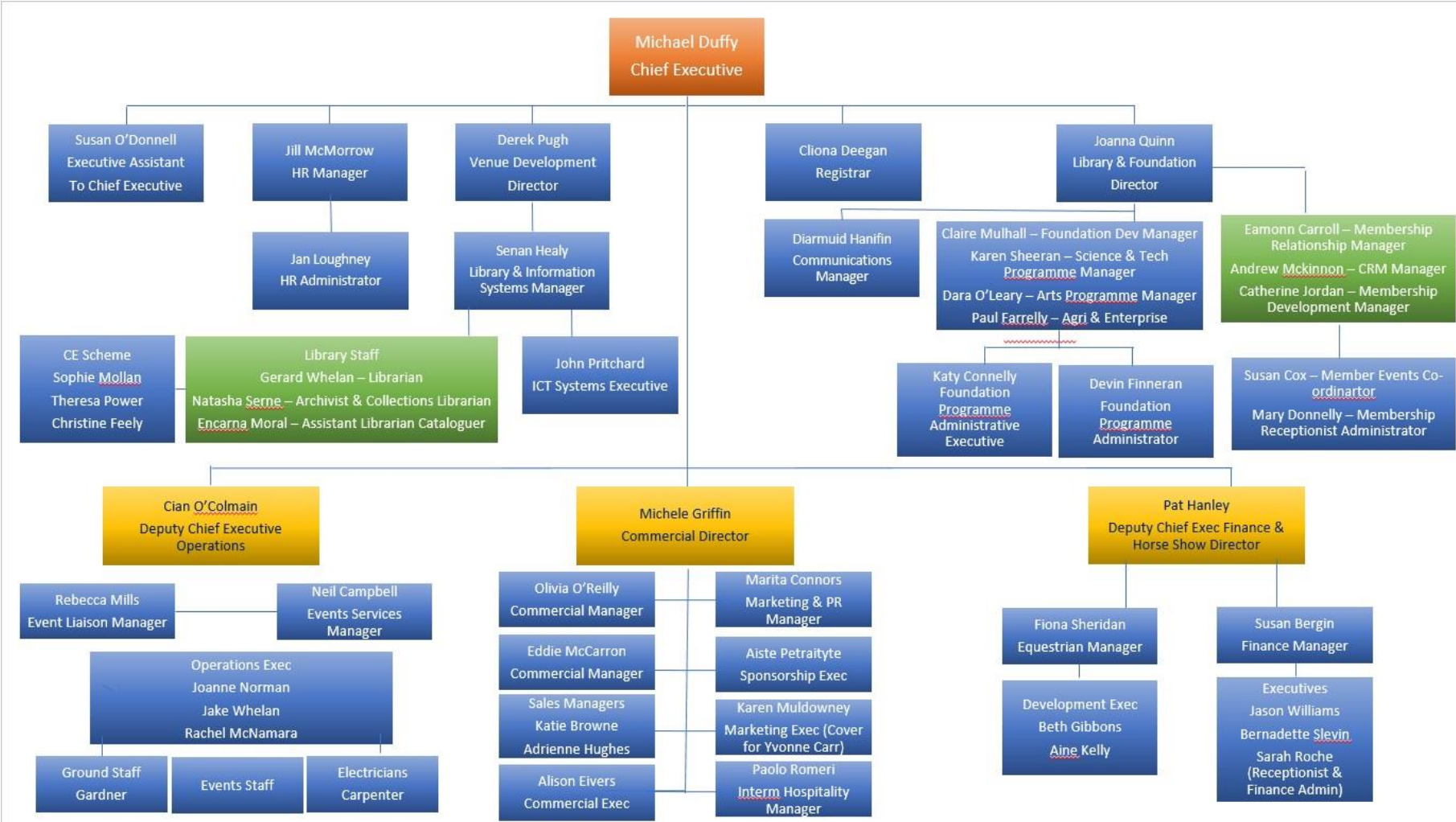


Eamon O'Boyle Chartered Fire and Safety Engineers Limited.  
Registered office: The Lefnster Partnership, Naas Town Centre, Co Kildare, Ireland, Number: 321127.  
Directors: Eamon O'Boyle BE, MAI, CEng, FIEI & Violet O'Boyle BEd.

### SECTION 3 RDS MANAGEMENT STRUCTURE

The organisation chart below shows the company’s management team, key personnel and responsible persons. The chart shows the reporting lines and illustrates the channels of communication from the Chief Executive to the casual staff.

**The RDS Health & Safety Organisational Chart**



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<b>Roles &amp; Responsibilities</b>	<b>Name</b>
Nominated in charge of Safety, Health & Welfare	David Faherty
Notes on accounts in Annual Report	Michael Duffy
Manager responsible for statement and reviews	David Faherty
Manager responsible for consultation with staff.	David Faherty
Safety Representative	Neil Campbell
Hazard audits & logs	Joanne Norman
Accident reporting & investigation	Joanne Norman
Emergency plan – Monitoring of the plan, fire drills etc	David Faherty
Training & training records	Jill Mc Morrow
Preventive maintenance schedule & records	David Faherty
Manager responsible for Training	Jill Mc Morrow
Maintenance repairs service equipment, certificates etc	Joanne Norman
Company Safety Officer	David Faherty
Safety Consultant	Eamon O Boyle

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## SECTION 3 HEALTH AND SAFETY POLICY STATEMENT



### HEALTH AND SAFETY POLICY STATEMENT

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Reference Standard(s)	ISO 45001:2018		
Date	6/06/2023	Issued by	Geraldine Ruane
Version	1.0	Signed	
Next Review	12 months from issue		

It is the Policy of Royal Dublin Society (RDS) to do all that is reasonably practicable to prevent personal injury and damage to property. In addition, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with activities from any foreseeable hazard or danger.

The organisation shall ensure a systematic approach to identifying hazards, assessing risks, determining suitable and sufficient control measures and informing employees of the correct procedure needed to maintain a safe working environment. Royal Dublin Society (RDS) will provide safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision are provided.

Royal Dublin Society (RDS) undertakes to:

- Demonstrate visible leadership at all levels throughout our business.
- Clearly define and implement all health and safety responsibilities and accountabilities.
- Consultation and Participation with our employees on matters affecting their health and safety.
- Provide access to competent Health and Safety advice to create a safe and healthy workplace and prevent work-related injuries, ill health and disease.
- Ensure all employees are competent and given suitable and sufficient information, instruction, training and supervision to do their job safely and without risk to health.
- Monitor performance by setting rigorous health and safety KPIs.
- Regularly audit and review operations and continually improve our health and safety management and performance.
- Adhere to the hierarchy of hazard controls to ensure that suitable provision is in place to reduce risk of injury, harm or damage.
- Provide all necessary protective clothing and equipment to staff.
- Prepare, test and review the Royal Dublin Society (RDS) Emergency Response Plan.
- Maintain records of compliance with all relevant legislation, other requirements and company procedures.
- Ensure this policy is documented, implemented and made available to all interested parties.
- Review this policy periodically to ensure it remains appropriate to the nature and scale of the organisation.



This policy is communicated to all employees, suppliers and sub-contractors and is made available to interested parties.

Geraldine Ruane  
Chief Executive  
June 2023

#### References

Ref	Document	Location

#### Version History

Date	Author	Change	Version	Reviewed by
6 June 2023	JMG Solutions	Original version	1.0	Adele Morrrough

## SECTION 3 ENVIRONMENTAL POLICY STATEMENT



### ENVIRONMENTAL POLICY STATEMENT

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Reference Standard(s)	ISO 14001:2015		
Date	6/06/2023	Issued by	Geraldine Ruane
Version	1.0	Signed	
Next Review	12 months from issue		

Royal Dublin Society (RDS) recognises the importance of environmental protection and is committed to operating its business responsibly and in fulfilment of its compliance obligations.

Royal Dublin Society (RDS) shall conduct its business in an ethical and socially responsible manner. Our approach to environmental management is consistent with the spirit and intent of our corporate objectives and cultural values. We recognise that we have a major responsibility for protecting the environment of our employees, our customers and all interested parties in the communities in which we operate.

We recognise that excellence in environmental performance and legislative compliance is consistent with our corporate objectives and essential to our continued business success and we shall ensure that environmental policies, programmes and performance standards are an integral part of our planning and decision-making process.

It is the Organisation's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements, to protect the environment and to continually improve the Environmental Management System.

Royal Dublin Society (RDS) undertake to:

- Continually develop & improve the effectiveness of the Environmental Management System.
- Determine 'Interested Parties' that are affected by the Organisation's operation and understand and meet their needs & expectations.
- Determine the needs & expectations of Interested Parties that will become part of the Organisation's 'Compliance Obligations' and fulfil the aim of achieving customer satisfaction in mitigating the organisations impact on the environment.
- Communicate throughout the Organisation the importance of meeting customer needs & expectations and all relevant statutory, regulatory & compliance obligation requirements.
- Ensure the availability of resources so that inputs meet the intended outputs.
- Ensure that the Management Reviews review the environmental objectives and reports on the Internal Audit results as a means of monitoring and measuring the processes and the



continued effectiveness of the Environmental Management System within the Integrated Management System.

- Comply with our clients' environmental policy requirements.
- Identify and evaluate the environmental consequences of the Company's activities.
- Assess and regularly re-assess the environmental effects of the Organisation's activities. This will be achieved by completing office walk around, monitoring energy usage, review of scheduling to ensure most efficient logistics and fuel consumption.
- Training of employees on all environmental issues. This will be in various forms such as newsletter, leaflets, email bulletins, toolbox talks.
- Minimise the production of waste through ongoing training measures to reduce, reuse and recycle.
- Minimise material wastage through ongoing training measures to reduce, reuse and recycle.
- Minimise energy wastage through training on best practices to all staff.
- Promote the use of recyclable and renewable materials through various platforms of information throughout the company.
- Prevent pollution through education of staff and process adaptations, reducing pollution output where possible.
- Control noise emissions from operations by selecting appropriate equipment in the first instance and minimising duration of noise polluting equipment.
- Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation.

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to interested parties.

Geraldine Ruane  
Chief Executive  
June 2023

#### References

Ref	Document	Location

#### Version History

Date	Author	Change	Version	Reviewed by
6 Jun 2023	JMG Solutions	Original version	1.0	Adele Morrrough

## SECTION 3 QUALITY POLICY STATEMENT



### QUALITY POLICY STATEMENT

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Reference Standard(s)	ISO 9001:2015		
Date	06/06/2023	Issued by	Geraldine Ruane
Version	1.0	Signed	
Next Review	12 months from issue		

Royal Dublin Society (RDS) has the policy to supply and install all goods and services to the highest standards. It is our policy to do all that is reasonably practicable to:

- Ensure all work is completed to the highest standards
- To only supply goods from high quality sources
- To check all works, goods, and services for high standards before signing off to the client in particular.

Royal Dublin Society (RDS) is committed to:

- Maintaining compliance with legislation and approved codes of practice applicable to the Quality Policy as a minimum, and to monitoring new developments to continually improve the Quality performance standards.
- Making Quality Assurance an integral part of the management of Royal Dublin Society (RDS).
- Managing Quality issues through a structured approach to policy, processes, training and awareness.
- Involving and consulting with employees to effectively communicate on Quality matters.
- Continually improving the effectiveness of the Quality Management System.
- Engaging positively with our clients and customers to generate improvement and to ensure that measurable quality objectives are established and reviewed.

Objectives being:

- Conform to, and achieve, customer and contractual requirements
- Provide a leading-edge product and service to our customers and to help them achieve and exceed expectations
- Maximize value to all stakeholders whilst minimizing associated risks
- Deliver performance driven, best value solutions
- Adhere to work programs and budgets
- Deliver continual improvement in systems, process and people development via the effective application of the management systems and procedures
- All issues regarding quality are dealt with, and an amicable outcome reached within 14 days of complaints being raised. This Policy and supporting arrangements are mandatory and apply to all Royal Dublin Society (RDS) Employees



This policy is communicated to all employees, suppliers and sub-contractors and is made available to interested parties.

*Geraldine Ruane*

Geraldine Ruane  
Chief Executive  
June 2023

#### References

Ref	Document	Location

#### Version History

Date	Author	Change	Version	Reviewed by
06 June 2023	JMG Solutions	Original version	1.0	Adele Morrough

## SECTION 3 SUSTAINABILITY POLICY STATEMENT

	<b>D09 Sustainable Procurement Policy</b>		Revision	2.00
			Date	10/05/2023
			Status	Approved
			Completed by	DP
			Approved by	GR



### ISO 50001:2018, cl. 8.3 Procurement

The organization shall establish and implement criteria for evaluating energy performance over the planned or expected operating lifetime, when procuring energy using products, equipment and services which are expected to have a significant impact on the organization's energy performance. When procuring energy using products, equipment and services that have, or can have, an impact on SEUs, the organization shall inform suppliers that energy performance is one of the evaluation criteria for procurement.

Where applicable, the organization shall define and communicated specifications for:

- Ensuring the energy performance of procured equipment and services;
- the purchase of energy.

### 1.1 RDS Sustainable Procurement Policy

At the RDS we strive to take into account the environmental and social impacts, both positive and negative, of all our purchased products and services, alongside the financial impacts. Considering the environmental and social impacts of our procurement activities clearly aligns with the RDS Sustainable Policy Statement which was signed off by the RDS Board of Management in May 2016.

### 1.2 What is Sustainable Procurement?

*Sustainable Procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment – United Nations*

The sustainable procurement goals of the RDS attempt to reduce any adverse environmental, social and economic impacts of purchased products and services throughout their life. Our sustainable procurement policy seeks to look beyond the up-front cost of procurement, basing purchasing decisions on the entire life cycle of the goods and services and taking into account a broader range of associated costs and impacts.

- Examples of such environmental, social and economic impacts are:
- inputs of natural resources, energy and water in the manufacture, use and disposal of goods
- pollution produced from the manufacture, use and disposal of goods
- costs of operation and maintenance over the life of the goods
- labour conditions in the manufacture, use and disposal of goods or delivery of services
- Impact on nature and biodiversity resulting from the removal or alteration of natural resources.



	<b>D09 Sustainable Procurement Policy</b>		Revision	2.00
			Date	10/05/2023
	Status	Approved		
	Completed by	DP		
	Approved by	GR		

### 1.3 Applying Sustainable Procurement - Process to be followed to implement Sustainable Procurement

The RDS strives to apply a sustainable procurement approach to all our procurement decisions. Nonetheless, for greatest impact, we focus particular attention on larger contracts and significant spend activities.

This policy is applied by all staff and reviewed at the board of management as part of the weekly review of RQs. The board of management consider all procurement decisions on a weekly basis and will have ultimate ownership for application of this process.

For major contracts or tenders, the board of management will request from the supplier or the purchaser that they include a written response under each of the questions in the checklist in the policy document. The response will then be included as part of the award criteria for the contract and published in the RFP or Tender document. Between 5% - 10% of all points awarded in the tender should be allocated to sustainability impacts and supplier performance in this area.

All tender and contract approvals in excess of €50,000 in expected annual spend must be accompanied by a written commentary on each of the questions raised in the checklist below, or some alternative appropriate sustainability impact assessment provided by the supplier.

For tender and contract approvals below €50,000 in expected annual spend, the board may request the procurer, or the supplier to provide additional sustainability impact information.

This may require the supplier to provide further information on sustainability impacts or opportunities that are likely to arise from the contract award.

All new suppliers will be sent a copy of the RDS Sustainability Policy and asked to return a signed copy with their commitment to do their utmost to contribute to the sustainability objectives of the RDS.

In addition, a Pre-Qualification Questionnaire will be sent to all Suppliers as part of the evaluation process prior to onboarding where Part 4a must be complied with where it states: 'In line with conformance to our ISO 50001:2018 Energy Management System, please note that the purchasing of any energy using products, equipment and services that have, or can have, an impact on SEUs (Significant Energy Usage) then energy performance is one of the evaluation criteria for procurement'.

Suppliers are encouraged to suggest improvements in sustainability performance as part of their ongoing relationship with the RDS and to participate in sustainability initiatives launched by the RDS.

The RDS must comply with legislative requirements as outlined in EU Directive SI 243/2012 for Energy Performance of Buildings.

**Signed:**



Geraldine Ruane  
Chief Executive, Royal Dublin Society  
**Date:** 10<sup>th</sup> of May 2023

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## SECTION 4 PRINCIPLE OF PREVENTION

The RDS recognises that the key to reducing near misses and accidents in the workplace is to educate the employees on prevention and adapting the workplace. This positive approach is also conducive to what is happening in current safety legislation:

- a) The avoidance of risk where practical;
- b) The evaluation of unavoidable risks;
- c) The combating of risks at source;
- d) The adaptation of work to the individual, taking into account the design of the place of work, equipment and choice of system of work;
- e) The adaptation of the place of work to technical progress;
- f) The replacement of dangerous articles, substances or systems of work with safe one(s);
- g) The development of an adequate prevention policy in relation to safety, health and welfare which takes account of the technology, the organisation of work, the working conditions, the social factors and the influence of factors relating to the working environment;
- h) The giving of priority to collective protective measures over individual protective measures;
- i) The giving of appropriate training and instruction to employees.

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## SECTION 5:1 LEGISLATION

### Overview

The court system in the Republic of Ireland has developed a common law principle over the years that require employers in both the public and private sector to provide a reasonably safe working environment for their employees.

The duty of care of employers to their employees under this common law principle can be broken down into four components as follows:

1. To ensure a reasonably safe place of work
2. To ensure reasonably safe plant and equipment
3. To ensure reasonably safe systems of work
4. To ensure reasonably competent and safety-conscious staff

### Safety, Health and Welfare at Work Act, 2005

These common law principles have been formalised and incorporated into the Safety, Health and Welfare at Work Act, 2005.

#### PART 2: General Duties

Chapter 1 *General duties of Employer*

Section 8. General duties of the employer

Section 9. Information for employees

Section 10. Instruction, training and supervision of employees

Section 11. Emergencies and serious and imminent dangers

Section 12. General duties of employers to persons other than employees

#### Chapter 2 *General duties of employee and persons in control of places of work*

Section 13 Duties of employees

Section 14 Interference, misuse etc.

Section 15 General duties of persons in control of places of work

Hazard identification and risk assessment.

**Part III, Section 19** of the Act calls for every employer shall identify the hazards in the work place under his or her control and to assess the risks presented by those hazards and be in possession of a written risk assessment of the risks to the health, safety and welfare of his or her employees, including the safety, health and welfare of any single employee or group or groups of employees who may be exposed to any unusual or other risks under the statutory provisions.

Safety Statement

#### **Part III, Section 20**

Every employer shall prepare, or cause to be prepared, a written statement, based on the identification of the hazards and the risk assessments carried out under section 19 of the Act, specifying the manner-in-which the safety, health and welfare at work of his or her employees shall be secured and managed.

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The employer shall ensure that the safety statement specifies.

- a) Hazards identified and risks assessed.
- b) Protective and preventive measures taken, and the resources provided for protecting safety, health and welfare at the place of work to which the safety statement relates,
- c) Emergency procedures to be followed.
- d) The names and where applicable, the job title or position held of each person responsible for performing tasks assigned to him or her pursuant to the safety statement.

The Safety, Health and Welfare at Work (General Application) Regulations 2007. (S.I. 299/07), Part II, Section 10 states that it is the duty of every Employer to be in possession of a written risk assessment and to determine from the document the course of action to be taken to minimise the risk using all necessary protective equipment. Both the Act and S.I. 299/07 place a premium on the effective management of health and safety in the workplace.

#### Compliance

Effective Safety Management requires a clear concise strategy and plan specifically designed for the task in question. The Employer's obligation under the legislation is to undertake a thorough risk assessment in the workplace aided if necessary, by a "competent person" as defined by the Act.

#### Section 25 Safety Representative

This Section of the Act allows for the selection by Employees of a Safety Representative.

The Employer is obliged by the Act to give due consideration to health and safety concerns raised by the Safety Representative.

The Employer is obliged to make available copies of the Risk Assessment and Safety Statement to the Safety Representative.

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## SECTION 5:2 EMPLOYERS DUTIES

Employers (including self-employed persons) are primarily responsible for creating and maintaining a safe and healthy workplace.

### Section 8 (1) Employers duties.

Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

### Section 8 (2) Employer Duties

- 2.a) Managing and conducting all work activities to ensure the safety, health and welfare of people at work (including the prevention of improper conductor behaviour likely to put employees at risk) – ‘horseplay’ and bullying at work would come within these categories.
- b) Designing, providing and maintaining a safe place of work that has safe access and egress, and uses plant and equipment that is safe and without risk to health.
- c) Prevention of risks from the use of any article or substance, or from exposure to physical agents, noise, vibration and ionising or other radiations.
- d) Planning, organising, performing, maintaining and, where appropriate, revising systems of work that are safe and without risk to health.
- e) Providing and maintaining welfare facilities for employees at the workplace.
- f) Providing information, instruction, training and supervision regarding safety and health to employees, this must be in a form, manner, and language that they are likely to understand.
- g) Cooperating with other employers who share the workplace to ensure that the safety and health measures apply to all employees (including fixed-term and temporary workers) and providing employees with all the relevant safety and health information.
- h) Providing appropriate protective equipment and clothing to the employees (and at no cost to the employees)
- i) Appointing one or more competent persons to specifically advise the employer on compliance with safety and health laws.
- j) Preventing risks to other people at the place of work.

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- k) Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.
  - l) Ensuring that reportable accidents and dangerous occurrences are reported to the Health and Safety Authority.

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## SECTION 5:3 EMPLOYEE RESPONSIBILITIES – THE LAW

Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* places several obligations on employees whilst at work.

An Employee must:

- Comply with the relevant laws and protect their own safety and health as well as the safety and health of anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Cooperate with their employer regarding safety, health and welfare at work.
- Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
- Participate in safety and health training offered by their employer.
- Make proper use of all machinery tools, substances, etc. and all personal protective equipment provided for use at work.
- Report any defects in the place of work, equipment, etc. which might endanger their safety and health.
- Each employee is required to co-operate with the investigation of any incident or accident either by the CEO or an Inspector from the Health and Safety Authority.



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## SECTION 6: 1 INDIVIDUAL RESPONSIBILITIES

### CEO Responsibilities

CHIEF EXECUTIVE OFFICER MICHAEL DUFFY POLICY MAKER

The key role of the CEO is to devise and formulate the company safety policy, establishing strategies to implement the policy and integrating these into the general business mission.

- To implement the Company's Safety Management Programme.
- To review the Safety Statement regularly during the event and revise accordingly.
- To implement specific Training Programmes.
- The provision of adequate financial support in relation to the provision of the regulatory requirements as per the statutory provisions under Irish law.
- To monitor work practices of employees under their control.
- To maintain a record of employees attending Training Courses and Refreshers.
- To develop and implement Refresher Training Programmes for staff with ongoing supervision.
- To liaise with other responsible persons regarding the full range of their individual responsibilities in relation to compliance with all Health & Safety policies.
- To ensure that the Safety Statement and associated Risk Assessments are published, disseminated, understood and implemented.
- To act as the responsible person for reporting all reportable incidents to the Health and Safety Authority.
- To appoint a Safety Representative from the workforce within the Company.
- To deal directly with the Health & Safety Representative and to act upon representations where reasonably practicable.
- To include employee Health & Safety matters on the agenda of the Management Team.
- The management team needs to recognise the need to demonstrate to the employees, how the company highly emphasises the importance of safety and health for all those involved within the business, either as employees or as contractors.

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## Deputy Chief Executive's & Directors Responsibilities

David Faherty (Deputy Chief Executive – Operations)

Pat Hanly (Deputy Chief Executive – Finance)

Michele Griffin – Commercial Director

Joanna Quinn – Library & IT Director

The key role of Executives and Directors is to produce plans to;

- Support the Health and Safety policy.
- Identify specific health & safety objectives to be achieved within fixed time periods.
- Establish standards for measuring, reviewing and auditing the safety policy arrangements; co-ordinate specialist advice necessary for implementing the policy arrangements and participation by employees.
- Keep themselves up to date with changes in the health & safety legislation and good management practices relevant to the organisation.
- Allocate responsibilities for health and safety within their area of authority.

Their key tasks are to:

- ❖ Actively encourage the implementation of health & safety standards by visible leadership. Provide for the elimination or minimising of risk to employees or others from work activities. Implement the standards concerning recruitment and training that ensure employee competence.
- ❖ To ensure that the organisation for implementing the company policy is adequate to enable efficient control and effective monitoring/reviewing of standards.
- ❖ Allocate responsibilities for the implementation of plans and for reporting on performance.
- ❖ Delegate health and safety responsibilities to people with the necessary authority and competence, allocating them sufficient time and resources to carry out their duties effectively.
- ❖ Ensure that employees are held accountable for their health & safety responsibilities.
- ❖ Provide adequate supervision, instruction, training and guidance.
- ❖ Take appropriate remedial action where shortfalls in standards are indicated by reports on performance.
- ❖ Set targets for achievement of the company health & safety objectives.
- ❖ Set standards for actions necessary to develop and maintain a positive health & safety culture in 4 key areas – Control, competence, communication and co-operation.
- ❖ Ensure that hazards/risk assessments are carried out and that the control measures considered necessary are being implemented.

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- ❖ Maintain the necessary health & safety documentation to meet current legislation and company standards.
  - ❖ Briefing of employees of the risks to them identified by risk assessment.
  - ❖ Briefing of employees who may be exposed to serious or imminent danger.
  - ❖ Provision of information to non-employees concerning on-site hazards.
  - ❖ Provision of information to employees concerning hazards brought on site by contractors.
  - ❖ Co-operation and exchange of information between contractors, sub-contractors and the company at all times.
  - ❖ Arrange health & safety training of all employees within their functional responsibility.
  - ❖ Ensure that active and reactive monitoring of standards are applied and where identified as necessary from such monitoring, ensure that procedures, safe systems of work and other control measure are reviewed.
  - ❖ Co-operate with the Company Safety Consultant during audits of health & safety management.
  - ❖ Encourage co-operation of employees and safety representatives by:-
    - Involving them in department policy development, planning, implementing, measuring, auditing and reviewing health & safety performance
    - Complement any general health & safety arrangements by issuing departmental rules, safe operating procedures for specific operational activities.
    - Ensure that co-operation between contractors and employees, occurs at all stages of projects and works.
    - Secure effective communication by means of written material and face-to-face discussion such as departmental meetings and supervisor briefings etc.

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## Managers – Supervisors

The key role of managers, supervisors and those with equivalent responsibilities is to implement the operational plans, procedures and systems required by the company's Health and Safety management Policy within their areas of responsibility; and provide feedback to planners and policy makers on performance to keep them aware of successes or deficiencies in plans, standards, procedures or systems.

Their Key Tasks are to:

- ❖ Ensure that employees are aware of the company's Health and Safety Management Policy, and to ensure that employees are briefed on all sections of the policy relating to their employment and that they have reasonable access to this policy document.
- ❖ Provide the means and support necessary for employees (and others reporting to them) to understand and carry out their duties in a safe manner and without risks to health.
- ❖ Take personal responsibility for ensuring the safety of all employees within their areas of responsibility and others who may be affected by company operations.
- ❖ Implement the company operational plans and procedures for their area of responsibility inclusive of those for serious and imminent danger.
- ❖ Ensure safe and healthy worksites or workplaces, which do not create risks to employees or others.
- ❖ Ensure that the company's products or services do not in themselves create risks to others.
- ❖ Ensure health and safety co-operation between employees and contractors on shared sites.
- ❖ Implement the procedures for measuring performance through active and reactive monitoring, and provide feedback on performance, including successes, failures and any deficiencies in plans, procedures and systems.
- ❖ Participate in arrangements for auditing and reviewing the health and safety management system.
- ❖ Participate in health and safety meetings when required to do so, and to participate in devising operational systems, procedures and instructions regarding the control of risks, and in devising and operating monitoring and/or auditing activities.
- ❖ Implement the procedure for health and safety communications within their area of responsibility.

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- ❖ Implement the policy relating to competence within their area of responsibility.
  - ❖ Implement the risk assessment and control section of the policy ensuring that suitable and sufficient assessments are made of the risks to the health and safety of employees and others who may be affected by company operations.
  - ❖ Provide advice to their functional managers when there is a need for their assistance in ensuring that the protective and preventative measures identified by risk assessment are undertaken correctly.
  - ❖ Meet specific and relevant Health and Safety Regulations and to implement the standards set out in the Health and Safety Management Policy document and other supporting systems which have been established to enable the company to meet the requirements of all relevant health and safety legislation.

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## RDS Employees

The RDS employees have the duty to comply with the following:

- ❖ Each employee is expected to read the Company's Safety Statement and understand it. This will enable you to undertake your work in accordance with its requirements.
- ❖ Do not try to use, repair or maintain any equipment or machinery for which you have not received full training to a safe level of competency.
- ❖ Report any defects on plant or machinery immediately to your supervisor. Do not operate an unsafe machine or a machine that has guarding removed or missing, as this will expose you to potential injuries.
- ❖ Ensure that you know the procedure for evacuation of the premises in the event of a fire and if you are unsure report this to your supervisor who will organise a fire drill.
- ❖ Report any incident, however minor, to a competent First Aider.
- ❖ Ensure that corridors, floors, doorways are always kept clear and free from obstruction. Should you find an obstruction please remove the blockage or report it to your supervisor.
- ❖ Do not attempt to lift or move items that appear to be too heavy to lift or move, as they are liable to cause injury.
- ❖ Should you have any suggestions to improve working methods or a way of reducing a given hazard please inform your supervisor.
- ❖ Employees are forbidden to interfere with or misuse any item of safety equipment, signage or personal protective equipment provided by the company for your benefit or safety while at work.
- ❖ Employees have a duty to take care of their own safety and health and not endanger the safety and health of others in the place of work by their own acts or omissions.
- ❖ Failure to comply with the terms of the Safety Statement may result in Disciplinary Action

**Horseplay is strictly prohibited as this can and often does lead to injury at the place of work.**

In addition, The RDS requires each employee to immediately report to the Manager on duty any incident resulting in loss, injury or any dangerous occurrence that could have resulted in loss or injury.

All staff are required to report and log any incidents, near misses or accidents to their supervisor / manager and to include a written report of the incident in the daily/nightly report log located at the Facilities Office.

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## Contractors & Sub- Contractors Responsibilities

Contractors have a duty to undertake their work in a safety conscious manner by the following means:

- All contractors will be expected to comply with the requirements of the safety management system of the RDS before work starts, a method statement must be provided to the RDS. Establishing how the contractor intends to undertake the works in a safe manner.
- All work must be undertaken in accordance with the relevant statutory provisions, considering the safety of others, including the public passing near the premises.
- Ladder and other access equipment used by contractors / employees must be erected and maintained in accordance with the current Regulations and Codes of Practice.
- All plant and equipment brought and supplied to the premises by contractors must be safe and in good working condition with all the necessary guards and devices in place. The necessary certificates must be available for verification as required by the client.
- No power tools, electrical equipment of greater voltage than 110 volts is allowed on site. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use, and in good condition. If it is necessary to use equipment operating at 240 volts supply, a residual circuit device or (RCD) with a rated tripping current of 30 mA and operating at 30 m. secs must be supplied and used.
- Any injury sustained by a contractor's employee must be reported immediately to First Aid person. The contractor has the responsibility for reporting accidents to the Health & Safety Authority where an employee is out of work for more than three days as a result of an accident at work.
- Contractors must comply with any safety instruction given by The RDS Management/personnel.
- The Deputy CEO (Operations) must be notified of any material or substance brought onto the premises which has health, fire or potential explosive risks. Such materials must be stored and used in accordance with the current recommendations.
- The contractor must provide documentary evidence of their insurance cover (both public and employers liability insurance) to the appropriate director.

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## SECTION 7:1 PRINCIPAL ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT

### Consultation

The RDS is committed to meeting its obligations under *Section of the Safety, Health and Welfare at Work Act 2005* on consultation. The Company is committed to a policy of co-operation and consultation between Management and staff and will take account of any representations made by staff members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

The RDS believes that one of its most important functions is the prevention of accidents and occupational illness. We do not wish any of our employees or any other person to suffer as the result of our activities or work processes. We intend to comply rigorously with all safety, health and welfare legislation and codes of practice.

Legislation requires that we, the Company prepare a Safety Statement about the safety, health and welfare of our employees, together with details of the Company and arrangements that we have established to carry out the undertaking of this policy.

### We provide, so far as is reasonably practicable:

- A safe system of work
- A Safe building
- Safe plant and equipment
- A Safe means of handling and transporting articles, substances and people
- Adequate training, instruction, information and supervision
- A safe place of work with safe access and egress
- A safe and healthy environment
- Adequate welfare facilities
- Consultation with employees on all aspects of safety, health and welfare
- The means of effective evacuation in case of an emergency
- Always provide insurance cover.

We must ensure, so far as is reasonably practicable, that the way we undertake our daily tasks does not affect the safety, health and welfare of persons who are not our employees, such as our contractors, sub-contractors, visitors and passersby.

It is also recognised that where we produce articles and substances for use at work or that we erect or install any plant, equipment or structures, we have a duty to ensure the safety, health and welfare of those who use them, and make available all the required information for their safe usage.

We remind you, as our employees, of your duty to look after your own safety, health and welfare and ensure that you do not endanger others by act or omission and that you must co-operate with us as your employer in meeting all our legal obligations.

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## Consultation with Employees

The RDS will ensure that procedures are in place to consult with employees and provide information on matters of health and safety. Each head of department will be given training and allowed the use of Company resources and will be responsible for communicating safety issues.

- *Duty To Consult and Provide Information*

Statutory Regulations held by management at each site identify matters on which employees or their representatives must be consulted. Managers and Safety Representatives are to familiarise themselves with these details. Employee Representatives will be introduced to these Regulations during company training.

## Guidelines for Raising Matters Regarding Health and Safety

The procedures to be applied in dealing with health and safety matters are:

1. Individual employees are to raise matters of safety that they consider relevant to themselves with their immediate supervisors who will quickly settle such matters as far as they are able to within the scope of their authority.
2. Should an individual be dissatisfied with the action taken under (1), or if they consider the matter reported has wider implications, a matter should be brought to the attention of the Deputy CEO (Operations)
3. Notwithstanding the above procedure, which is to be followed wherever possible, matters serious enough to require immediate attention of the Deputy CEO (Operations) may be raised by an employee at any time and dealt with as appropriate. It is to be kept in mind, however, that line management must be given every opportunity to deal with health and safety problems.
4. Where the Company or Venue Health and Safety Officer wishes to carry out workplace inspections, they are to arrange the timing of these with the line manager responsible for each area to be inspected. On completion of an inspection, the relevant Supervisors and managers shall agree any actions necessary to improve health and safety and produce a written record to this effect. Supervisors should then report back to the employees they represent and, if necessary, report to the next Health and Safety or staff meeting.

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Department Managers and Staff are to consult monthly regarding any general safety topics within the department. These meetings may be conducted on an informal basis but one of the parties involved shall take written notes of what was discussed and what action can be expected. Health and Safety matters requiring immediate action are dealt with in item (4) of the above Guidelines for Raising Matters Regarding Health and Safety.

Supervisors are to provide written hazard reports on all cases where they consider there is a need for remedial action by the RDS. Managers are to record the action taken (or to be taken) prior to returning the report to the Supervisor concerned. The Supervisor may then consider the decision with the manager before reporting back to those represented. A copy of the endorsed report is to be forwarded to the Health and Safety Officer for information in order that he may keep the Health and Safety Management Committee informed of all risk controls being implemented throughout the Company.

### **Health and Safety Essentials**

In the design and selection of plant/equipment, storage facilities, vehicles, engineering and laboratory equipment, protective clothing and anything else used in work activities, the suitability of such plant, equipment and structures for safe operation and use is of prime consideration.

Design, operating and general behavioural rules are set out in operating instructions, safe works procedures manuals or posted on notice boards as appropriate for the many activities conducted. These rules cover statutory, company and specific local requirements and industry best practice.

It is essential that all employees are aware of the general and specific rules that apply to their job. By the issue and updating of such rules, training and practice in the requirements, management aims to ensure that no failure in compliance will occur through lack of knowledge. The specific rules which, refer to work activities are contained in the following documents:

- Relevant legislation and statutory instruments (available through Safety Consultant).
- Codes of practice/regulations and HSA guidance (available through Safety Consultant).
- Manufacturers' instructional manuals.
- Company Safe Working Procedures.

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- Plant and 'site' operational and maintenance manuals.
  - Written Risk Assessments as recorded by all departments.
  - Written Method Statements (safe working procedures)
  - Industry best practice standards.

## **Employee Involvement**

Every employee has a general statutory duty to take reasonable care for the safety and health of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer, so far as is necessary, to enable the latter to fulfil the statutory obligations.

The successful implementation of the Health and Safety Management Policy depends on the active support and co-operation of all employees to an extent that goes beyond the statutory requirement. Arrangements to create a climate that ensures the continuing involvement and co-operation of all employees are detailed later throughout this document. It is essential that all employees perform their work diligently and well, and that in doing so they comply with the issued rules and work permits, use and not misuse anything provided in the interests of safety and health and report to the appropriate manager any occurrence or defect which appears to present a risk to safety or health.

Employees are reminded that contravention of health and safety legislation is a criminal offence that could result in prosecution of individual employees as well as or instead of the Company.

## **Health and Safety – Good Practice**

No machine, item of plant or equipment is to be operated by any person unless the person is authorised to do so. Persons under 18 years of age may not operate machinery, equipment or plant.

- All machine guarding is to be in place and correctly adjusted prior to use of the machinery.
- Competent and authorised personnel may only carry out repairs, maintenance or adjustments to machinery, plant or equipment.
- All defects, malfunction or damage to machinery, plant or equipment must be reported immediately.
- No machine, plant or equipment is to be left unattended whilst in motion, unless it is designed to operate in this manner under normal circumstances.

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- Substances are to be used, stored and transported in accordance with written instructions on the container and/or set out in the RDS Hazardous Substances information file.
  - All hazard notices, warning signs and general information notices are to be read and the information displayed complied with.
  - Safety equipment, clothing and facilities provided are to be used in accordance with instructions and not wilfully misused or damaged.
  - Site housekeeping is to be always of the highest standard and waste disposed of by container or vehicle.
  - All spillage of materials or substances, etc. are to be cleaned up immediately.
  - All emergency procedures relevant to the work area are to be obeyed and emergency routes, exits and equipment kept free from obstruction.
  - Report all used or damaged fire-fighting equipment immediately.
  - Report all accidents/incidents that cause damage or injury. Seek first aid or medical assistance where necessary.
  - Workstations provided are to be designed so as not to put at risk the health or safety of employees or others.
  - Plant, equipment and machinery subject to statutory inspections are to be inspected/examined at the relevant intervals.

### **Provision and Use of Work Equipment**

‘Work Equipment’ is broadly defined to include everything from a hand tool to a complete plant.

‘Use’ includes starting, stopping, installing, dismantling, programming, setting, transporting, maintaining and cleaning.

- All work equipment provided for use shall comply with the existing statutory safety requirements at the time of the intended procurement. Company purchasers who intend putting any equipment into use are to first consult the manufacturer/supplier over the suitability of the equipment for its application and assess the hazards/associated risks from its intended installation, location, use, maintenance and operation.
- Records of all maintenance as recommended by the manufacturer/supplier and repairs throughout the equipment’s service life are to be kept by the user department.

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- User departments are to provide adequate information, instruction and training not only to the operator but also to those supervising or managing the operator. This means that the workforce is to have easy access to all relevant health and safety information and written instructions about the plant or equipment which they are operating or using.

### **Procurement and Purchasing Controls**

The RDS shall within its procurement procedures incorporate controls to ensure that lack of information does not lead to accidental losses through injury, illness, damage or premature equipment failure. The most cost-effective procedure is to bear safety considerations in mind right from the start. Company purchasers must in all cases apply a purchasing standard/statement that ensures consideration of occupational safety and health protection and provision of the necessary information and training by the supplier before a purchase is approved. This procedure is to be applied by management using an in-company working Company.

The purchasing policy to be applied by all subsidiary companies shall ensure that:

- All new products, materials, substances and equipment are reviewed (risk assessed) for safety considerations prior to purchase as well as prior to being put into use.
- Safety specifications are obtained with all tenders for supply and included on all orders raised.
- Suppliers/manufacturers are audited for quality and health and safety on a regular basis as well as on revision or renewal of contracts for supply.
- Safety information regarding machinery and equipment installation, use and maintenance shall be obtained from the suppliers.
- Material Safety Data sheets giving the chemical composition and hazardous properties of all substances shall be obtained from suppliers.
- An assessment of all substances, including details of safe use, safe storage, safe disposal and first aid treatment, shall be carried out and employees informed prior to use of substances.
- Where necessary the manufacturer/supplier shall be directed to carry out training of staff on the operation and maintenance of the equipment.



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## **Substances/Materials Hazardous to Health**

In reference to The Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 and Code of Practice Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001, the company is aware that certain substances/materials may cause bodily harm by inhalation, ingestion, skin contact or absorption through the skin. Suppliers' Material Safety Data Sheets (MSDS) are to be acquired for all items purchased. Prior to putting into use a substance/material a written risk assessment shall be carried out to determine any health risks and whether control measures are necessary to guard employees against harm from the substance or material. These assessments are to be recorded.

## **Safe Systems and Method Statements**

Where complex or potentially hazardous works are to be undertaken by either employees or contractors, safe systems of work documentation and method statements are essential. Departmental managers are to arrange that either they, or nominated persons, take responsibility for ensuring that safe system documents and method statements include all necessary safety points.

Employees are to be fully briefed on the safe system/method of work decided upon and shall be issued with a copy of the document for reference during the work.

## **Permits to Work**

Where the nature of the work necessitates introduction of a Permit to Work (e.g. Entry and Work in a Confined Space), guidance for managers is provided at the beginning of the Health and Safety Instructions Manual. Full use should be made of the forms and advisory information contained in this section concerning the various works where permits need to be employed.

## **Active Monitoring of Safety Performance by Workplace Inspection, Checks and Audits**

Managers and Supervisors are to measure the performance of their department on a continuous basis. Assistance will be provided by the Company Safety Consultant or other appointed competent persons and, where considered necessary, by external health and safety consultants.

### Active Monitoring

- Inspection of the workplace/sites on a daily basis, in conjunction with managers and supervisors.

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- Action of hazard reports from employees in general and from employee representatives.
  - Regular meetings with employee representatives to discuss health and safety matters.

#### Procedures Compliance

Each department will have access to the current health and safety arrangements and works health and safety instructions. Managers should check departmental compliance with the standards set out in the instructions.

#### Performance Monitoring

All employees with direct duties for health and safety, and safety monitoring will be subjected to their performance monitoring by their immediate managers.

Each department will appraise the information from risk assessments and ensure that risk control measures, including health surveillance, at their workplaces are reviewed to ensure they are suitable and sufficient.

Managers and supervisors will observe employees to ensure that they are complying with RDS work procedures and/or safe systems of work. Deviations are to be investigated and, where a serious health or safety risk is found, reassessment of hazards and employee re-training should be carried out so that the risk can be controlled.

Department managers will prepare an annual report on the health and safety performance of their departments for submission to the CEO.

A health and safety tour should be carried out by each department manager at least on an annual basis. The Company Safety Consultant will participate to provide an independent assessment of compliance.

#### Safety Inspection

Safety inspections are to be carried out by department managers and should generally be conducted using a checklist. Inspections may involve: -

- A general inspection of a complete site or department.
- An inspection of one specific area of a site, a particular operation or controls for a particular hazard (e.g., fire precautions).

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Whatever method is used, the deficiencies highlighted by the inspection should be prioritised and corrected as soon as is reasonably practicable. Where a statutory requirement is breached the deficiency must be corrected as soon as possible.

#### Inspection/Audit Report Procedure and Documentation

Audits are to be reported and actioned as set out in the procedure shown later in this section.

The Risk Assessment Form, also available from the Company Safety Consultant, should be used to record information as necessary during an audit from which the summary and action plan is formed.

Hazard reporting is to be conducted using the form and procedure set out in the section of this policy dealing with Consultation with Employees.

### Plant and Equipment Checks

Department managers are responsible for ensuring that the checks of premises, equipment, substances and work systems listed in the health and safety management audit record book are completed on a 3-monthly rotation for Venues and daily for temporary venues and are forwarded to them for inspection.

Function managers are responsible for ensuring that various periodic checks of equipment and machinery are carried out and that the necessary records are kept, such as:

- |                         |   |                        |
|-------------------------|---|------------------------|
| Fire Extinguishers      | - | Prior to each Event    |
| Portable Electric Tools | - | Check prior to any use |
| First Aid Kits          | - | Prior to Event         |

In addition to the foregoing records, certificates such as test or inspection certificates supplied by examiners are held by the Project / Site Manager at the premises where the equipment is installed / used.

Copies of test certificates relating to lifting gear/appliances hired or supplied by contractors must be forwarded to our insurers as soon as possible so that the schedule of insurance may be updated.

Substances Hazardous to Health - require inspections of equipment used in control measures and certain protective clothing/equipment. Function Managers are responsible for ensuring servicing and inspections are carried out.

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## SECTION 8:1 POLICY STATEMENT OVERVIEW

- It is the policy of the RDS to make and keep safe the premises and facilities to which employees and customers have access. It is the policy of the RDS to ensure as far as is practicable to provide its employees with safe systems of work and safe equipment.
- It is the policy of the RDS to provide competent staff and safety management systems.
- The safety policy for the company will be made known to all management and operational staff by appropriate briefing and training. The company will keep a log of all accidents / safety incidents which affect its employees both on and off its premises.
- It is the policy of the RDS to comply with the Health Safety and welfare at Work Act 2005 and the Safety, Health and Welfare at Work, (General Application) Regulations, 2007 (S.I. 299/07).

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## SECTION 8:2 STATEMENT OF INTENT

It is our firm intention to enforce appropriate measures to control and monitor safety, health and welfare procedures as a vital part of the daily operations of the RDS as an efficient and successful operation.

Therefore we, the RDS, so as far as is reasonably practicable will:

Ensure that equipment and working practices are safe and offer no hazard or risk to safety, health and welfare: -

- Ensure that all the necessary precautions are taken in respect of the safety use, handling, storage, and transport of materials and substances.
- Provide such information, instruction, training, and supervision as is necessary to ensure the safety, health and welfare at work of all employees.
- Maintain all places of work, work equipment and transport under its control in a safe condition, free from risk to safety, health and welfare.
- Provide adequate welfare facilities for all employees.
- Safeguard the safety, health and welfare of visitors, contractors and of any members of the general public who could be affected by its activities.
- Provide all necessary information relating to safety, health and welfare in respect of procedures and services and consult with employees on all aspects of safety, health and welfare.
- Review and update the policy as and when necessary, particularly in respect of major changes within RDS and/ or changes in legislation and bring these changes to the attention of all employees.
- Ensure that all employees are mindful of their safety, health and welfare responsibilities and co-operate with RDS in its efforts to fulfil the above policy.
- Ensure the policy is monitored in the workplace.
- Ensure that adequate evacuation plans are enforced in the event of an emergency.

**David Fherty**  
**DCE**  
**Date:16/08/2023**

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## **SECTION 9 SAFETY ADMINISTRATION**

### **Safety Management Communication**

Within the Company, communication is essential both to keep employees informed of the business's safety performance and to build a shared understanding of safety priorities and needs. This will be achieved using regular meetings involving committees working to attain predefined objectives, and personal communication with employees at the local level through departmental discussion and action to improve health and safety.

Managers and supervisory staff shall be encouraged to maintain regular and frequent personal contact with employees to give relevant advice and agree risk controls. A formal system of raising health and safety matters, which is to be actively encouraged by managers, is defined earlier in this document and is considered an important means of health and safety communication.

### **Grievance and Disciplinary Policy**

Any breaches of the Health and Safety Policy or Grievances will be dealt with by the Company Grievance and Disciplinary Policy as detailed in the staff Handbook.

### **Health and Safety Management Group**

This committee of Senior Managers, the Health and Insurers and Safety Consultants meets under the chairmanship of the CEO, with the Health and Safety Officer as secretary, with the following long-term objectives:

- Update the Company Health and Safety Policy in the light of new legislation/ information.
- Consider the validity of any perceived deficiencies in safety management reported by any sub-committee.
- Prioritise any deficiencies for correction.
- Identify any costs of correcting deficiencies and authorise the necessary funding.
- Allocate responsibility for implementation of corrective action.
- Monitor the progress and completion of any corrective action.

### **Site Meetings**

Local meetings are an important means of ensuring effective communication of health and safety information to all levels of employees. Managers and supervisors are encouraged to hold short meetings such as yard briefings whereby employees are updated on new information or existing work methods.

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These meetings will, through time, achieve a positive safety culture within the company and ensure that the safety message is communicated to all staff. A few situations when safety should be discussed are: -

Regular briefing and staff meetings with employees run by supervisory staff (toolbox talks).

### **Information to Employees**

Managers are to make arrangements, to brief employees on the information listed in this section. Relevant information can be obtained from the contents of existing generic risk assessments, health and safety information sheets, Company Safety Policy and Site Safety Policy and Rules. This policy documentation must be made available, at convenient locations for reference by all employees.

Departments may call upon the assistance of the Health and Safety Officer when carrying out briefings required in this section, which must inform each employee about:

- The risks to the employee's health and safety identified by any risk assessment.
- The preventative and protective measures applicable to all risks identified.
- The procedures for evacuation of the premises in the event of serious and imminent danger
- The identity of the appointed competent person in respect of health and safety and any other person with specific health and safety duties inclusive of those nominated to oversee any evacuation procedure. Others include First Aiders, Fire Wardens etc.
- The risks notified by any contractor working on the site or in the premises, which might affect company employees.
- The company arrangements for obtaining competent advice on implementing health and safety law.
- The planning and organisation of health and safety training
- The Health and Safety consequences of introducing new technology or changes to procedures or equipment etc. into company operations.

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## Sources of Health and Safety Information

Managers and other employees shall be kept updated on health and safety matters through participation in meetings mentioned earlier in this document. Further communication of health and safety information throughout the company will be disseminated as necessary by circulation or display on notice boards of: -

- Various health and safety publications.
- Company Safety Officer's report.
- Reports on health and safety incidents in the Company or other relevant companies.
- Health and Safety Instruction Manuals (Safe Works Procedures).
- HSA (Health and Safety Authority) reports and notices and other publications.
- Environmental Health Department reports and notices and other publications.
- Minutes of Health and Safety Committee meetings.
- Risk Assessments and Health and Safety Audit reports.
- Health and Safety in-house training events.
- Prescribed notices.
- Prescribed registers and certificates.
- Statutory Instruments and Regulations.

## Employee Competence

In accordance with the Safety, Health and Welfare at Work Act 2005; a person shall be deemed to be competent when they possess sufficient training, experience and knowledge appropriate to the task being undertaken.

It is the policy of the Company to recruit and retain competent employees. Effective job performance can only be achieved by good selection and development of staff. Managers in their business planning shall implement systems that allow a combination of education, skills training, information provision and specialist advice to assist staff in always carrying out their duties effectively and safely. The extent to which any of these factors is required will depend upon the individual's specific health and safety responsibilities and the nature of their work.

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## Recruitment and Selection

The HR Manager, in conjunction with Department Managers, is responsible for the formulation and implementation of the recruitment policy and the competence of all involved in recruitment. The effectiveness of the policy must be continually monitored to ensure that:

- Individuals involved in recruitment and selection have the necessary interviewing skills.
- All jobs are analysed for physical requirements (such as lifting ability) and mental requirements prior to interviews being conducted.

This procedure will: -

- Minimise the risk of placing individuals in jobs they are incapable of doing.
- Identify any pre-existing problems which could be aggravated.
- Provide a database for future reference and comparison.
- Reduce the possibility of absenteeism and employee turnover.
- Improve quality, efficiency, safety and morale.
- Interviewers have available to them job specifications, including details of any critical tasks and of tasks where responsible safety behaviour by the recruit is particularly important.
- Interviewers keep complete, accurate records and make follow up checks on any claims of experience, skills or knowledge which are important in the selection.

## Competence of Managers

Managers are expected to ensure they obtain sufficient knowledge to enable them to recognise situations with potential to cause damage or harm, and to design and implement effective preventative or protective actions. The level of competence required of managers in health and safety will depend on the extent to which they must be involved in the planning and implementation of risk assessment and control measures.

## Competence of the Safety Consultant

The Company Health and Safety Consultant is the appointed “competent person” to assist the Company in achieving compliance with statutory requirements and implementing this health and safety policy.

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Competence is to be demonstrated by the Company Safety Consultant by holding a technical qualification and/or membership of the appropriate technical institution, and by meeting the required educational standard and level of experience as set by the company.

### **Job Descriptions**

Where specific duties regarding health and safety are placed upon employees, these will be written into their job description. All employees have the general health and safety responsibilities as set out for various job categories in the section of this policy covering “individual responsibilities”.

### **Health and Safety Training**

Under the Safety, Health and Welfare at Work Act 2005, employers must provide their employees with the instruction and training necessary to ensure their safety and health. There are specific training obligations for employees involved in the safety consultation and safety representation processes. Safety and health training must form part of the training of all people who work at the workplace. Training helps people acquire the skills, knowledge and attitudes to make them competent in the safety and health aspects of their work. It includes formal off-the-job training, instruction to individuals and groups, and on-the-job coaching and counselling. However, training is not a substitute for proper risk control, for example to compensate for poorly designed plant or inadequate workstations. The key to effective training is to understand job requirements and individual abilities. Effective training places greater emphasis on methods of learning rather than teaching methods.

In order to train staff to ensure they obtain the necessary skills, knowledge and attitudes to make them competent in the safety and health aspects of their work, it is important to identify appropriate training objectives and methods by first identifying the training needs. Training needs may be organisational, job-related and individual:

The RDS shall provide employees with the necessary skills and information to carry out their jobs in accordance with recognised best practice and statutory standards necessary for efficient production, quality and safety. To achieve this, subsidiary companies/departments are to identify and meet their own training needs and quality requirements by:

- Identifying the training needs for statutory compliance and employee competence relating to each post
- Formulating training plans and programmes to meet the requirements above.
- Measuring the effectiveness of the training and adjusting the content or means of delivery where necessary.

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## Training Needs Identification

The RDS is responsible for ensuring that each employee receives the necessary health and safety training, which rests with the employee's manager. The Company Safety Consultant will consult with managers and assist in identifying training requirements on a basis of these groups below:

- Individuals with crucial health and safety responsibilities
- Managers and supervisors
- Employee-elected Safety Representatives
- New recruits, younger inexperienced employees and agency staff
- Employees exposed to new or increased risks
- All other employees

Company/department training plans will be co-ordinated with the assistance of the Company Personnel Manager and the Company Safety Consultant. All training plans must be approved by the relevant director, who will authorise the provision of adequate resources to carry out the training. Training plans will be distributed throughout the Company so that all subsidiaries may take advantage of training that is available.

## Training Requirements

Training is an important means of achieving competence and helps convert information into safe work practices. Situations where all Company employees must be trained or retrained are listed below: -

- A statutory requirement.
- Induction into the company and job.
- Emergency procedures (regular practice in the drill).
- A change of work equipment, system of work or technology
- A change of responsibility or work activity
- As necessary for on-going professional development
- Where an employee takes on extra responsibilities (e.g. first aider)
- Where a risk assessment identifies a need.

## On-going Training

Effective job performance depends on good selection, training and development of staff. Training aspects of health and safety will be carried out using a modular approach with the objective that all employees within a job function obtain a similar level of competence in a time span set by management.

Line managers and supervisors are responsible for the actions of employees and, due to the far-reaching implications of this responsibility, must be trained to:

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- ❖ Apply the relevant health and safety legal requirements and company policy.
  - ❖ Formulate and implement safe systems of work.
  - ❖ Apply effective supervision of employees and working activities.
  - ❖ Identify any areas of weakness in the company health and safety arrangements.
  - ❖ Apply the procedures of discipline related to failures in health and safety compliance.
  - ❖ Recognise their own limitations in experience and knowledge and where/from whom to get assistance.
  - ❖ Communicate with all levels of employee/management within the company on matters relating to health and safety.

Other employees (operatives, craftsmen and technicians etc.) need to fully understand the requirements and the arrangements for ensuring their health and safety. They need to know how to discharge their responsibility to work safely without creating risks to themselves or others. They also need to know how to report deficiencies in the company health and safety arrangements. Their training will cover:

- What their duties are under health and safety law.
- What the in-house safety arrangements are, including company policy and any emergency evacuation rules.
- Safe working practices relating to their job, including use of personal protective clothing and equipment.
- Hazard identification and avoidance.
- Specialist training.
- How to report health and safety problems.

### **Means of Training**

- External venue/sites/premises organised by recognised training organisations.
- In-company training carried out by visiting trainers from recognised organisations and/or carried out by competent company trainers.
- On the job training.
- Manufacturers' training venue/sites and briefings.
- Distance learning venue/sites.

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## SECTION 10:1 FIRST AID FACILITIES

The company will provide first aid facilities and equipment at least to the standard laid down in the Safety, Health and Welfare at Work (General Applications) Regulations 2007 (SI 229/07).

The company shall provide and maintain suitable marked and easily accessible first aid equipment as is adequate and appropriate in the circumstances for enabling first aid to be given to persons at every place where working conditions require it, under the RDS control. Sufficient numbers of qualified first aiders shall be appointed.

**“First Aider”** means

- a) treatment in a life-threatening situation (e.g. heart stoppage or severe bleeding) pending medical help OR
- b) treatment for minor injury (e.g. cuts or bruises)

In relation to preserving life, the ‘chain of survival concept’ is recognised. This is based on four vital links to save a life-

- 1) early access
- 2) early cardiopulmonary resuscitation (CPR)
- 3) early defibrillation and
- 4) early advance care.

**“First Aid”** does not include the administration of drugs and medication.

**“Occupational First Aid”** means person trained and qualified in occupational first aid.

Safety information notices are posted at company premises informing staff of appointed first aiders’ names and locations. In the event of an injury necessitating treatment, employees are to contact the person in charge of the first aid equipment so that treatment may be administered.

First aid boxes and kits will be regularly checked (minimum 3 monthly) and the contents up-dated. The checks are to be carried out using the form included in the box or kit.

Organisers / Event Organisers of Events are to nominate a first aider or appointed person to take charge of the first aid facilities under their control.

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The duties of the first aider/appointed person are to: -

- Ensure stocks of first aid items are kept up-dated
- Ensure accidents are recorded in the Accident Report Book
- Inform managers of all treatment

### **First Aid Kit Contents**

#### **General Application Regulations 2007 Part IX**

First aid kit checks are necessary to ensure availability of the equipment for emergencies. Checks will be carried out by the Facilities Executive on a regular basis.

#### Requirements of the Company

The Company will:

- Appoint occupational First Aid persons (include names and telephone numbers). These names are to be displayed at a visible point in the venue so as is easily read.
- Appoint a person within the premises to provide cover in the absence of an Occupational First Aid person.
- Provide First Aid kits located @ Canteen, Simmons Court Staff Office, Facilities Office, Members Library, Main Office.
- Provide suitable training for all appointed Occupational First Aid persons. The training must be recognised by the Health and Safety Authority which is necessary for any employee wishing to become a qualified Occupational First Aid person or appointed person.
- Inform all new employees of the arrangements for First Aid of the location of First Aid boxes and the identity of all Occupational First Aid personnel.
- Ensure that a notice with the details and arrangements for First Aid is posted in each work area. Names and telephone numbers are clearly visible to all.

It is the responsibility of the appointed First Aid persons to ensure that the First Aid box is properly stocked. The following is a list of the minimum requirements of equipment in a First Aid box:

This is based on having 5 First Aid Box located within the venue (11-25 persons each first aid box) and the First Aid room (which is operational during major events)

There are additionally four AED's available to trained staff.

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## Medical Emergency Procedures

*In the event of an accident: - If you are the injured person: -*

1. If you are able, move away from the area if that area still poses further risk of injury to you or to anyone who may come to your assistance. If you are not able to move and the area poses a risk to someone who may come to your assistance, warn them of the danger.
2. Do whatever you can to draw the attention of others, i.e., shout out ‘help’ help’, make a continuous loud noise, and/or position yourself where it would be likely that someone could see you.
3. If you are losing a lot of blood, cover the cut firmly with your hand, where possible with a clean cloth.
4. If you feel dizzy or faint, sit down on the floor and keep away from edges of floors, Platforms and stairs etc., where you could fall.
5. Keep as calm as possible.

*If you come across someone who has been injured: -*

1. Check that the accident area does not impose risks to you. If it does, try to isolate the hazard without putting yourself in danger. This should only be done if you fully understand the problem. If not, call out for help or go and get assistance, ensuring that the appropriate Emergency Services are called.
2. A qualified First Aider should attend to an injured person. So your main aim would be to notify that person as soon as possible. Someone should remain with the injured person if possible.
3. Do not move the injured person unless their position is endangering their life.
4. Stay with the injured person, reassure them, make comfortable and ensure that they can breathe freely, this will help prevent the onset of shock.
5. If shock sets in, and you are able to recognise the condition, lay person flat on their back, raise head, shoulders and feet by 150mm (6in) and reassure until medical help arrives (otherwise stay with them and reassure).
6. Serious bleeding should receive first attention. Apply pressure adjacent to the wound.
7. Do not allow any fluid or solid to be given.
8. Burns and scalds should be treated by gently running cold (not ice cold) water over them.
9. Do not try to remove charred clothing.
10. When helping an injured person, ensure that you do not come into contact with their blood, particularly if you have an open wound yourself. If you do have contact inform the emergency personnel as soon as possible

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## SECTION 10:2 HEALTH SURVEILLANCE

Where risk assessments of company operations identify a need for health surveillance due to hazardous chemicals, etc., employees will be expected to co-operate and inform their manager/supervisor of any exposure they have suffered so that the necessary action may be taken to prevent a recurrence of the incident.

The services of the Company Safety Consultants will be sought where exposure to substances/chemicals necessitates an inspection and/or diagnosis of the exposure effects. Where considered necessary, the services of a competent Occupational Health Adviser will be engaged should particular health problems arise from company works activities.

### Procedures

A number of operations/activities carried out by the company will require monitoring by managers for signs of ill health within the workforce. Some ill health problems, which may occur, are: -

Illness	Indications	Sources
Noise induced deafness / Tinnitus	Constant noise in the ears	Live Entertainment, Music, Noisy machinery or equipment.
Repetitive Strain Injury or Upper Limb Disorder	<ul style="list-style-type: none"><li>• Pain in the affected limb or neck and shoulder.</li></ul>	Use of VDU equipment
Vibration White Finger	<ul style="list-style-type: none"><li>• Tingling sensation in finger and lack of blood circulation to extremities</li><li>• Swollen and numb fingers.</li></ul>	Use of percussive equipment
Carpal Tunnel Syndrome	<ul style="list-style-type: none"><li>• Extreme pain in lower arm/wrist.</li><li>• Pins and needles sensation in fingers.</li></ul>	<ul style="list-style-type: none"><li>• VDU work.</li><li>• Use of vibratory machinery/equipment.</li></ul>
Leptospirosis	Flue like symptoms and persistent headache.	Work in areas where employees come into contact with rats' urine.
Asthma	Long-term cough and respiratory difficulties	Dusty work or vehicle/machinery fumes.
Alcohol / Substance Abuse	Lack of concentration Inability to carry out normal work activities	During work activities

Where risk assessments indicate possible employee exposure to health risks, managers are to ensure that health checks are carried out and records of any exposure kept.

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## SECTION 11:1 FIRE

The obligations in relation to fire safety derive primarily from the following legislation and guidance;

Fire Services Act 1981

Fire Services Act 1981 as Amended by the Licensing of Indoor Events Act 2003.

Safety Health & Welfare at Work Act 2005

Regulations 9 of the Safety, Health and Welfare at Work (General Application)

Regulations 2007. as Amended by S.I.53 of 2003

Building Regulations / Building Control Act 1997

Statutory Instruments 132 of 1995 Safety Signs at Places of Work Regulations

Fire Safety in Places of Assembly (Ease of Escape) Regulations 1995

Code of Practice for the Management of Fire Safety in Places of Assembly

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises

The Company will assess the risks and put into place adequate fire safety precautions and will carry out fire risk assessments, but changes to control measures will not be made without the approval of the local fire authority.

Managers shall ensure that fire precautions as listed below are implemented:

- Undertake a fire safety assessment and identify the control measures necessary.
- Identify and provide an adequate means of fire detection and of warning people in the premises.
- Implement a visitor/contractor register and accompaniment procedure where required during their time in the premises.
- Provide and maintain (by regular inspection and servicing) adequate firefighting equipment
- Draw up and post fire emergency instructions and ensure those using the premises understand how to carry them out.
- Clearly sign all escape routes, fire equipment and alarm points throughout the premises.
- Training of staff is carried out yearly and records kept.
- Fire extinguishers are in position and safety pins/devices are in position. Extinguishers are inspected/serviced by contractors yearly. Department checks to be carried out quarterly.
- Fire escape routes checked regularly for any obstructions.

### **Fire Services Act 1981 as Amended by the Licensing of Indoor Events Act 2003.**

The above Fire Services Act now applies to “*any workplace*”. It shall be the duty of every person having the control of the premises to which this section applies, to take all reasonable measures to guard against the outbreak of fire on such

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premises, and to ensure as far as is reasonably practicable, the safety of all persons on the premises in the event of an outbreak of fire.

### **The Licensing of Indoor Events Act 2003 (no. 15 of 2003) Section 18-(2)**

It shall be the duty of every person having control of the premises to which this section applies:

- To take all reasonable measures to guard against the outbreak of fire on such premises.
- To provide reasonable fire safety measures for such premises and to prepare appropriate fire safety procedures for ensuring the safety of all persons on such premises.
- To ensure, as far as is reasonably practicable, the safety of all persons on the premises in the event of an outbreak of fire whether such an outbreak has occurred or not.

### **Regulations 9 of the Safety, Health and Welfare at Work, (General Application) Regulations 2007 (SI 229/07).**

#### **Emergency Duties**

It shall be the duty of every employer:

- To provide the necessary measures for **Fire Fighting** to be taken in case of emergencies and for the evacuation of employees, taking account the nature of activities and size of the place of work and taking into all other persons present.
- To arrange any necessary contacts with the appropriate emergency services in the event of emergencies and as regards First Aid, emergency medical care and firefighting.
- To designate the employees required to implement measures required under Paragraph (a) (*to designate one or more employees to carry out activities specified by him/her which are related to the protection from and the prevention of occupational risk at the place of work*) and to ensure that the number of such designated employees, their training and the equipment to them are adequate, taking into account the size or specific hazards (or both) of the place of work.

#### **Fire Safety Certificate**

All building works that either relate to a new building or to the replacement material of an existing building require firstly a Fire Safety Certificate to be

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obtained from the Local Authority prior to work starting on site. An application for a Fire Safety Certificate must be made on the form that can be found within the Third Schedule of the Building Control Regulations 1997, as now amended by the Building Control (Amendment) Regulations 2000.

The application should be accompanied by documentation such as the plans for the work to be undertaken, the intended end use for the building on completion of work and the proposed design to ensure that it complies with the requirements of part B of the Building Regulations 1997. On receipt of the application, the Local Authority can accept or reject the application on the basis that firstly the application is invalid or secondly they can request more information prior to a decision being made. A decision can either grant a certificate with or without conditions or totally refuse the application. All such decisions can be appealed within one month of the first decision.

### **Emergency/Fire Procedures**

Emergencies identified include fire and gas leaks. These plans will be reviewed periodically and amended where necessary. All emergency exits are clearly marked and must be unobstructed at all times.

It is recommended that evacuation drills be held every three to six months or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

All new trainees will receive an induction on safe evacuation procedures from their instructors. After each evacuation, a review will be carried out to evaluate these procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed on evacuation emergencies.

The responsibility for co-ordinating fire emergency procedures rests with the Deputy CEO Operations. New employees will receive basic training as part of the induction and all employees will be instructed on the following:

- Policy on smoking, electrical equipment etc.
- How to raise the alarm.
- Actions to be taken on discovering a fire.
- How to call the fire brigade.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting disabled people, visitors and others during an evacuation.
- Location and use of fire extinguishers.

A Fire Register should be set up and maintained by the Deputy CEO Operations. The Fire Register includes the Company details, the specific duties for members of staff, a log of fire procedure notices and fire drills, an inventory of firefighting

equipment, the details of the fire alarm system, a record of staff instruction/training and a maintenance / test / inspection schedule. Signs are to be erected near fire hydrants, e.g. **Fire Hydrant Keep Clear.**

## Fire Extinguishers

There are four basic types of fire extinguishing agents: water, dry powder, foam and carbon dioxide. These agents act either by cooling the burning material, by excluding the air necessary for combustion or by a combination of both effects. When extinguishing a fire, always aim the extinguisher at the base of the flames (in a sweeping motion). Remove the heat source to prevent re-ignition. It is the responsibility of management to ensure each member of staff knows the location and type of extinguishers on the premises. The suitability of each type of extinguishing agent for dealing effectively with fires in different materials and liquids is shown in the following table.

**Note: Only trained, experienced personnel should attempt to extinguish fires and only if it is safe to do so. Contact the Health and Safety Consultant for further advice.**

<u>Action and Suitability</u>	<u>Extinguisher Type</u>
<p style="text-align: center;"><b>WATER</b> Cylinder Colour <b>SIGNAL RED</b></p>	<p><b>Cooling.</b> For fires in ordinary combustible building material. Conducts electricity. <b>NOT</b> to be used on live electrical equipment or bitumen or oil-based fires.</p>
<p style="text-align: center;"><b>DRY POWER</b> Cylinder Colour <b>RED WITH BLUE PANEL</b></p>	<p><b>Exclusion.</b> Extinguishes the flames over flammable liquids and small fires in solid materials. Re-ignition may occur in overheated liquids, such as bitumen. Non-conductor</p>
<p style="text-align: center;"><b>FOAM</b> Cylinder Colour <b>RED WITH CREAM PANEL</b></p>	<p>extinguisher to be used on live electrical equipment.</p> <p><b>Exclusion – Limited Cooling.</b> Forms a blanket over flammable liquids. Gives better control over re-ignition than dry power and well suited to</p>
<p style="text-align: center;"><b>CARBON DIOXIDE</b> Cylinder Colour <b>RED WITH BLACK PANEL</b></p>	<p>extinguish fires in overheated liquids such as bitumen or oil. Conductor – <b>NOT</b> to be used on live electrical equipment.</p>
<p style="text-align: center;"><b>CARBON DIOXIDE</b> Cylinder Colour <b>RED WITH BLACK PANEL</b></p>	<p><b>Exclusion.</b> Rapidly extinguishes flames over flammable liquids such as petrol and oil. Especially suited to vehicle fires. Avoid use in confined spaces as it excludes oxygen. Non-conductor may be used on live</p>
	<p>electrical equipment.</p>

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## Fire Prevention

Fire prevention is the responsibility of all staff and precautions taken by staff are as below.

- Keep heat sources (such as electric fires) and combustible materials separate.
- Do not overload electrical circuits, or use non-approved fitments (multi-socket adapter plugs) or obvious defective electrical appliances.
- **Report all defects.**
- Switch off and isolate where possible all electrical appliances at the end of the working day.
- Ensure good housekeeping and do not allow accumulation of combustible materials.
- Strictly control the use of flammable substances and always follow the manufacturer's instructions for use.
- Hot work carried out by craftsmen/contractors must be carried out under Permit to Work conditions.
- Use and storage of highly flammable liquids and gases must comply with the relevant regulations.

## Fire Emergency Action

Fire drills are a necessity to ensure that all employees are aware of what action is expected of them if there is a fire and evacuation of the premises is necessary. Employees are to ensure that all visitors to the premises are escorted to safety. Notices should be posted showing the relevant assembly point and fire officer for the premises. Briefly the fire instructions require action as below:

- Raise the alarm.
- Call the Fire Brigade. (Switchboard/Operator.)
- Fight the fire if possible. (Do not put yourself at risk.)
- Prevent the spread of fire (close doors and windows.)
- Evacuate the building and move to the designated assembly point.

The department managers are to ensure that Fire Officers are appointed, that they are aware of their duties in the event of a fire and that all other staff know the location of the assembly point.

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Employees/visitors/contractors will not be permitted back into the building until instructed to do so by the Fire Brigade or the senior manager/supervisor present on site, who will have first ensured the premises are safe to enter.

Fire extinguishers must be provided and correctly sited to meet the safety requirements. These appliances are provided to deal with incipient fires.

All firefighting equipment must be tested and serviced annually by specialised contractors. Records of these inspections will be kept in the Fire Register. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 20% of the extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

Fire extinguishing appliances will be readily identified, with easy access and will be always unobstructed. The appliances must not be interfered with in any way.

The location of fire extinguishers (fire points) should be clearly visible throughout the premises.

New location maps and evacuation instructions are to be posted at all fire points. This is the responsibility of the Deputy CEO Operations.

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## **SECTION 11:2 FIRE EMERGENCY PROCEDURES**

This procedure must be followed in the event of emergencies i.e. Fire, Explosion or bomb threat.

All personnel will be informed and trained in the correct procedures to be followed in the event of an emergency evacuation or other emergency procedures.

We will require them to know for example, the location and correct use of:

1. Alarm call points
2. Fire extinguishing equipment
3. Emergency evacuation procedures i.e. involvement of Security, Management and Safety Representatives
4. Escape route and fire exits
5. Assembly points and “roll call” procedures
6. Ensure that our personnel participate in emergency evacuation drills.

### **IN THE EVENT OF FIRE**

1. Do not panic, shout out loud “Fire, Fire, Fire” or whatever the emergency is, and go to the nearest fire alarm point immediately and raise the alarm so that all other persons in the building are made aware of the danger.

### **ON HEARING THE FIRE ALARM**

On hearing a fire alarm or discovering a fire, explosion or any incident requiring emergency action leave the area immediately after raising the alarm, without putting yourself at risk.

1. Notify your Management/Supervisor immediately by the quickest practical means. They will then inform the emergency services.
2. Managers or Supervisors to take charge of teams and report to the Fire Marshals.
3. Do not stop to collect personal belongings.
4. Turn off generators, compressors and other powered equipment if it is safe to do so.
5. Turn off all heat-producing equipment and shut cylinder valves if it is safe to do so.
6. Without taking any personal risks and only if you have been trained attempts may be made to extinguish the fire by the nearest appropriate appliances.
7. Obey instructions from the Management and/or Supervisory staff.

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8. All operatives will assemble at the nearest assembly point where the Emergency Control Manager will confirm that all personnel are present from the daily labour records, reception and security.

Do not re-enter the building until told it is safe to do so by the Fire Officer or his Deputy.

### **Suspect Package or Bomb Threat**

#### **Suspect Package Procedure as follows:**

This procedure must be followed in the event that a **suspect package** has been found.

**“DO NOT DISTURB IT”**

**“DO NOT USE COMMUNICATION RADIO OR MOBILE PHONE”**

Contact your supervisor or manager on duty. Use the nearest landline to contact the Garda.

Give them your name, keep calm and be as clear and precise as possible.

Inform them of the location of the package and the number of the phone you are using.

Evacuate the immediate area around the suspect package by telling everyone to go to the nearest assembly point, remember to direct people away from the suspect package or location.

Insist that everyone leave the area immediately, above all keep calm but be clear with your instructions.

A roll call will then be carried out at the assembly point.

**DO NOT RE-ENTER THE BUILDING OR SITE UNTIL TOLD TO DO SO.**

#### **Bomb Threat Procedure as follows:**

On the discovery of the assembled explosive device or receipt of a **coded bomb telephone call** carry out the following emergency procedure.

1. **“DO NOT MOVE OR DISTURB IT”**
2. **“DO NOT USE A COMMUNICATIONS RADIO OR MOBILE PHONE”**. Evacuate the whole area immediately while getting someone to activate a full-scale emergency evacuation of the entire building/site i.e. notify Garda using the nearest land line and inform them where you are calling from, the location of the device (if known).

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3. If you are the recipient of the **coded call** give the message to Garda and leave the premises.
  4. The Fire Alarm System should be activated immediately to evacuate the whole building/site and staff should go to their designated Assembly Point where a roll call will take place.

DO NOT RE-ENTER THE BUILDING OR SITE UNTIL TOLD TO DO SO BY THE GARDAI OR FIRE BRIGADE.

## **Fire Procedures for contractors & sub-contractors**

### Contractors Procedures

All Contractors must report to the manager or supervisor when entering or leaving the premises.

All Contractors who engage in work shall be familiar with the RDS Health & Safety Policy

Contractors whose work includes the use of hazardous equipment, materials or substances must provide written safety guidelines re: the use of such equipment and materials. These guidelines must be adhered to while in the venue premises.

Contractors will provide their own protective clothing and work equipment, which will be necessary for the safe completion of their work. The use of 'RDS' equipment is not permitted without the permission from the manager.

The management reserve the right at all times to examine tools and equipment being used. Contractor's insurance and safety statement must be produced before any work commences.

Failure to comply with these requests may terminate contracts entered into by the RDS.

Any injury sustained by a contractor, or his employees must be reported immediately to the management

Contractors must maintain the work area in a safe manner and display safety signs as appropriate.

Outside contractors – tour staff, pa contractors, lighting and display contractors etc

While every endeavour is made by the RDS to ensure that all staff employed by them are conversant with and trained in fire safety procedures, outside contractors engaged to carry out certain specialist tasks would not be familiar with these specific safety procedures and could inadvertently compromise fire safety.

To obviate this risk the following directives are communicated to contract management and all staff under their control.

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The nature of all intended work to be undertaken must be discussed with RDS management to allow for determination of the risks (if any) involved so that safety procedures can be identified and laid down.

This is particularly important where the work being undertaken would involve the use of flammable liquids and gases.

The directives if considered necessary will be in the form of Work permits or Hot work permit. The contents of these work permits will identify the risks involved in the process and the fire safety procedures, which must be observed during the process.

### **Evacuation procedures for Contractors**

It is incumbent on the contractor to ensure that all staff employed by him/her are familiar with the emergency procedure & the assemble point i.e.

#### If a contractor discovers a fire:

Activate the fire alarm system. (Operate the nearest break glass point).  
Try to contain the fire (if safe to do so) with the fire equipment provided.  
Evacuate the building by the nearest available exit and report to the closest assembly point.

#### If they hear / see the alarm:

Leave the building by the nearest available exit.  
Report to the assembly point.

#### Contractors should:

Isolate any plant or machinery being used by them.  
Do not return to the building under any circumstances until you are advised that it is safe to do so.  
Do not congregate or cause obstruction to the emergency service.

#### Contractor's staff must be advised of the location and operation of:

The fire alarm system.  
The firefighting equipment and its location.  
The means of escape available.

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### **Electricity**

All electrical equipment and machinery used by contractors must conform to relevant safety standards.

Defective wiring or equipment must not be operated.

Any malfunctioning equipment or machinery must be isolated and repaired or replaced before reconnection.

### **Rubbish**

All rubbish generated in the work zone must be removed to the current designated disposal area on a regular basis.

### **Dangerous substances**

Where dangerous substances are permitted, the safety directives laid down by the manufacturers re: ignition sources, vapours and storage must be rigidly adhered to.

### **Smoking**

Smoking is not permitted in RDS except within designated smoking areas.

### **Plant and machinery**

All plant and machinery and building materials of a hazardous nature must be removed to outside the building at the end of each work period. Operatives must ensure that the building materials, plant and machinery do not create an obstruction to the means of escape internally or externally.

### **Means of escape**

Contractors and their employees must ensure that exits in the area of work are unlocked and made available to them.

### **Visitors and others**

The venue has a responsibility to protect its visitors.

All visitors must abide by The RDS safety rules.

All visitors must follow the instructions of staff.

Safety and emergency notices are displayed.

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## **Audience safety**

Before the public are admitted to the premises the manager on duty and the organiser / promoter should ensure that:

All exits are available and clear of obstructions.

All escape passageways are clear of obstructions.

Appropriate fire safety notices are properly displayed at the stage area and on screen display.

The fire alarm and detection system are functioning correctly.

All exit signs are illuminated, and emergency lighting is in good working order.

Firefighting equipment is available. Staff are to be aware of its location and the correct method of use.

All staff have received fire evacuation training at least every 3-6 month

Before the public are admitted to the premises the manager on duty should ensure that:

Staff on duty are competent in the job specified.

The numbers of staff are adequate for the type of show.

Staff duties should be clearly defined and understood by all including event organisers and promoters.

## **Occupant capacity**

Suitable controlling measures should be in place to allow management to ensure that the occupant capacity is not exceeded.

Suitable arrangements should be in place to allow for persons with a disability (wheelchairs)

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## **SECTION 12:1 REACTIVE MONITORING OF SAFETY PERFORMANCE BY ACCIDENT/INCIDENT REPORT AND INVESTIGATION**

### **Reporting**

All injuries, dangerous occurrences or cases of industrial disease are to be reported to management in order that the circumstances surrounding the event can be investigated and corrective action applied to prevent recurrence. Reporting duties are as follows:

#### All Employees

- Each employee is responsible for reporting without delay any injury or ill health condition sustained at work or arising during the working period.
- Each employee is responsible for reporting to his supervisor or manager, any accident (Accident Form at Appendix E to be completed), incident or potential source of hazard of which he is aware (Hazard/potential hazard report form is to be used – Appendix F). A sample of the report is shown in the section of this policy dealing with Guidelines for Raising Health and Safety Matters.

#### Managers

- Managers are responsible for ensuring that all accidents are reported to the Deputy CEO (Operations) to enable, where necessary, an investigation of the circumstances.
- The accident reporting system that complies with requirements in The Safety, Health and Welfare at Work (General Application) Regulations 2007 is set out later in this section and is to be followed by managers and other employees.

### **Analysis of Accidents and Incidents**

It is the Company policy that a record of injuries, diseases and dangerous occurrences shall be kept and that these records shall be analysed to determine trends and/or a failure in work practices or systems. Where such deficiencies are identified they shall be corrected through updating work practices/procedures, substituting materials or equipment and, where necessary, improved training to update employee competence.

## SECTION 12:2 ACCIDENT REPORTING

Company procedures following any accident/incident are as below: -

<b><u>Incident</u></b>	<b><u>Inform</u></b>	<b><u>Other Action or Documentation</u></b>
<b>Death</b>  HSA – 1890 289389 www.hsa.ie	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Deputy CEO (Operations)</li> <li>• Company Safety Consultant</li> <li>• HSA (By Telephone)</li> <li>• Garda</li> <li>• Insurers</li> </ul>	<ul style="list-style-type: none"> <li>• Keep incident scene undisturbed and safe until accident has been investigated.</li> <li>• Assist HSA with investigation.</li> <li>• Log incident/accident</li> <li>• Send completed company Accident Report to Safety Officer (within 5 days)</li> <li>• Form IR1 sent by Safety Officer to HSA</li> </ul>
<b>Major Injury</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Deputy CEO (Operations)</li> <li>• Company Safety Consultant</li> <li>• HSA (By Telephone)</li> <li>• Insurers</li> </ul>	<ul style="list-style-type: none"> <li>• Keep incident scene undisturbed and safe until accident has been investigated.</li> <li>• Assist HSA with investigation.</li> <li>• Log incident/accident in</li> <li>• Send completed company Accident Report to Safety Officer (within 5 days)</li> <li>• Form IR1 sent by Safety Officer to H.S.A.</li> </ul>
<b>Notifiable Dangerous Occurrence</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Deputy CEO (Operations)</li> <li>• Company Safety Consultant</li> <li>• HSA (By Telephone)</li> </ul>	<ul style="list-style-type: none"> <li>• Keep incident scene undisturbed and safe until accident has been investigated.</li> <li>• Assist HSA with investigation.</li> <li>• Log incident/accident</li> <li>• Send completed company Accident Report to Safety Officer (within 5 days)</li> <li>• Form IR3 sent by Safety Officer to HSA</li> </ul>

<p><b><i>Injury resulting in over 3 days off work or unable to carry out normal duties</i></b></p>	<ul style="list-style-type: none"> <li>• Deputy CEO (Operations)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Documentation as above</li> </ul>
<p><b><i>Accident—no time off</i></b></p>	<ul style="list-style-type: none"> <li>• Deputy CEO (Operations)</li> </ul>	<ul style="list-style-type: none"> <li>• Log Accident</li> <li>• Forward completed company Accident Report to Safety Officer</li> </ul>
<p><b><i>Reportable Disease</i></b></p>	<ul style="list-style-type: none"> <li>• Venue Manager</li> <li>• Company Safety Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Report disease to HSA after doctor’s written diagnosis/statutory sick form</li> <li>• Complete all documents as for major injury etc.</li> </ul>

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## SECTION 12:3 ACCIDENT INVESTIGATION

RDS policy concerning accident investigation is that **all 'time off' accidents** be investigated, and their causes determined. The objectives of a company investigation are: -

- To ensure appropriate action is taken to prevent recurrence of similar incidents.
- To gather information for use in any criminal or civil proceedings.
- To confirm or refute industrial injury claims over the incident.
- To prepare notifications to be made to the HSA or other enforcing agency.
- Laying the blame is not an objective of the investigation and should be avoided. Where disciplinary action is necessary, management will need to follow employment policy procedures. Discipline will probably be unnecessary on most occasions.

Managers and other employees will be expected to assist in any investigation and make available all information, witnesses, plant, materials, equipment and premises which have a bearing on the incident. Questions, which will need to be answered before any investigation can be considered complete, are: -

- What are the root causes of the accident?
- Who was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

If all seven questions cannot be answered, then it may be necessary to re-examine certain witnesses with a view to obtaining further information.

The incident investigation will, in all probability, reveal underlying causes. Dealing with the underlying causes will involve managers and the Company Safety Officer in reassessing existing practice and implementing change such as: -

- Review of the risk assessment and controls relevant to the operation.
- Further formal procedures to be drawn up for certain work operations.
- Training programmes to be introduced or amended.

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Guidelines prepared for operations, which perhaps do not justify the preparation of formal procedures or training programmes.

- Instructions more clearly defining responsibility and accountability.
- The introduction of new methods, plant, machinery or equipment.
- Improving or extending preventive maintenance.
- Introducing additional check procedures or special monitoring of certain operations.

### **Accident Follow-Up Action**

Should any change to existing practice be recommended as a result of an accident investigation, it is the responsibility of the Department Management to monitor its effectiveness.

Any deficiency still apparent must be brought to the attention of the Company Safety Consultant for further review and, where necessary, correction.

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## SECTION 13 WELFARE FACILITIES

**Safety, Health and Welfare at work (General Application) Regulations, 2007, (S.I. 299/07) Part 2.**

### **Welfare facilities**

Catering facilities for rest bite are provided for all staff. Facilities include suitable drinking fountain, Tea/coffee facilities, fridge and microwave, suitable seating and dining area.

### **Sanitary facilities**

The RDS has suitable and sufficient sanitary and washing facilities available for the use of all employees, such as:

- Separate sanitary facilities which are provided for men and women, lockable from the inside and accommodating one person only at a time.
- Facilities for washing hands are provided.
- Shower facilities are located in the Dressing rooms.

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## SECTION 14 OFFICE SAFETY MANAGEMENT

Only persons who have been trained and appointed by their manager are authorised to carry out any repairs or maintain office machinery.

All guards, cover plates etc., must be kept in position.

Machinery must be switched off and isolated when not in use EXCEPT in the case of data processing, facsimile transmission and other machinery designed to remain connected to a power supply.

All cables must be routed safely to machinery. Where cables must cross access ways then purpose made cable covers will be provided and used.

Electrical inspections, installation and testing will only be carried out by qualified personnel.

Adequate ventilation must be provided when using cleaners or when recharging machines with liquids, toners etc. Disposable gloves/barrier creams will be provided for use when handling solvent cleaners.

Waste bins should be of a non-combustible material.

Information on any substances used in the offices must be obtained and all requirements relating to storage, use, disposal etc., must be fully complied with.

Note that certain cleaning materials when mixed may react and give off toxic fumes e.g. bleach mixed with some form of acid-based cleaner gives off chlorine.

Filing cabinets, if not of safety type which permits only one drawer to be open at a time, should be secured to the office wall and a notice fixed warning that only one drawer to be opened at a time.

Filing cabinet or desk drawers must not be left open unattended.

### Office Staff Responsibilities

1. Understand and comply with the company safety policy and current regulations.
2. Develop a concern for personal safety and that of others
3. Maintain equipment used in good order and report defects.
4. Do not take unnecessary risks and avoid unsafe practices.
5. Refrain from irresponsible behaviour including horseplay and practical jokes.
6. Report all accidents and injuries (including physical/mental abuse)

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7. Do not misuse or interfere with anything provided for health, safety and welfare.
  8. Ensure that you understand the emergency procedures especially what to do in the case of a fire.
  9. Know where the first Aid kit is kept and the name of the qualified First Aider or Appointed Person.
  10. Wear and use personal protective equipment where necessary.
  11. Bring to the attention of the Directors/Managers any health, safety or welfare issues, which are relevant through the appointment of a Safety Representative or direct discussions.

### **Temporary Staff**

The company will take the necessary measures to ensure the health and safety of any temporary and casual staff in its employment.

Any problems connected with temporary or casual staff should be reported to a responsible person so that remedial action can be taken.

Employers have a general duty under to provide instruction, information and training to all employees. Temporary employees working under a fixed term contract are classed the same as employees. Casual workers who do not have a contract with the employer are for the purpose of the policy are not employees.

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## SECTION 15 DIGNITY AT WORK POLICY

### Introduction

The RDS is committed to ensuring a harassment free work environment and believes that all its employees should be treated with dignity and respect. It is The RDS's policy to provide a work environment free of unlawful discrimination, sexual harassment, harassment or bullying of any kind. Employees have the right to be treated with dignity and respect. It is the responsibility of all employees to be aware of and adhere to this policy. The full policy is within the Staff Handbook or is available from Human Resources

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## SECTION 16 STRESS IN THE WORK PLACE

Safety, Health and Welfare at Work Act 2005

Stress is defined as a person's inability to cope with work pressures placed upon them within the place of work because that person perceives that they cannot cope with their workload or responsibility. Once an employee has advised the Management team that they cannot cope with the daily workload, the Management team needs to look at the responsibilities and /or daily duties undertaken by the person in question and see if there is any possible way for the pressure or responsibility to be relieved.

Stressful situations should be identified within the workplace and safeguards must be implemented at organisational level to minimise the risks. This sometimes means making changes in the organisation of the work. As an adequate understanding of the stressful aspects of a work setting becomes available, it should be possible to design work environments that facilitate a balance between organisational needs for effective performance and the individual's needs for good physical and mental health.

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## SECTION 17 MANUAL HANDLING OF LOADS

### Manual Handling of Loads Safety, Health and Welfare at Work (General Application) Regulations 2007. (S.I.299/07) Ch. 4 part 2

#### Definition of Manual Handling

Manual Handling means any transporting or supporting of a load by one or more employee(s) and includes lifting, putting down, pushing, pulling, carrying or moving of a load, which, by reason of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury to employees.

#### Legal Requirements regarding Manual Handling

Regardless of the type of work carried out in your workplace employees will be involved in some level of manual handling, therefore it is essential that the employer is aware of the requirements under the Manual Handling regulations. In summary, the key aspects of these regulations include the following:

- The RDS Will take appropriate organisational measures, and use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees in the workplace.
- Where the need for the manual handling of loads cannot be avoided, The RDS will take appropriate organisational measures, use appropriate means or provide our employees with such means in order to reduce the risk involved in the manual handling of such loads having regard to the factors specified below.

#### Duties of Employer

Every employer shall -

- a) Take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by his employees,
- b) Where the need for the manual handling of loads by his employees cannot be avoided, take appropriate organisational measures, use appropriate means, or provide his employees with such means in order to reduce the risk involved in the manual handling of such loads, having regard to the factors specified in characteristic of the load.
- c) Wherever the need for manual handling of loads by his employees cannot be avoided, organize workstations in such a way as to make such handling as safe and healthy as possible, and -
  - I. Assess the health and safety conditions of the type of work involved, and examine the characteristics of loads, having regard to the factors specified below, and

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- II. Take care to avoid or reduce the risk, particularly of back injury, to his employees, by taking appropriate measures, considering the characteristics of the load, the physical effort required, the characteristics of the working environment and the requirements of the activity, taking account of the factors for the manual handling of loads specified in the Eighth Schedule, and
  - III. Without prejudice, ensure that those of his employees who are involved in manual handling of loads receive general indications and, where possible, precise information on the:
    - IV. Weight of each load and,
    - V. The center of gravity of the heaviest side when a package is eccentrically loaded.
  - VI. To ensure that particularly sensitive risk groups of employees are protected against the dangers of manual handling of loads.

## **Reference Factors for the Manual Handling of Loads**

### **1. Characteristics of the load**

The manual handling of a load may present a risk particularly of back injury if it is:

- ❖ Too heavy or too large.
- ❖ Unwieldy or difficult to grasp.
- ❖ Unstable or has contents likely to shift.
- ❖ Positioned in a manner requiring it to be held or manipulated at a distance from the trunk.
- ❖ The bending or twisting of the trunk.
- ❖ In the event of a collision.

### **2. Physical effort required**

A physical effort may present a risk particularly of back injury if it is:

- ❖ Too strenuous.
- ❖ Only achieved by a twisting movement of the trunk.
- ❖ Likely to result in a sudden movement of the load.
- ❖ Unstable posture.

### **3. Characteristics of the working environment**

The characteristics of the work environment may increase a risk particularly of back injury if:

- ❖ There is not enough room, vertically, to carry out the activity.
- ❖ The floor is uneven, thus presenting tripping hazards, or is slippery in relation to the employee's footwear.
- ❖ The place of work or the working environment prevents the handling of loads at a safe height or with good posture by the employee.
- ❖ There are variations in the level of the floor or the working surface, requiring the load to be manipulated on different levels.

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- ❖ The floor or footrest is unstable.
  - ❖ The temperature, humidity or ventilation is unsuitable.

### **Requirements of the activity**

The activity may present a risk particularly of back injury if it entails one or more of the following requirements:

- ❖ Over-frequent or over prolonged physical effort involving the spine.
- ❖ An insufficient bodily rest or recovery period.
- ❖ Excessive lifting, lowering or carrying distances.
- ❖ A rate of work imposed by a process, which cannot be altered by the employee.

### **Manual Handling of Loads - Individual Risk Factors**

- ❖ The employee may be at risk if he/she
  - Is physically unsuited to carry out the task in question.
  - Is wearing unsuitable clothing, footwear, or other personal effects.
  - Employees do not have adequate or appropriate knowledge or training.

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## SECTION 18 PROVISION OF PERSONAL PROTECTIVE EQUIPMENT

**Personal Protective equipment, details, which are, contained in chapter 3 part 2 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 (SI 229/07).**

The fundamental principle enshrined in these provisions is that Personal Protective Equipment (PPE) should only be used as a last line of resort. PPE must be provided where it is not possible to avoid or limit the risk or to protect employees through collective measures.

The five principles for eliminating or reducing work-related hazards are:

1. Eliminate the risk.
2. Minimise or reduce the risk.
3. Isolate the risk.
4. Bar access to hazard zones.
5. Use of personal protective equipment.

It is the policy of the RDS to assess the risk associated with specific job tasks and apply the above 5 principle of eliminating/reducing the work-related hazards. Where risks at place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation to provide appropriate personal protective equipment and clothing for use by employees.

### **Information, training and instruction of personal protective equipment**

The RDS has a duty to:

- I. Inform the employee of the risks against which the wearing of the equipment protects him/her.
- II. Provide at the place of work the employee with adequate information on the personal protective equipment provided.
- III. Provide the employee with instruction on the use of such PPE.
- IV. Arrange for training and, if appropriate, organise demonstrations in wearing such equipment.

Responsibility for ensuring that the equipment is used properly rests with the Manager/ Instructor who will ensure that all employees / trainees within his/her area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

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The following is a list of all personal protective equipment maintained and supplied to workers by The RDS:

- Safety boots.
- Hi-visibility vests & Jackets
- Gloves
- Dust masks
- Full body Harness and lanyard (working at heights)
- Ear protection
- Eye protection

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## SECTION 19 ELECTRICITY

### **Safety, Health and Welfare at Work (General Application) Regulations 2007. (S.I. 299/07) Part III (Electricity)**

The regulations impose duties principally on employers, the self-employed and employees in respect of electrical equipment and installed in a place of work and in respect of work activities and or near electrical equipment. It also imposes duties on persons who design, install maintain, use or are in control of electrical networked.

Detailed technical guidance is available from the:

- ❖ Electro Technical Council of Ireland (ETCI)
- ❖ National Standards Authority of Ireland (NSAI)
- ❖ Comite European de Normalisation Electrotechnique (EENELEC)
- ❖ International Electrotechnical Commission (IEC)

Electricity is used in every workplace on a daily basis. However, when it is uncontrolled or misused, it can severely burn, injure or kill individuals or cause fires with devastating results.

The RDS must ensure that all electrical equipment and installations are constructed, installed maintained, protected and used so as preventing danger so far as reasonably practicable.

#### **Electrical Hazards**

- 1) Electrical shock
- 2) Burns sustained at the point of accidental electrical contact, or due to arcing from high volt conductors.
- 3) Fires caused by overheating or ignition of explosive atmospheres.
- 4) Secondary injury as a result of muscle spasms during shock, or for example fall from a ladder after a mild shock.

Every employer must deal with these hazards in order to prevent the risk of injury.

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## SECTION 20 DISPLAY SCREEN EQUIPMENT - DSE

### Safety, Health and Welfare at Work (General Application) Regulations 2007. (S.I.299/07)

These outline the minimum requirements for all display screen equipment and workstations put into service after 31<sup>st</sup> December 1992 and for all workstations after 31<sup>st</sup> December 1996.

**VDU = Visual Display Unit**

#### Employer duties:

Every Employer shall:

- Perform an analysis of the workstations in order to evaluate the safety and Health risks to which they give rise for his/her employees, particularly as regards to possible risks to eyesight, physical problems and mental stress.
- Provide training on safety and health matters to employees. Provide training on the use of workstations before an employee commences work on a (VDU) display screen equipment, provide safe systems of work and adequate supervision, particularly for new employees.
- Ensure an appropriate eye and eyesight test is carried out by a competent person on each employee who habitually uses (VDU) display screen equipment as a significant part of his/her normal work:
  - Before commencing display screen work.
  - At regular intervals thereafter.
  - If an employee experiences visual difficulties which may be due to display screen work.
- In consultation with staff and their representatives, the company will secure the health and safety of staff so far as is reasonably practicable.

#### Duties of the employer

- Consult with employees on all issues affecting health & safety.
- Identify those employees to whom the display screen equipment regulations apply, and the workstations used.
- Provide suitable environment and equipment for (VDU) display screen equipment work.
- Carry out an assessment of each workstation, considering the display screen equipment, the furniture, the working environment and the employee.

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- Take all necessary measures to remedy any risks found because of the assessment.
  - Take steps to incorporate changes into the employee's work schedule throughout the working day to prevent intensive periods of on-screen activity.
  - Review software to ensure that it is suitable for the task.
  - Advise employees, and agency staff required to use display screen equipment, of the risks to health and how these are avoided.

### **Duties of Employees**

- Co-operate with your employer on issues relating to health & safety.
- Use in a proper manner any appliance or equipment provided to secure your health & safety at work.

#### Pre-Employment

All new employees with eyesight difficulties must, when taken into employment by the Company, provide him/herself with suitable spectacles prior to taking up employment that involves display screen equipment work.

#### Rest Breaks

Users of display screen equipment are encouraged, and will be expected, to take the opportunity of breaks from work with the equipment so as to prevent the onset of fatigue. To achieve this objective the company will seek to encourage changes of activity into the working day. Department managers are expected to assist in achieving the objective through advising and assisting staff to plan their daily work activities.

#### Radiation and Pregnancy

Scientific research has concluded that no health risk exists from radiation to a pregnant person, or person seeking to become pregnant, when using display screen equipment. Consequently, there is no need for them to avoid working with display screen equipment. However, should an employee have a genuine concern the company may, after considering the effect of any resultant disruption, allow an employee to transfer duties temporarily.

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## SECTION 21 NOISE IN THE WORK PLACE (ENTERTAINMENT INDUSTRY)

European Communities (protection of workers) (exposure to noise at work) Regulations, 1990;

Safety Health and Welfare at Work (Exposure to Noise at Work) Regulations 2006.

Safety, Health and Welfare at Work (General Application) Regulations 2007, (S.I.299/07) Part 5 chapter 1

### **NOISE –INDUCED DEAFNESS IS INCURABLE BUT IS PREVENTABLE**

Working conditions in the entertainment industry differ from those in other industries, in several respects. In particular employees may be obliged to work in environments where high sound levels (which management consider to be essential in order to attract patrons) are so loud that they actually cause loss of hearing.

Exposure to high levels of noise over a prolonged period may cause incurable deafness. In many instances deafness is accompanied by ringing in the ears – a condition known as **Tinnitus**. Deafness and tinnitus may be severely disabling; less severe damage to hearing may diminish quality of life. For all these reasons therefore, prudent employers and employees should work together to minimise risks from excessive noise levels.

Those most likely at risk from exposure to loud music include:

- ❖ Workers in nightclubs, discos, music bars, concert venues and other establishments where loud music is performed and played.
- ❖ Musicians
- ❖ Bar staff, security staff and disc jockeys
- ❖ Patrons

### **Duty of employer**

- Conduct a formal assessment of exposure to noise by a competent person.
- Reduce the risk through hierarchy of control measures, (eliminate, substitute, reduce exposure time and last resort PPE).
  - *Reduction of noise at source:* noise limitation equipment should be fixed to the volume controls of speakers so that max levels cannot be exceeded.
  - *Provision of hearing protectors:* these must offer adequate protection from hazardous noise levels as identified by the noise risk assessment.
  - Provision of hearing tests for employees.
  - Provision of information and training for employees.

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## Assessing Exposure

Noise levels are measured in decibels, which are calculated on a logarithmic scale. The measurement to note is 80dBA, the level at which the Noise regulations come into effect. (A change from 82dBA to 85dBA i.e. an increase of 3dBA, means that the noise level has increased two-fold). A rule of thumb is if it is difficult for a person to hear a normal conversation at a distance of 2 metres, then it is likely that the noise level is 85dBA or higher.

Assessment to measure noise levels to which employees are exposed must be carried out by competent personnel. Assessments must quantify the noise that employees have been exposed to during a specified work period.

## Reducing exposure for employees

Limiting devices may be fitted to amplifiers, speakers and sound equipment in order to prevent sound rising above a specified level. Regular checks should be carried out (including during performances) to ensure that the limiting devices are functioning properly. In addition:

- Speakers should be positioned in such a way as to ensure that employee's exposure to noise is minimised.
- Management should ensure that rosters are rotated so that all employees likely to be affected by exposure to noise spend a certain proportion of their time working in quiet areas.

## Exposure exceeding 80dBA

Where exposure is likely to exceed 80dBA, the employer must:

- Measure noise levels and reduce them as far as is reasonably practicable.
- Inform workers of noise measurement levels recorded by test personnel.
- Fit appropriate noise limitation devices on speakers and other sound equipment.
- Provide information and training to employees on the risk associated with exposure to high levels of noise.
- Rotate rosters so that employees spend some time working in quieter areas of the establishment.
- Provide hearing protectors for employees.
- Provide hearing tests for employees.

## Exposure exceeding 85dBA

Where exposure exceeds 85dBA, the employer must (in addition to the above measures)

- Identify the source of the noise and decrease the level of employees' exposure to it, according to a targeted reduction programme.
- Inform workers of the steps that are being taken to reduce their exposure to excessive noise levels.

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- Use notices, signs, or other effective communication methods, to alert employees in circumstances where levels exceed 85dBA.

**EMPLOYEES MUST WEAR THE HEARING PROTECTORS PROVIDED.**

All employees who have been exposed to noise levels of 80dBA or higher are entitled to have a hearing test carried out at their employer's expense every 2 years. This must include audiometry – a test of hearing ability.

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## SECTION 22 CONTROL OF VIBRATION AT WORK

**Safety, Health and Welfare at Work (General Application) Regulations 2007.  
(S.I.299/07) Part 5 chapter 2**

Mechanical vibration at work can expose workers to hand arm vibration (HAV) and/or whole-body vibration (WBV)

### **HAV (Hand arm vibration)**

HAV is caused by the use of work equipment and work processes that transmits vibration into hands and arms of employees. It can be caused by handheld power tools such as hammer drills, sanders, grinders, concrete breakers, and also hand guided equipment such as lawn mower, chainsaw, hedge trimmers, or by holding materials being processed by machines such as bench mounted grinders etc.

Long term exposure to (HAV) can develop symptoms such as vibration white finger and carpal tunnel syndrome.

### **WBV (Whole body vibration)**

Is caused by vibration transmitted through the seat, or feet, by work machines and vehicles and also by off road vehicles on rough terrain, e.g. tractors.

Long term exposure to (WBV) can develop symptoms of lower back pain.

### **Duties of the employer.**

The employer/manager must carry a risk assessment on mechanical equipment to assess the risk of exposure of the employee to vibration.

Where hazards are identified

**Substitution: The aim is to reduce exposure and apply the general principles of prevention (See section 4)**

To use alternative work methods which eliminate vibration and reduce the risk to vibration exposure.

### **Equipment selection**

Limit the use of high vibration tool wherever possible.  
Use suitable low vibration tools wherever possible.

The employer must ensure that all staff are trained and ensure the employee fully understands the level of risks they may be exposed to.

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## SECTION 23 SAFETY SIGNS

### Safety, Health and Welfare at Work (General Application) Regulations 2007 (Part 7, chapter 1)

The reason for safety signs is to draw attention rapidly to objects and situations capable of causing specific hazards.

The term “sign” includes signboards and acoustic, verbal or hand signal. Signboards are signs that use a combination of shape, colour, and a symbol or pictogram.

Signboards should not contain text as the symbol or pictogram on a signboard are intended to be understood independently of the literacy or language ability of the worker viewing it.

Text may be included on a supplementary signboard provided that it does not adversely affect the effectiveness of the safety signboard.

#### Basic Principles of the System of Safety Signs

- i) The objective of the system of safety signs is to draw attention rapidly and unambiguously to objects and situations capable of causing specific hazards.
- ii) A system of safety signs must never be used as a substitute for necessary protective measures.
- iii) The system of safety signs may only be used to give information related to safety. The effectiveness of the system of safety signs is dependant in particular on the provision of full and regular repeated information to all employees.

## Significance of the Safety Colours

Safety Colour	Meaning or Purpose	Examples of Use
<b>Red</b>	Stop Prohibition	Stop signs. Emergency shutdown devices Prohibition signs
<b>Yellow</b>	Caution! Possible danger	Identification of dangers (Fire, explosion, radiation, chemical hazards, etc.) Identification of steps, dangerous passages, obstacles
<b>Green</b>	No Danger First Aid	Identification of emergency routes and emergency exits. Safety showers First aid stations and rescue points
<b>Blue</b>	Mandatory signs Information	Obligation to wear individual safety equipment. Location of telephone

Safety signs and safety signals are based on the familiar “traffic light” colours – red for prohibition, yellow for caution, green for positive action. The colour blue is used for mandatory signs and to convey information such as the location of a telephone. The shapes of the signs are also standardised, for example disks are used for prohibitions and instructions, triangles are used for warnings, and squares and rectangles are used for emergency and informative signs.

The regulations also have requirements governing signs on containers and pipes, on the identification and location of firefighting equipment, signs for obstacles and dangerous locations and for governing marking traffic routes, illuminated and acoustic signs, verbal communications and loud signals. The Regulations should be checked for those details.

Employees must be provided with information and instruction on the significance of all safety signs and signals used and must be consulted on the measures taken to comply with these Regulations.

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## SECTION 24 WORKING AT HEIGHTS

### Safety, Health and Welfare at Work (General Application) Regs 2007 (Part 4)

#### “Working at Height”

Means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level.

The regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

#### Duty of employer and self-employed

To do all that is reasonably practicable to prevent anyone falling a distance liable to cause personal injury.

- ❖ All work at height is properly planned, organised, supervised and carried out.
- ❖ The place where work at height is done, is safe.
- ❖ All work at height takes account of weather conditions.
- ❖ Those involved in work at height are instructed and trained.
- ❖ Equipment for work at height is properly inspected.
- ❖ The risks from fragile surfaces are properly controlled.
- ❖ Injury from falling is prevented.

#### Hierarchy for managing work at height.

- Avoid work at height where this is reasonably practicable.
- Use work equipment or other measures to prevent falls where you cannot avoid working at height.
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall.

Employers must carry out a risk assessment for all works conducted at height and put in place arrangements for:

- ❖ Eliminating or minimising risks from working at height
- ❖ Safe systems of work for organising and performing work at height
- ❖ Safe systems for selecting suitable work equipment to perform work at height.
- ❖ Safe systems for protecting people from the consequences of work at height.

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## Employees duties

(Ref: SHWW Act 2005 section 5:3)

Working at height requires employers to

- Plan their work properly.
- Ensure the work is appropriately supervised and is carried out in a safe manner.
- Planning includes the selection of work equipment and preparing for emergencies.
- Make sure employees are aware and understand the hazards identified in the risk assessment. Briefing staff prior to commencing work.

***Follow the safe work at height hierarchy- Avoid, Prevent, Mitigate and give collective measures priority.***

***Avoid work at height so far as reasonably practicable.***

***If it is not necessary to work at height, don't.***

## Selection of work equipment

The choice of equipment will depend on the risk assessment.

General guidance on selecting work equipment is provided below.

Give Collective Measures Priority. (e.g. Equipment such as mobile elevated working platforms (MEWP), scaffolding and cradles should be used in preference to personal fall protection systems.

Choosing the right equipment for the task.

A ladder may reach the workplace but if a workers need to climb it for an extended duration or with heavy bulky equipment, scaffolding may be more appropriate.

Selecting the right equipment for access & egress.

Systems of work or means of access should be designed so that workers do not have to climb over guardrails.

MEWPs should not generally be used as a means of access to or from other structure of surface.

## Ladders

Where ladders and stepladders are used, they should only be used as a workplace for light work that is low risk and of short duration.

As a guide, only use a ladder or stepladder.

- where the work is of short duration. Ladders are not suitable for work where they are in one position for 30 minutes or more.

- 
- 
- Where risk is low. i.e., because the nature of the work makes a fall unlikely or where there is a fall that the nature of the fall would be unlikely to cause injury.
  - For 'light work'. Ladders are not suitable for strenuous or heavy work.
  - For work that does not involve carrying heavy or awkward tools or equipment.
  - Where handhold is available both for climbing the ladder and in the working position.
  - Where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable, a risk assessment will have to justify whether it is safe or not.

On a ladder or stepladder **DO NOT**

- Overload it. The person and anything they are taking up should not exceed the highest stile on the ladder.
- Overreach. Keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task.

You should avoid holding items when climbing, for example, by using tool belts:

- On a ladder where you must carry something you must have one free hand to grip the ladder.
- On a stepladder where you cannot maintain a handhold (e.g. putting a box on a shelf or drilling into a wall) the use of a stepladder will have to be justified by taking into account
  - The height of the task.
  - A safe handhold still being available.
  - Whether it is light work.
  - Whether it avoids side loading.
  - Whether it avoids overreaching.
  - Whether the user's feet are fully supported.
  - Whether you can tie the stepladder if it is likely to move.

If ladders are to be used to work from, and not just for access or egress, make sure that:

- A secure handhold and secure support are available at all times.
- The work can be reached without stretching.
- The ladder can be secured to prevent slipping.

When working from an A frame ladder, never straddle the ladder.

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## Mobile Elevating Work Platforms (MEWP's)

MEWP's may provide a safe means of working at height if used properly in accordance with manufacturer's instructions. Employers and others responsible for the use of MEWP's should assess the risk of users falling from or being thrown from the basket and take precautions to eliminate those risks.

The precautions for safe work from a MEWP include:

- A guard rail and mid rail around the edge of the basket to stop the user falling.
- A slip-resistant floor.
- Toe-board around edge of platform.
- Deadman controls clearly marked to show their method of operation.
- Use of stability devices, e.g. outriggers, provided to make the machine stable, which are interlocked such that the MEWP will not operate unless they are fully extended
- Locking-out controls (other than those in the basket) to prevent inadvertent operation.

A safe system of work should be in place that includes:

- Making sure that the MEWP selected is suitable for the task.
- Consideration of access to and exit from where the work is being carried out.
- Planning the job to address the risks from overhead hazards and passing traffic, including precautions to prevent collisions.
- Use of trained/experienced operator(s).
- Use of harnesses with Lanyards.
- Instructions to the workers about safety issues.
- Instructions in emergency procedures, such as evacuation, should power be lost.

## Scaffolding

Employers must ensure:

- Scaffolds should be designed, erected, altered and dismantled by competent people.
- A competent person should also supervise the work.
- System scaffolds should be installed in accordance with the manufacturer's instructions.
- Those erecting or dismantling scaffolding should be trained in accordance with FAS approved Construction Skills Certificate Scheme (CSCS) as required under the Safety health and Welfare at Work (construction) Regulations.

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## Tower Scaffolds

Tower scaffolds can provide quick, easy and safe access. However, inappropriate erection and misuse of towers are the cause of numerous accidents each year. Aluminium and thin-wall steel towers are light and can easily overturn if used incorrectly. Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out. Employers hiring a tower scaffold should ensure that they are provided with the manufacturer's instructions.

Tower scaffolds must be:

- Resting on firm, level ground with the locked casters or base plates properly supported.
- Checked for the safe working height (instruction manual).
- Installed with stabilisers or outriggers.
- Designed and erected with safe access and egress from the tower, this is on the inside of the tower.
- Provide with suitable edge protection and toe boards.
- Fitted with Guard rails at least 950mm high.

Note the stability of any tower is easily affected and activities listed below should never be carried out:

- Sheeting or exposure to strong winds
- Loading with heavy equipment
- Using the tower to hoist material or support rubbish chutes.

Never use a tower:

- As a support for ladders, trestles or other access equipment
- In weather conditions which are likely to make it unstable
- With broken or missing parts
- With incompatible components

For more detailed information please refer to Health Safety Executive (UK) 'Tower scaffolds' Construction Information sheet No. 10 (revision 4)

## Personal Fall Protection Systems

Personal fall protection systems are fall-prevention, work restraint, work positioning, fall arrest or rescue system. Or Rope access and positioning techniques.

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Employers must ensure that:

A personal fall protection system is only used by an employee if:

- The risk assessment has demonstrated that the work can be performed safely while using that system.
- The use of other, safer work equipment is not practicable.

A personal fall protection system:

- Fits the employee.
- Is correctly fitted.
- Is adjustable to minimise injury to the user if a fall occurs.
- Is so designed, installed and used to prevent unplanned or uncontrolled movement of the user.
- Where designed for use with an anchor, a personal fall protection system is securely attached to at least one anchor.
- A personal fall protection system should have appropriate CE markings.
- Check the life span of each personal fall protection system.
- Check for wear and tear regularly, do not use if it is showing signs of wear and tear, replace if necessary.
- Check the safe working load limits.

Employees performing rope access work should be properly clothed, Employers should consider:

- Avoiding clothing with loose flaps that may become caught in any moving equipment.
- Suitable footwear to give protection and a good grip.
- Weather conditions, e.g., provision of gloves in the cold and sun block in hot conditions.
- Provision of appropriate personal protective equipment such as head protection (each head protection should always have chin straps).

### **Single Rope Working**

The regulations state that single rope working is permitted where use of another line would entail higher risk and where appropriate measures have been taken to ensure safety. This can apply to personnel 'flying', where use of a second line might risk entanglement, and where other measures to ensure safety are in place.

### **Fragile Surfaces**

Any surface from which work at height is carried out must be strong and stable enough so that any foreseeable loads placed on it will not lead to its collapse. Employers must manage the risks from fragile surfaces. This applies to surfaces

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where there is a risk of a person or object falling through, e.g., fragile roofs, ceilings, and skylights.

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## SECTION 25 SENSITIVE RISK GROUPS

The sensitive risk groups are young persons, pregnant employees and night workers as defined by the Organisation of Working Time Act.

### **Protection of young persons.**

Definitions

*Child* means a person resident in the state under 16 years of age.

*Young Persons* means a person who has reached 16 years but is less than 18 years.

Please refer to the documents held in the RDS Facilities Office for further details.

Protection of Young Persons (Employment) Act, 1996 (Employment in Licensed Premises) Regulations, (S.I. 350 of 2001)

Protection of Young Persons (Employment) Act, 1996, Note on employing a child by licence under Section 3 (2) Licence.

The law is designed to protect the health of young workers. It sets out the minimum age limits for employment sets, rest intervals, maximum working hours, and prohibits the employment of under 18 years on late night work.

### **Pregnant Employee**

Pregnancy is part of normal everyday life and it is not an illness. Many women work during pregnancy and many return to work while they are breastfeeding. Because there are some hazards in the workplace, which may affect either the health of the woman or her developing child, an employer has specific responsibilities.

The regulations apply when an employee informs her employer that she is pregnant and provides an appropriate medical certificate of her condition.

The early stages of pregnancy are the most critical ones for the developing child it is in the employee's interest to let her employer know she is pregnant as soon as possible.

On receiving notification from the employee an employer must:

- Assess any risk to the safety or health of employee, any possible effect on the pregnancy, breastfeeding, the employee, resulting from any activity at that employer's place of work likely to involve a risk of exposure to any agent, process or working condition.
- The employer must identify the type, quantity and duration to any agent, process or working condition.
- Take preventive and protective measures necessary to ensure the safety and health of such employees and avoid any possible effect on such pregnancy or breastfeeding.

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- Assess any risk likely to arise from exposure of a pregnant employee to an agent or working conditions.

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## SECTION 26 NOTIFICATION OF ACCIDENTS & FORMS

### Safety, Health and Welfare at Work (General Application) Regulations 1993, (Notification of Accidents and Dangerous Occurrences) part 10.

Where an accident or dangerous occurrence is reportable, the relevant person, usually the employer or occupier, must complete the relevant form and return it to the Health and Safety Authority.

- For fatal and three-day injury accidents, the relevant form is **No. IR 1**.
- For dangerous occurrences, the relevant form is **No. IR 3**.

These forms may be completed manually or through the Health and Safety Authority's website.

[www.hsa.ie](http://www.hsa.ie)  
Health & Safety Authority,  
10 Hogan Place,  
Dublin 2.

#### Accident Procedures

##### Fatal accidents

When a person dies at work, the matter must be reported to the HAS prior to completing the IR 1 form. The employer/occupier must contact the emergency services (ambulance and Garda Síochána).

##### Three-day accidents

This is when a person is prevented from performing their normal work 'for more than 3 consecutive days', not counting the day the accident occurred.

##### Dangerous occurrences

The Twelfth Schedule to the 1993 Regulations contains a list of sixteen headings containing various occurrences, which must be notified, regardless of whether any injury is sustained.

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## SECTION 27 HAZARDOUS SUBSTANCES

Hazardous substances can be found in any workplace ranging from factories, offices, shops and hotels. Examples of these would be paints and cleaning agents like bleach. Other forms of hazardous substances come in fumes and waste products. Contact with, or exposure to, hazardous substances at work result in discomfort, pain, time off work and even death, e.g., skin irritation, dermatitis or skin cancer from frequent contact with oils, and injuries to hands and eyes from contact with corrosive liquids.

The following steps must be followed and monitored closely on a regular basis.

- All chemicals brought into the workplace will be identified.
- Information on all the hazardous substances from Safety Data Sheets (available from manufacturer or supplier) will be obtained and made available to employees.
- If it is reasonably practicable, the RDS will prevent exposure by:
  1. Changing the process or activity so that the hazardous substance is not required or generated, or
  2. Replacing it with a safer alternative, or
  3. Using it in a safer form e.g., pellets instead of powder.
- Train and inform the workforce about the risks they may face and the precautions to be taken. This information is available on the Safety Data Sheets.

### **Asbestos**

Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006

#### **General duties of employer**

It shall be the duty of every employer –

- To assess the risk to any employee's health or safety resulting from any activity from which an employee is or may be exposed in their place of work to dust arising from either, or both, asbestos and materials containing asbestos, and for that purpose to determine the nature and degree of any employee's exposure to dust arising from asbestos or materials containing asbestos, and to lay down the necessary measures to be taken to ensure the safety and health of employees taking account of the provisions laid down in Schedule 2,
- Where an employee's exposure is sporadic and of low intensity, and when it is clear from the results of the risk assessment referred to in paragraph (a) that the exposure limit value for asbestos in the air of the working area will not be exceeded, Regulations 11, 20 and 21 shall not apply where work involves:

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1. Short, non-continuous maintenance activities in which only non-friable materials are handled.
  2. Removal without deterioration of non-degraded materials in which the asbestos fibers are firmly linked in a matrix.
  3. Encapsulation or sealing of asbestos-containing materials which are in good condition.
  4. Air monitoring and control, and the collection of samples to ascertain whether a specific material contains asbestos.

### **Exposure limit value**

Every employer shall ensure that no employee is exposed to an airborne concentration of asbestos more than 0.1 fibers per cm<sup>3</sup> in an eight-hour time weighted average (TWA).

### **Identification of the presence of asbestos**

An employer shall not undertake any work which would expose or would be liable to expose an employee to dust arising from either or both asbestos or materials containing asbestos at any premises unless he or she has either –

- Carried out a risk assessment as to whether asbestos or materials containing asbestos is present or is liable to be present in those premises; or
- If there is doubt as to whether asbestos or materials containing asbestos is present in those premises, he or she shall –
  - assume that asbestos or materials containing asbestos is present, and
  - comply with the provisions of these Regulations as appropriate.

### **Determination and assessment of risk**

Without prejudice to section 19 of the Act and Regulation 5, employees who would be liable to exposure to dust from either or both asbestos or materials containing asbestos, an employer shall not permit an employee to carry out any activity which would or would be liable to cause such exposure unless he or she has made an assessment of the risk arising from such exposure.

In carrying out the risk assessment, an employer shall–

- Identify the type of asbestos or materials containing asbestos.
- Identify the condition of the asbestos or materials containing asbestos.
- Make a suitable and sufficient assessment of the risk created by that exposure to the health of those employees and of the steps that need to be taken to prevent or minimize the exposure and to comply with the regulations.

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## **SECTION 28 OTHER REGULATIONS**

### **Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 2000**

These apply to all places of work as well as fixed term and temporary employees. A range of preventative and precautionary measures are outlined to avoid chemical, physical and biological risks. Regulation 4 states that employers must assess in writing any risks, which may affect pregnancy or breastfeeding. Human factors must also be considered when identifying hazards. Suitable work systems and environment should be designed so as to avoid sustained stress.

### **Protection of Young Persons (Employment) ACT 1996.**

#### **Protection of Young Persons (Employment) Act, 1996 (Employment in Licensed Premises) Regulations, (S.I. 350 of 2001).**

#### **Protection of Young Persons (Employment) Act, 1996, Note on employing a child by licence under Section 3 (2) Licence.**

The law is designed to protect the health of young workers. It sets out the minimum age limits for employment; sets rest intervals and maximum working hours and prohibits the employment of persons less than 18 years on late night work.

### **Organisation of Working Time Act, 1997.**

#### **Safety, Health and Welfare at work (miscellaneous Welfare Provisions) Regulations 1995**

These regulations apply to all workplaces and require the workplace is kept in a clean state. Cleaning once a week, removal of rubbish on a daily basis. And must provide adequate seating and supply of drinking water and facilities for taking meals.

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## SECTION 29 RISK ASSESSMENT METHODOLOGY

### Risk Assessment

Risk assessments will be carried out periodically as a check on our performance against statutory standards as they relate to the buildings, the equipment and the methods of work we employ.

Assessments shall be conducted by use of the risk assessment process, which is the standard to be adopted when assessing health and safety risks. Employees must be involved in the assessment procedure so that account is taken of how a task is performed rather than how the assessor thinks it is done. All hazards where the risk is considered moderate and above will need the implementation of further control measures.

The RDS will ensure that assessments are carried out by competent and trained persons and conducted to a plan, which will achieve the minimum requirements below: -

- |                                       |   |
|---------------------------------------|---|
| <b>Initial Review:</b>                | <ul style="list-style-type: none"><li>• Classify all work activities and determine how much has already been done in risk identification, control and documentation.</li></ul>  |
| <b>Carry out Generic Assessments:</b> | <ul style="list-style-type: none"><li>• Identify whether all statutory requirements, approved codes of practice, guidance notes and best practice have been accounted for in the present method of work.</li><li>• Record this information as minimum standard Generic Assessments for reference by employees and managers.</li></ul> |
| <b>Site Specific Assessment:</b>      | <ul style="list-style-type: none"><li>• Carry out an on-site assessment to determine how the work will be conducted and whether any significant hazards with associated risks are apparent.</li></ul>   |

Implement all control measures identified by existing generic assessments, which relate to the tasks to be undertaken.

Introduce measures to control all other hazards evident on site and relating to the existing conditions and tasks to be undertaken and which are not covered by existing generic assessments.

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Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

It should be noted that the RDS Risk Assessment pertains only to activities associated with the activities of RDS employee activities and does not relieve contractors and event organisers of duties associated with staff or other workers employed by them.

Where appropriate, risk assessments and method statements, together with details of relevant insurances will be sought from the various clients, contractors and suppliers to the RDS and have been taken into consideration when drafting this document.

**Basic steps in risk assessment: -**

- \**Classify all activities:* prepare a list of work activities covering premises, plant, people and procedures, and gather information about them.
- \**Identify hazards:* identify all significant hazards relating to each work activity. Consider **who** might be harmed and **how**.
- \**Determine risk:* make a subjective estimate of risk associated with each hazard assuming that planned or existing controls are in place. Assessors should also consider the effectiveness of controls and the consequences of their failure.
- \**Decide if the risk is tolerable:* judge whether planned or existing OH&S precautions (if any) are sufficient to keep the hazard under control and meet statutory requirements.
- \**Prepare a risk control action plan (if necessary) to deal with any issues found by the assessment to require attention. Ensure that new and existing controls are implemented and are effective.*
- \**Review the adequacy of the action plan, re-assess the risks on the basis of the updated controls and check that the risks are tolerable.*
- \**Review assessments periodically and/or on significant change of circumstances affecting how the activity is done.*

**Risk Evaluation**

The risk assessments give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. The RDS will ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given.

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For the avoidance of confusion - the columns of the risk rating sections are headed S x L=R.

S is for “severity” and is given in the first column.

L is for “likelihood” and is indicated in the second column.

The ‘To Whom’ column will contain one of the following abbreviations:

P is for “public”

S is for “staff”

C is for “Contractor”

### **Control Measures**

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar activities.

### **Review**

A review of the assessment must be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the fixtures a process of continuous assessment and reassessment must be undertaken by the Safety Officer to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

## Risk Assessment Matrix

			SEVERITY					
			Multiple Death	Single Death	Major Injury	'3 day' Injury	Minor Injury	None
			10	8	6	4	2	1
L I K E L I H O O D	Certain	10	100	80	60	40	20	10
	Very Likely	8	80	64	48	32	16	8
	Probable	6	60	48	36	24	12	6
	Possible	4	40	32	24	16	8	4
	Unlikely	2	20	16	12	8	4	2
	Very Unlikely	1	10	8	6	4	2	1

### Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level. 'Major Injury' shall be as defined as an injury that involves death or serious injury leading to disability.

100
24
12

### Key to Shading

Level of risk is unacceptable.

Level of risk may be tolerable. Seek to reduce level of risk.

Level of risk is acceptable

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## Definition of likelihood classes

<b>Certain</b>	<b>10</b>	<b>Has happened before and is expected to happen again</b>
<b>Very Likely</b>	<b>8</b>	<b>Has happened before and is very likely to happen again</b>
<b>Probable</b>	<b>6</b>	<b>Has been known to occur before and is likely to happen again</b>
<b>Possible</b>	<b>4</b>	<b>Has been known to occur before and it may happen again</b>
<b>Unlikely</b>	<b>2</b>	<b>Has been known to occur before but no reason to suggest that it will happen again</b>
<b>Very Unlikely</b>	<b>1</b>	<b>Has never happened before and there are no reasons to suggest it will happen again</b>

### **Risk Assessment: New Works and Refurbishment of Existing Structures**

Designers of structures have duties to ensure wherever possible that hazards are avoided from constructing, operating and maintaining any structure they design.

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## **SECTION 30 REVISION / EVALUATION OF SAFETY STATEMENT**

A Safety review is a systematic and critical examination of the workplace for the purpose of identifying hazards, assessing the risks and recommending remedies or controls where appropriate. The RDS will arrange an annual Safety Review in the workplace, in conjunction with responsible persons and the areas under his/her control. The hazard Identification and Control Sheets should be used for this review process.

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## SECTION 31 REFERENCE DOCUMENTS

This occupational health and safety document has been produced with reference to the following publications:

Safety, Health and Welfare at Work Act, 2005,  
Safety, Health and Welfare at Work Act, 1989,  
Safety, Health and Welfare at Work, (General Application) Regulations, 1993 (S.I. No. 44)  
Safety, Health and Welfare at Work (General Application) Regulations 2007. (S.I.299/07)  
Fire Services Act 1981  
Fire Services Act 1981 as Amended by the Licensing of Indoor Events Act 2003.  
Building Regulations / Building Control Act 1997  
Statutory Instruments 132 of 1995 Safety Signs at Places of Work Regulations  
Fire Safety in Places of Assembly (Ease of Escape) Regulations 1995  
Code of Practice for the Management of Fire Safety in Places of Assembly  
Guide to Fire Precautions in Existing Places of Entertainment and Like Premises  
What is the Law? Fire Safety - M. McMahon.  
Code of Practice for Safety at in-door Concerts, Dept. of Education,  
Protection of Workers (exposure to noise) Regulations 1990,  
Noise at Work – Guidance for employers on Control of Noise at Work Regulations 2005. (HSE UK)  
Safety, Health and Welfare at Work (control of noise at work) Regulations 2006  
A guide to Exposure to Noise in the Entertainment Industry.  
Safety, Health and Welfare at Work (Working at heights) Regulations 2006.  
The Licensing of Indoor Events Act 2003  
The Event Safety Guide, Health and Safety Executive (UK), 1999  
Safety, Health & Welfare at Work (Exposure to Asbestos) Regulations 2006,  
Protection of Young Persons (Employment) Act, 1996 (Employment in Licensed Premises) Regulations, (S.I. 350 of 2001)  
Protection of Young Persons (Employment) Act, 1996, Note on employing a child by licence under Section 3 (2) Licence.  
Guidelines for Safe Working in Cellars of Pubs and other Licensed Premises.  
Buildings used for locations and temporary studios, in film, television and theatre. (HSE) UK  
Code of Practice on the Prevention of Workplace Bullying

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APPENDIX A – RISK ASSESSMENTS



RDS



<p><b>Working within office environment</b></p>	<p>Slips, trips and falls  Fire  Musculoskeletal disorders  Collision with poorly positioned furniture or other items  Exposure to chemicals used in the office  Office kitchens</p>	<p>S, C</p>	<p>8</p>	<p>4</p>	<p>24</p>	<p><i>General</i>  All furniture, fittings and equipment must be arranged so that staff can move about without collision with desk corners, filing cabinets, etc. Edges that are frequently collided with should be cushioned.  Filing cabinets must be arranged so that their drawers can be fully opened when in use.  Only one drawer of a filing cabinet should be opened at any one time. All drawers must be closed after use.  Sufficient lighting and ventilation and a comfortable ambient working temperature must be provided in the office working area. If there are any concerns about these issues, then the department manager should be informed.  Electrical or telephone cables must not trail unprotected across the floor. Where required cable covers or ramps should be used, or the additional sockets installed in a suitable location.  Chairs, desks or drawers should never be used to access shelving or any other related area. Stepladders or kick stools must always be used.  All items stored above head level must be positioned properly to prevent falling.  The mains power supply must be disconnected before attempting to move electrical equipment.  All damaged floor coverings, furniture equipment or other office equipment</p>	<p>8</p>	<p>1</p>	<p>8</p>		
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should be removed from use if required and replaced or repaired as necessary.

Floor areas must be kept clear of materials and litter.

The areas around workstations must be kept tidy.

All spillages must be cleaned up immediately. If you spill any liquids e.g. coffee, clean it up yourself immediately.

Sufficient refuse bins will be provided in office areas and emptied on a regular basis.

Dangerous wastes, e.g. broken glass, must be carefully disposed of.

No employee may attempt to repair or modify any equipment for which they have not received the proper training.

All walkways, exit routes and emergency exit doorways must be kept free and clear from obstruction.

Adequate space must be maintained in office areas where lifting occurs to ensure sufficient room for safe manual handling. This should be borne in mind when selecting areas for the storage of materials, especially those materials of a relatively heavy weight.

All equipment supplied must be used and maintained as per the manufacturer's instructions.

**Photocopiers**

When using photocopiers, the following must be adhered to:  
Photocopiers must be positioned in

adequately ventilated areas.  
The photocopier should not be used when the lid is open.  
When opening the copier doors to clear a paper jam be aware that there are hot surfaces inside the machine.  
If a paper jam requires to you place your hands deep into the machine, then the power must be turned off and the machine allowed to cool.  
Do not try to manoeuvre a photocopier on your own.

#### *Shredders*

When using shredders, the following must be adhered to:  
Do not place fingers inside the shredder.  
Turn off the power supply when clearing blockages or emptying bags.  
Be aware that loose clothing can catch in the shredder, be especially careful of ties and loose sleeves.

#### *Guillotines*

When using paper guillotines the following must be adhered to:  
Do not use guillotines for extended periods of time.  
If any tingling in the fingers, hands or arms occurs then stop use immediately.  
Always ensure that the guard is in place when using a guillotine. Do not operate if guard is missing.  
Always return the guillotine to the 'safe' position when not in use, i.e. the position in which the blade is not

exposed.

*Office Chemicals*

***Within the office environment small quantities of hazardous chemicals are found in inks, toners, cleaning chemicals and correction fluids.***

***Hazardous chemicals can cause injury through contact with skin and eyes, swallowing, or the inhalation of vapours.***

***Office chemicals must never be allowed to come into contact with the skin and eyes, be ingested or be inhaled.***

***Office workers must observe good hygiene practices at all times. Persons should always wash their hands after changing toner or print cartridges, using cleaning agents or handling inks and correction fluids. If required gloves should be worn when handling these agents.***

***Any employee who develops a reaction to a substance at work, e.g. skin irritation, breathing difficulties, etc, must desist from using that substance and inform their department manager. If in doubt as to the safety of any office chemical, then seek further advice.***

*Portable Heaters*

***Oil filled heaters / radiators must be used when additional heating is required.***

***Do not use portable heaters for the drying of any clothing or other materials.***



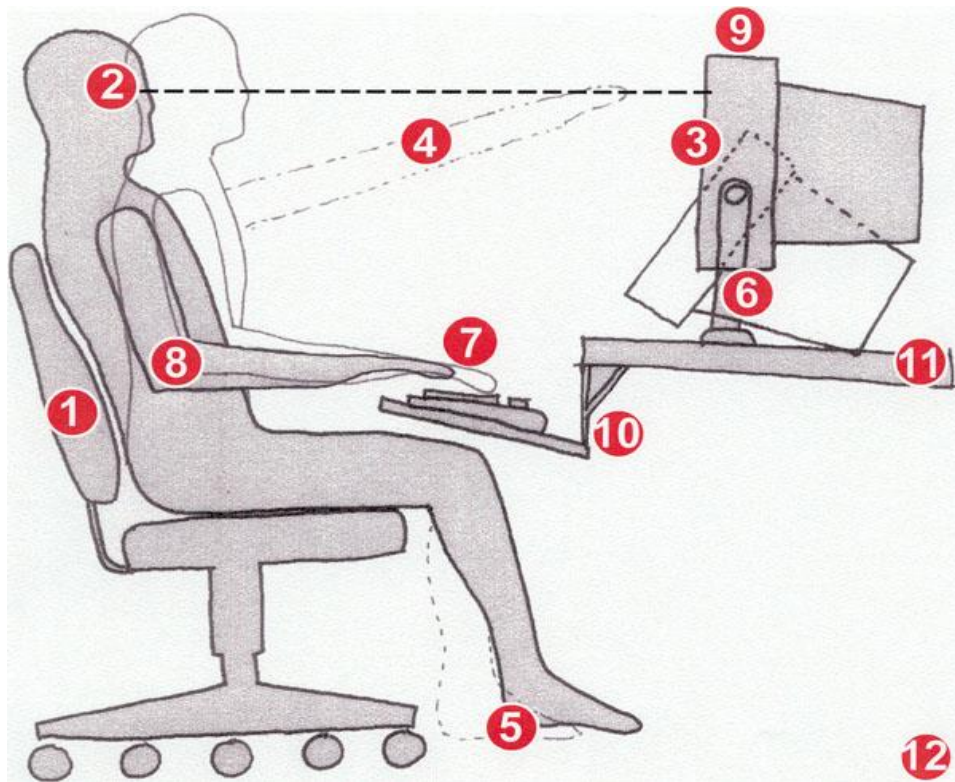
<p><b>1. Visual Discomfort</b>  Visual discomfort may be due to a number of factors, including:</p> <ul style="list-style-type: none"> <li>i. user eyesight problems</li> <li>ii. screen glare</li> <li>iii. inadequate lighting in the work area</li> <li>iv. screen brightness</li> <li>v. poor clarity of characters on the screen</li> </ul> <p><b>2. Poor Posture</b>  Incorrect workstation layout or design can lead to poor posture and associated physical complaints.</p>	S, C	4	4	16	<ul style="list-style-type: none"> <li>• All workstation users are encouraged to attend training in the ergonomics of display screen workstation set up.</li> <li>• All computer workstations must be examined by the user in order to assess safety and health conditions relative to possible risks to eyesight and possible physical problems.</li> <li>• Activities must be planned in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity that reduce workload at the display screen.</li> <li>• An appropriate eye and eyesight test will be made available to all staff who habitually uses display screen equipment for more than one hour per day.</li> <li>• Where necessary the RDS will provide employees using display screen equipment with glasses appropriate to his / her work.</li> <li>• Photosensitive epileptics should inform their department manager before working on display screen equipment.</li> <li>• Display screen equipment users are advised that certain drugs such as Valium and Librium affect the speed of eye movements and could lead to eye fatigue. If in doubt as to the effect of any prescription drugs that you may taking on your ability to use a display screen safely you should contact your prescribing</li> </ul>	4	1	4		
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					<p>physician.</p> <ul style="list-style-type: none"><li>• All display screen equipment and other workstation equipment must be used in accordance with the manufacturer's instructions.</li><li>• All workstation equipment must be kept in a good state of repair and cleanliness.</li><li>• The image to the operator must be both clear and stable, if it is not, adjust the image. If this fails to stabilise the image you should inform your supervisor.</li><li>• Computer monitors should have a swivel and tilt facility.</li><li>• Keyboards should be tiltable, with easily readable and usable keys.</li><li>• There should be adequate space to the front of keyboards in order to allow hands and wrists to rest on the worktop.</li><li>• Lighting, ventilation and temperature should be carefully controlled to provide satisfactory environmental conditions for display screen equipment work.</li><li>• All windows in an area where display screen equipment is in use should have blinds or other devices with which to control natural light entering the work area in order to control unwanted reflections on screen.</li><li>• The equipment and space provided to each display screen operator must give the operator sufficient room to locate their work materials</li></ul>					
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						<p>conveniently and to adopt a comfortable posture.</p> <ul style="list-style-type: none"><li>• All seating provided to display screen users must be adjustable for both height and angle of back support with sufficient knee and thigh clearance beneath the worktop to allow the operator access to the screen without compressing their legs. If any user has difficulty in attaining this position, then they should inform their supervisor.</li><li>• A footrest will be provided to operators whose feet cannot be placed flat on the floor when at their workstation.</li><li>• The prolonged use of laptops should be avoided where possible. Employees are strongly encouraged to utilise desktop systems for prolonged computer use.</li></ul>				
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1. Use an adjustable chair.
2. Top of monitor casing 5-8 cm approximately above eye level
3. Ensure no reflections or glare on the screen.
4. Sit at arm's length from monitor.
5. Place feet flat on floor or footrest
6. If using a document holder, keep in-line with the computer screen.
7. Keep wrists flat and straight in relation to forearms to use keyboard and mouse.
8. Keep the arms and elbows relaxed and close to the body.
9. Centre the monitor and keyboard in front of you.
10. Use a tiltable keyboard.
11. Use a stable work surface.
12. Take frequent short breaks (microbreaks)

Office Electrics	Burns, Shock	S, C	8	4	24	<ul style="list-style-type: none"> <li>• All faults concerning electrical equipment and wiring must be reported to your department manager.</li> <li>• In the case of an electrical fault, equipment should be powered off and disconnected from the power supply if safe to do so.</li> <li>• Damaged cables, sockets and plugs must be removed from service immediately.</li> <li>• All cable connections must be properly made. Under no circumstances must insulation tape be used to protect any repair or join in extension cables.</li> <li>• Electrical equipment must not be pulled or lifted by the cable, the connections may become broken and create a hazard.</li> <li>• All electrical equipment must be fitted with the correctly rated fuse.</li> <li>• All cables must be adequately protected against external mechanical damage where there is a risk of damage.</li> <li>• The use of multi socket boxes is to be avoided wherever possible.</li> <li>• The mains power supply must be disconnected before attempting to move electrical equipment.</li> <li>• All electrical cables shall be neatly tied off where necessary so as not to present a trip hazard. Where such wiring must run across floors it must be protected by saddles, conduit or armouring. Extension</li> </ul>	8	1	8		
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cables, when used, must be routed so as not to cause tripping hazards.

- Only CO<sub>2</sub> or dry powder fire extinguishers can be used to fight electrical fires (red cylinders with black or blue labels respectively).
- All electrical equipment should be turned off when not in use overnight unless this is not possible for safety or operational reasons. Electrical sources powering equipment that cannot be turned off under normal circumstances for safety or operational reasons must be clearly signed as such at the power supply point. It is prohibited for any person other than a fully competent electrician or technician to effect repairs to electrical equipment within the RDS. Under no circumstances must untrained employees attempt to effect repairs to electrical equipment.
- All electrical wiring and electrical equipment within the RDS must be inspected and maintained in accordance with the manufacturer's instructions.
- In the event of an electrocution the victim must not be touched until the power supply has been disconnected. Alternately the victim and the power supply may be separated by using an insulating

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rod, i.e. a wooden pole.

- All electric shocks, no matter how small, must be reported to the department manager.

Office Fire	<p>The outbreak of fire can lead to:</p> <ul style="list-style-type: none"> <li>▪ Serious bodily injury or fatality</li> <li>▪ Damaged property or plant</li> <li>▪ Disruption of premises causing loss of facilities</li> </ul>	S, C	10	4	40	<ul style="list-style-type: none"> <li>• Smoking is prohibited in all indoor workplaces within the RDS.</li> <li>• Employees are encouraged to make themselves familiar with the location of alarm activation points and escape routes in their working areas.</li> <li>• Employees must not attempt to repair any electrical equipment unless they are competent to do so.</li> <li>• The amount of combustible materials stored within the workplace should be kept to a minimum.</li> <li>• It is prohibited to use a naked flame (outside of a laboratory area) or to engage in 'hot' work (outside of designated workshops) anywhere within the RDS without first obtaining a 'Hot Work Permit' from the RDS General Office. Hot work is defined as grinding, welding (all types), hot cutting, and any other work with the potential to generate a spark or an ignition source.</li> <li>• It is prohibited to disengage a fire detection device, remove a fire extinguisher from its designated location or to isolate a component of a fire safety system without the express permission of the Deputy Chief Executive (Operations).</li> <li>• In the event of an evacuation all persons must leave the workplace without exception and assembly at</li> </ul>	10	1	10		
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					<p>their designated assembly point.</p> <ul style="list-style-type: none"><li>• Employees must adhere to any instructions given by emergency services personnel in the event of an emergency.</li><li>• Persons must not fight workplace fires unless they have been trained to do so and it is safe to do so.</li><li>• It is the responsibility of all RDS employees to ensure that escape routes and emergency exits in their working area are kept free from obstruction.</li></ul> <p>Executive (Operations).</p> <ul style="list-style-type: none"><li>• In the event that employees have a concern regarding means of escape then they must contact their department manager. Urgent concerns can be conveyed directly to the Deputy Chief Executive (Operations).</li></ul> <p><b><i>All employees are reminded of their statutory obligation to protect their own and their co-worker's safety by guarding against the outbreak of fire in the workplace through the use of safe systems of work.</i></b></p>				
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<b>Manual Handling</b>	<p>The risks associated with poor manual handling include:</p> <ol style="list-style-type: none"> <li>1. Incorrect methods of lifting</li> <li>2. Attempted lifting of excessive weight</li> <li>3. Lifting of loads with sharp or awkward edges</li> <li>4. Lifting of loads in confined spaces</li> </ol> <p>The main injuries associated with incorrect manual handling are:</p> <ol style="list-style-type: none"> <li>1. Back strain and slipped discs</li> <li>2. Hernias</li> <li>3. Lacerations and crushing of hands and fingers</li> <li>4. Musculoskeletal disorders</li> <li>5. Injured feet</li> </ol> <p>Various sprains and strains</p>	S, C	6	4	24	<ul style="list-style-type: none"> <li>• The manual handling of all loads must be avoided or minimised whenever possible wherever possible.</li> <li>• Loads which must be manually handled must be assessed by the handler on the basis of their risk to health and safety and due caution exercised where there is a risk of injury. The method of handling must take account of the size, weight, shape, condition, contents and position of the load to be handled. If deemed unsafe to handle a load an individual employee may decline to do so.</li> <li>• For Manual Handling tasks deemed to be of excessive risk a specific 'Task Risk Assessment' must be carried out to identify suitable risk control measures. High risk manual handling activities include those which increase the risk of stooping and twisting of the spine and those involving the handling of relatively heavy items (&gt;20kg).</li> <li>• All employees should be trained in Safer Manual Handling Techniques if deemed necessary by their assigned duties. Employees requiring Manual Handling Training must inform their manager in order to arrange training.</li> <li>• The selection of persons to carry out manual handling tasks must be made on the basis of physical capabilities and the level of training</li> </ul>	6	1	6		
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					<p>received by that person.</p> <ul style="list-style-type: none"> <li>• Mechanical aids should be used when available for transporting loads.</li> <li>• Where loads greater than 20kgs require handling mechanical aids must be used or assistance must be sought. Alternately the load should be broken down into smaller units.</li> <li>• When handling loads which by the nature of their shape, eccentric loading or unstable contents pose a risk of injury assistance must be obtained, e.g. water cooler bottles.</li> <li>• Mobile platforms / steps must be used when manipulating loads at a height.</li> <li>• Where necessary working systems must be designed to prevent prolonged manual handling by individuals.</li> <li>• Gloves must be worn when handling loads with sharp edges.</li> <li>• All spillages must be cleaned up immediately so that they do not pose a slip hazard to those involved in manual handling.</li> <li>• Operatives should avoid bending over or stooping in their work for long periods.</li> <li>• All work areas must be kept tidy and free from obstructions at all times to reduce the risks of slips, trips and falls.</li> <li>• Adequate space must be maintained in areas where lifting occurs to ensure sufficient room</li> </ul>				
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						<p>for safe manual handling. This should be borne in mind when selecting areas for the storage of materials, especially those materials of a relatively heavy weight.</p> <ul style="list-style-type: none"> <li>• Materials should be stored in such a way that the heavier material is placed in a position where ease of access for removal is guaranteed.</li> <li>• The carrying of loads up or down stairs by individuals is to be avoided unless the load is very small or light. Lifts should be used for transporting large or awkward loads. In the event that lifts are not available then assistance should be sought.</li> </ul>				
<b>Access and Egress</b>	<b>Inadequate access and egress in the workplace can result in slips, trips and falls. Obstructed access roads and paths can also pose a risk of injury to pedestrians and to vehicle operators and can also delay emergency escape and emergency vehicle access.</b>	S, C, P	10	40	40	<ul style="list-style-type: none"> <li>• All doorways and access points in the workplace must be kept clear of obstructions.</li> <li>• All passageways and pedestrian routes must be kept clear from obstructions.</li> <li>• Materials must be stored in designated areas away from pedestrian and vehicular routes.</li> <li>• All stairways with more than 3 steps should be provided with handrails and maintained in good condition.</li> <li>• Adequate lighting must be</li> </ul>	10	1	10	

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provided throughout the RDS at all entry points, exit points and along corridors and passageways.

- Workplaces must be kept clean and tidy at all times.
- All spillages must be cleaned up immediately.
- All cabling and hosing must be neatly tied off or ramped in order to prevent tripping.
- Workplace floors must be kept in a level and even condition where possible in so far as is practicable. All holes and trip hazards should be removed, filled in or covered. Trip hazards which cannot be removed must be clearly visible or signed as such.
- Chairs, desks or drawers should never be used to access shelving or any other elevated area. Stepladders or kick stools must always be used.
- Vehicle drivers must exercise extreme caution when driving within the RDS.
- All defects in flooring, lighting, stairwells, etc must be reported

<b>Workplace Housekeeping</b>	<p>Poor housekeeping poses a variety of risks to the health and safety of workers. Workers may slip, trip, or fall over material and / or they may collide with inappropriately placed material. The obstruction of exit routes by poorly stored material can result in delayed escape in an emergency whilst improper stacking of objects can lead to objects falling on persons. Inadequate and infrequent disposal of combustible materials can also represent a fire risk.</p>	S, C, P	8	4	32	<ul style="list-style-type: none"> <li>• All work areas must be kept clean and tidy at all times. Employees have a duty to keep their immediate work area as clean as possible.</li> <li>• All pedestrian and vehicular routes must be kept clear from obstructions.</li> <li>• All spillages in the work area must be cleaned up immediately.</li> <li>• All workplaces must be adequately lit. Defects in lighting fixtures must be reported.</li> <li>• All defects in lighting or flooring or in stair handrails must be reported.</li> <li>• All signs of vermin should be reported.</li> <li>• All electrical wiring in the workplace must be neatly tied off so as not to present a trip hazard. Where such wiring must run across floors it must be protected by ramps, conduit or armouring. This is especial important in situations where extension leads are in use.</li> <li>• Office equipment and their surrounds should be kept clean and tidy.</li> <li>• Sufficient refuse bins must be provided and should be emptied on a regular basis. All refuse must be properly stored prior to disposal.</li> <li>• Where floors are being cleaned and are wet suitable warning signage must be positioned in the affected area.</li> </ul>	8	1	8		
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|  |  |  |  |  |  | <ul style="list-style-type: none"><li>• Articles must not be placed at a height in a location, where if they fall, they can strike persons below.</li><li>• The stacking of goods must be done so that the risk of items falling is minimised. Material must not be stacked except where absolutely necessary. In such cases stacked material must not be higher than 1.5 metres and must involve light materials only.</li><li>• Combustible materials must not be allowed to build up in the work area, especially in areas where there is a potential for the generation of ignition sources.</li><li>• Equipment must be arranged within the workplace so that there is sufficient room for persons to move about the workplace safely.</li><li>• Articles that may pose an increased risk under fire or other emergency conditions (e.g. compressed gas cylinders) must not be stored on exit routes or in areas where they may pose a threat to employee safety.</li></ul> |  |  |  |  |  |
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All employees are reminded that under current legislation that they have a statutory obligation not to endanger the safety of themselves or their co-workers whilst at work through any act or omission that they may make.

Structural Collapse – Temporary Structures used by Clients.	Fatalities and major injuries	P, S, C	10	4	40	<ul style="list-style-type: none"> <li>○ Pre-Event inspection by Clients Safety Officer.</li> <li>○ Temporary Staging, TV Platforms, seating and other Structures are to be built in accordance with appropriate legislation.</li> <li>○ Temporary Staging, TV Platforms, seating and other Structures are to have plans and calculations checked by a competent engineer.</li> <li>○ Temporary platforms are designed, constructed to be fit for purpose and constructed by competent personnel.</li> <li>○ All temporary structures are to be visually inspected by a structural engineer upon completion and certified as appropriate.</li> <li>○ Temporary scaffold hoardings are constructed to meet crowd loadings stated in the Code of Practice for outdoor events.</li> <li>○ Safety Officer aware of wind impact and aware of permissible wind conditions for outdoor events.</li> <li>○ Immediate inspection of structure in the event of adverse weather conditions.</li> </ul>	10	2	20	Structural stability requires constant observation and specialist advice sought if in doubt	All Documentation to be made available to the RDS for review if requested.
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Emergency Incident	Fatalities or major injuries	P, S, C	10	4	40	<ul style="list-style-type: none"> <li>○ An all-risk approach Emergency Plan adopted by the RDS and its Clients.</li> <li>○ RDS Emergency Plan to be primary plan, Client/Organiser to provide supplemental plan specific to the event.</li> <li>○ Event Control Area to be designated for all events and staffed by client/organiser prior to and following Event.</li> <li>○ Client/Organiser to ensure all staff briefed on Emergency Response</li> <li>○ All response measures coordinated with Statutory Agencies</li> <li>○ Constant vigilance to reduce the likelihood of an emergency incident.</li> <li>○ For Major Events Contingency Plans formulated with the Gardai, Health Service Executive and Fire Service and will be implemented by the Event Controller if required.</li> <li>○ Client/Organiser to ensure Stewarding and Security personnel briefed upon their roles in the event of an emergency incident.</li> <li>○ First Aid Teams and/or ambulances provided for all events.</li> <li>○ Emergency Plan with Code Words in place.</li> <li>○ Training of key personnel</li> </ul>	10	2	20	<p><b>Staff should be constantly aware of their roles in the Event of an Emergency</b></p>	Client / Organiser to provide RDS with Event Specific Emergency Plan
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Terrorist Threat	Compromise to Safety	P, S, C	10	4	40	<ul style="list-style-type: none"> <li>○ Immediate Notification to Gardai upon notification of receipt of bomb threat or discovery of suspect package</li> <li>○ Staff briefed not to examine suspect package, but to clear the area.</li> <li>○ Staff briefed on restrictions of use of radios near suspect packages.</li> <li>○ Liaison between Gardai, Event Organiser and RDS Management</li> <li>○ Contingency Plan in place for cordoning and evacuation of affected area</li> <li>○ Strategy in place for Total or Partial Evacuation</li> <li>○ Deployment of additional stewards to assist with crowd management.</li> <li>○ In the event of evacuation within the RDS, Strategy in place to monitor evacuee area to ensure there is no overcrowding.</li> <li>○ Gardai Strategy to Consider Threat Level</li> <li>○ Accreditation and Pass Systems in Operation</li> <li>○ Event Organiser and RDS to ensure all staff and contractors are fully conversant with Evacuation and Emergency Procedures.</li> <li>○ For Major Events -Tactical and Planning meetings between Event Organiser, RDS and Gardai prior to the event</li> <li>○ Emergency and Escape Routes are briefed to all Stewards.</li> </ul>	10	2	20	Staff should be constantly aware of their roles in the Event of a perceived or confirmed Terrorist Threat	
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Fire	Fatality major injuries or burns	P, S, C	10	6	60	<ul style="list-style-type: none"> <li>○ Immediate notification of discovery of fire-to-Fire Service by Event Organiser/RDS</li> <li>○ Ensure Identification of location, description and severity of Fire is established.</li> <li>○ Removal of all combustibles from public and storage areas</li> <li>○ Any flammable chemicals and materials to be stored in approved containers/area.</li> <li>○ RDs will ensure provision of extinguishers (IS 290/291 compliant)</li> <li>○ Fire Safety Staff present during the event.</li> <li>○ Safety staff will be aware of how to turn of gas supply.</li> <li>○ Client/Organiser to ensure training of Security Staff in the safe use of extinguishers.</li> <li>○ Venue management will ensure maintenance of all fire Safety equipment in accordance with appropriate Codes of Practice</li> <li>○ Emergency Services Traffic Plans and Routes in place.</li> </ul>	10	2	20	Sources of ignition should be constantly monitored and eliminated or monitored where necessary.
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Emergency Lighting & General Lighting	Insufficient visibility	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>All lighting both temporary and permanent to be tested before event.</li> <li>Event Organiser to notify RDS if any faults within their area of responsibility.</li> </ul>	6	2	12		RDS to carry out monthly check of all lighting within Venue areas.
Electrical equipment	Electrical shocks and burns	P, S, C	8	4	32	<ul style="list-style-type: none"> <li>No installations or additions to any electrical circuits except by an approved Electrical contractor.</li> </ul>	6	2	12	Electrical systems constantly monitored, and specialist advice sought if in doubt	RDS to be given plan of all temporary electrical installations.
Traffic	Collision with vehicle within venue	P, S, C	8	6	48	<ul style="list-style-type: none"> <li>No vehicle movement once the venue is open to the public except under escort,</li> <li>All parking and traffic management within the RDS controlled by NCP.</li> </ul>	8	2	16		NCP to provide RDS with Safety Statement, Risk Assessments and Safe Work Practices
Crowd Crushing	Fatality or major injury	P, S, C	10	4	40	<ul style="list-style-type: none"> <li>Maximum capacities known.</li> <li>Adequate escape routes</li> <li>Monitoring of hazards associated with crowd movements.</li> <li>Crowd Management Plan in Place for Queuing systems and risk areas</li> </ul>	10	2	20	Crowd distress signals must be monitored at all times	Client / Organiser to provide RDS with Event Management Plan Specific to the Event
Slips trips and Falls.	Injuries through trips	P, S, C	6	8	48	<ul style="list-style-type: none"> <li>Inspection of venue before each event</li> <li>All items proud of the normal ground level to be repaired or fenced off.</li> <li>Contract cleaning company to erect warning signs when undertaking spillage clean-up.</li> <li>All personnel to report spillages and remain at site until cleaners arrive.</li> <li>Cleaners to remove spillages immediately.</li> <li>Event Organiser to ensure all areas are well lit and clear of obstruction.</li> <li>Venue to ensure all handrails are secure.</li> </ul>	6	2	12		Client / Organiser to provide a sign-off to the RDS prior to doors opening confirming that all areas have been checked for slip and trip hazards.

Outdoor Events - Adverse Weather Conditions	Personal Injury, Damage to structures	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>• Weather forecast monitored in advance of event, by Event Organisers.</li> <li>• Identify nature of weather – wind, rain, snow, fog, heatwave etc</li> <li>• Continuous monitoring of weather conditions by Event Organiser during the event</li> <li>• Event Organiser and RDS to monitor for damage to permanent, temporary or demountable structures.</li> <li>• Event Organiser and RDS to monitor potential damage to or from adjacent structures.</li> <li>• Event Organiser to ensure there is no uncontrolled migration of spectators from exposed areas.</li> <li>• Ensure all staff are aware of their responsibilities in the event of a postponement or abandonment.</li> </ul>	6	2	12		
Failure of Power System Supply	Confusion, Crowd Control Issues, Panic amongst Public	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>• Major music events equipped with back-up generators by event organiser.</li> <li>• Duty electrician available</li> <li>• Event Organiser to ensure megaphones at key areas to allow communication with public.</li> <li>• If power is not restored and event is cancelled, then a contingency plan must be implemented by the Event Organiser.</li> <li>• If prior to the event and entrances are not available, then consultation between the Event Organiser, Gardai (if present) and RDS on whether to</li> </ul>	6	2	12		Event organiser to supply event specific contingency plan for cancellation or postponement.

						delay event or not is to be actioned.					
Accident due to supplier of goods or services neglect	Fatality or major injuries	P, S, C	10	4	40	<ul style="list-style-type: none"> <li>All suppliers and Event Organiser Suppliers are required to submit safety statements and method statements before entering the RDS.</li> <li>Suppliers must confirm that all staff employed are properly trained for the task.</li> <li>Customised Risk assessments should be prepared by the supplier to demonstrate that they have considered hazards associated with the event.</li> </ul>	10	2	20	All suppliers must be monitored to ensure adherence to proper safety practices. If in doubt specialist advice should be sought	Event Organisers to collate appropriate documentation to have available to the RDS for inspection if required
Gas Leak / Chemical Incident	Fatality or major injury, Risk of explosion or fire	P, S, C	10	4	40	<ul style="list-style-type: none"> <li>All gas supplies and outlets monitored and checked prior to the event by venue.</li> <li>Emergency Procedures in place</li> <li>Immediate identification of location, description and severity of incident</li> <li>Notify emergency gas service/fire service.</li> <li>Turn of Gas supply if within the venue</li> <li>Make announcements to extinguish any naked flames and cigarettes.</li> <li>If partial evacuation within the RDS is required, then monitor capacity of re-location areas are not exceeded</li> </ul>	10	2	20		

Major Events - Failure of CCTV	Reduced security and crowd management control	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>• Procedures in place.</li> <li>• Event Organiser to ensure maintenance contractor on site.</li> <li>• Decision to be made whether to continue or abandon event.</li> <li>• Re-deployment of stewards to key control areas</li> <li>• If system cannot be repaired decision to be made with Gardai Commander on safety and public order issues</li> </ul>	6	2	12		
Major Events - Failure of Public Address System	Loss of the ability to provide information and instruction	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>• Procedures in place by Event Organiser</li> <li>• Maintenance contractor on-site</li> <li>• Use of screens to relay messages.</li> <li>• Use of megaphones in key areas</li> <li>• If system cannot be repaired decision to be made with Gardai Commander on safety and public order issues</li> </ul>	6	2	12		
Failure of Radio Network	Loss of the ability to provide information and instruction to staff, Loss of overall management control	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>• Procedures in place by Event Organiser</li> <li>• Maintenance contractor on-site</li> <li>• Event Organiser/RDS can use directional public address to relay messages.</li> <li>• Use of runners to relay messages to key areas.</li> <li>• Use of mobile phone network – If possible (unreliable in mass crowd events)</li> <li>• Use of Gardai and medical radio network to relay messages if available.</li> <li>• If system cannot be repaired decision to be made with RDS on safety and public order issues</li> </ul>	6	2	12		

Crowd Surge – Inside and Outside the Venue	Injury or Fatality	P, S, C	10	4	40	<ul style="list-style-type: none"> <li>• Procedures in place by Event Organiser</li> <li>• Capacity monitored by Event Organiser or event made all ticket event to avoid overcrowding.</li> <li>• Deployment of stewards to monitor area for crowd distress.</li> <li>• If overcrowding assessed PA and stewards will be used to redistribute crowd</li> <li>• Access to area controlled and contained.</li> <li>• If there are signs of crowd distress, crush or if surge is likely to lead to injury, then stewards and Gardai (if available) will be deployed to the area.</li> <li>• If there are signs of crushing, then Event Organiser will instigate partial evacuation to relieve pressure – e.g. onto place of safety.</li> <li>• First Aid and Medical staff will be deployed to the area to monitor and treat as required.</li> <li>• Decision will be made whether to declare an emergency.</li> </ul>	10	2	20		Event Organiser to provide RDS with capacity analysis based upon Event layout plan. Capacity should not exceed stipulation of Fire Certificate.
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Delayed Start	Personal Injury, Violence	P, S, C	2	4	8	<ul style="list-style-type: none"> <li>Event Organiser to have procedures in place.</li> <li>Liaison between Event Controller, Gardai (if present) and the RDS.</li> <li>Liaison with the artist management</li> <li>Constant information provided by PA and Screens to customers inside and outside the venue.</li> <li>Event Organiser will ensure adequate queue lanes open to deal with late arrivals</li> </ul>	2	2	4		
Major Events - Large Scale Ticket Forgery	Injury, Violence	P, S	4	4	16	<ul style="list-style-type: none"> <li>Event Organisers to have - procedures in place.</li> <li>Event Organiser to ensure tickets have recognised security system.</li> <li>Liaison between Event Organisers, Gardai (if present) and RDS.</li> <li>Seizure of all forgeries</li> <li>Event Organiser to brief all entry staff on identifying factors of forgeries.</li> <li>Outer Cordon ticket check in operation</li> </ul>	4	2	8		
Pyrotechnics and/or special effects (If used)	Burns, Injury	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>Event Organiser to ensure Risk Assessment and method statement supplied by specialist contractor.</li> </ul>	6	2	12		RDS may request live demo of pyrotechnics to be used in conjunction with or without Dublin Fire Brigade (Fire Prevention Division)

Public Gaining Access to unauthorised areas	Falls, Trips, Abrasions, Slips, Crushing Injuries, Struck by Objects, Injury through contact with live services	P	8	4	32	<ul style="list-style-type: none"> <li>All contractors are to be made aware of Event Organisers and RDS safety requirements.</li> <li>Event Organisers and RDS will ensure all areas under their control must be made as secure as reasonably practicable with manned control through access points.</li> <li>Gates and doors to private areas to be kept closed and locked if appropriate.</li> <li>Temporary electrical equipment will be routed through safe areas and / or covered with protective material.</li> </ul>	8	2	16		
Plant and Equipment	Faulty equipment, untrained operatives	P, S, C	8	4	32	<ul style="list-style-type: none"> <li>Event Organisers and RDS to ensure all equipment within their area of responsibility has been inspected and tested in accordance with appropriate legislation</li> <li>All operatives have been trained and hold appropriate certification as appropriate.</li> </ul>	8	2	16		
Toilet Provision	Health Hazard and Overcrowding	P	2	4	8	<ul style="list-style-type: none"> <li>Toilets serviced by contract company.</li> <li>Event Organiser to ensure stewards aware of alternative toilet locations and direct public as appropriate.</li> </ul>	2	1	2		
Stewarding Events	Injuries due to environmental hazards	S, C	4	4	16	<ul style="list-style-type: none"> <li>Event Organiser to ensure security management to undertake pre-event inspections.</li> <li>Contingency plans and procedures in place</li> </ul>	4	1	4		

Staffing Events	Protracted Duty / Inclement or Hot weather – Heat, Cold, Stress or Dehydration	S, C	4	4	16	<ul style="list-style-type: none"> <li>Managers will ensure all staff receive regular breaks.</li> <li>RDS to provide appropriate clothing to RDS staff in accordance with weather conditions.</li> </ul>	4	1	4		
Excessive Hours Worked	Accidents or Ill Health caused by Tiredness	S, C	4	4	16	<ul style="list-style-type: none"> <li>Restrictions on staff generally working more than 16 hours per day.</li> <li>Managers to monitor for signs of tiredness.</li> </ul>	4	1	4		
Incident / Accident Reporting	Injuries or near misses	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>All accidents or incidents must be reported.</li> <li>As many details as possible must be given to allow proper investigation</li> <li>All accidents must be reported to the event safety officer.</li> <li>Accident form to be completed.</li> </ul>	6	2	12		Event Organisers to advise RDS immediately should Accident / Incident or near miss occur within RDS
General Public Safety	Injury or Fatality	P	8	4	32	<ul style="list-style-type: none"> <li>External and Internal Planning Meetings held for all events.</li> <li>Tactical and Risk Assessment issues reviewed at meetings.</li> <li>Comprehensive safety management structure and event management plan</li> <li>Event Organisers to ensure management of Customers by adequate numbers of stewards, security and Gardai (if appropriate)</li> <li>Continuous monitoring by the Event Organiser and RDS</li> </ul>	8	1	8		

Cable Runs	Trip Hazard, Head Hazard, Damage to other equipment or fixings	P, S, C	4	4	16	<ul style="list-style-type: none"> <li>At all times close attention must be made to the installation of cables</li> <li>Where cables are at ground level they must be matted, ramped or run close to the wall to minimise Trip Hazards</li> <li>Where cables are run overhead then existing runs should be followed. Where this is not possible then discussion with venue management should take place as to the best possible route</li> <li>At no time should overhead cables be tied off to anything other than the supports installed for this purpose</li> <li>Cables must be secured by cable ties; no string or chord must be used.</li> <li>At no time should cables be secured to busbars or other electrical services</li> <li>Where cables run at Ground level the access covers must be replaced so as not to present a trip hazard</li> </ul>	4	2	8		
Vandalism	Structural Damage to RDS	S, C	2	4	8	<ul style="list-style-type: none"> <li>Security and/or Gardai presence within the RDS for events</li> <li>Contract Security presence during non-event times</li> <li>Vandals ejected.</li> </ul>	2	1	2		
First Aid	Treatment not immediate or inappropriate	P, S, C	8	4	32	<ul style="list-style-type: none"> <li>Event Organisers to ensure access to trained first aiders.</li> <li>Company first aiders available for RDS staff</li> <li>Health Service Executive presence for major events</li> <li>Doctor on site for major events</li> <li></li> </ul>	8	1	8		

Working at Heights	Falls of Persons, Falls of materials	S,C	8	4	32	<ul style="list-style-type: none"> <li>• Work is planned to ensure a safe means of access is provided.</li> <li>• Separate assessments for use of ladders, scaffolding, mobile elevating working platforms and mobile scaffold towers.</li> <li>• All equipment is provided and maintained to required legal and other standards.</li> <li>• Suitable signs and barriers will be positioned directly below works to warn of overhead operations.</li> <li>• Edge protection will be erected at all openings or edges where falls of more than 2m could occur.</li> <li>• Where edge protection is removed for access, or it is not practicable, safety lines and harnesses will be worn by operatives working at or near the edge.</li> <li>• Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties.</li> <li>• All operatives working below overhead operations will wear safety helmets.</li> <li>• All equipment will be checked to ensure it is in good order, to correct specification, and in date for inspection.</li> <li>• Work will be monitored to ensure those additional precautions and equipment is taken into use if edge protection is removed.</li> <li>• Training and instruction must be provided to all operatives and supervisory staff involved in the use of harnesses, and how to inspect and assess P PE of this type before use.</li> </ul>	4	2	8		Event Organisers to advise RDS of any staff or contractors working at heights. Event Organisers to provide copies of Risk Assessments and Method Statements if requested.
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Use of Access Scaffolding	Falls of Persons, Falls of materials Collapse of Structure	S, C	8	4	32	<ul style="list-style-type: none"> <li>• Only authorised personnel will erect, modify or dismantle scaffolding.</li> <li>• For structures over 5m in height, certification of erectors will be required and checked.</li> <li>• Design drawings will be produced for load-bearing scaffolds and non-standard structures.</li> <li>• Guard-rails and toe-boards removed for access will be replace after access has been gained.</li> <li>• Unused ladder gaps will have toe-boards fitted.</li> <li>• Ties removed for any purpose will be replaced or alternative ties fitted, at once.</li> <li>• Debris guards, debris netting, and fans will be considered for high-rise scaffolds and those close to public areas.</li> <li>• Traffic movements will be restricted around scaffold bases.</li> <li>• All scaffolding will be inspected on hand over to or from other contractors.</li> <li>• After alteration or adverse weather conditions management must inspect scaffolds.</li> <li>• Structure over 2m in height must be inspected every day and the results recorded.</li> <li>• A competent person will carry out all scaffold inspections.</li> <li>• Scaffolds will be checked regularly to ensure their correct use and that unauthorised adaptations have not been made.</li> <li>• Persons erecting scaffolding must be adequately trained. This will normally be verified by production of a Scaffold operators Certificate.</li> <li>• Inspections of scaffolding will be carried out only by those trained competent to do so.</li> </ul>	4	2	8		Event Organisers to advise RDS of any staff or contractors using access scaffolding. Event Organisers to provide copies of Risk Assessments and Method Statements if requested.
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Use of Mobile Scaffold Towers	Falls of Persons, Falls of materials Collapse of Structure, Overturning of Structure	S, C	8	4	32	<ul style="list-style-type: none"> <li>• Only authorised personnel will erect modify or dismantle scaffolding towers.</li> <li>• Towers should not be specified for use in the vicinity of overhead power lines.</li> <li>• Specifications for use of tower scaffolds will consider the ground conditions expected height restrictions and obstructions.</li> <li>• Work will be tendered for considering relevant standards.</li> <li>• Trained personnel in accordance with relevant standards and manufacturer's instructions will erect towers.</li> <li>• Ladder access should be internal and fixed to the narrowest side.</li> <li>• Maximum height to base ratios without ties will not exceed supplier's guidelines.</li> <li>• Ties will be used in exposed or windy conditions.</li> <li>• All tower platforms will be fully boarded and fixed with toe-boards and guardrails.</li> <li>• Wheels will be braked or locked when the tower is in use.</li> <li>• Personnel and materials will be removed before a tower is moved.</li> <li>• Manufacturer advice on maximum loading will be adhered to.</li> <li>• All scaffolding will be inspected on hand over to or from other contractors.</li> <li>• After alteration or adverse weather conditions scaffolds must be inspected every day.</li> <li>• A competent person will carry out all scaffold inspections.</li> <li>• Scaffolds will be checked regularly to ensure their correct use and that unauthorised adaptations have not been made.</li> <li>• Persons erecting scaffolding must be adequately trained.</li> </ul>	4	2	8		Event Organisers to advise RDS of any staff or contractors using mobile scaffold towers. Event Organisers to provide copies of Risk Assessments and Method Statements if requested.
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Use of Ladders	Falls from Ladder Ladder Slipping Objects dropped by ladder user	S, C	8	4	32	<ul style="list-style-type: none"> <li>• Ladders will be checked to ensure correct length, type and condition before use.</li> <li>• Ladder work is restricted to that which can be carried out using one hand only.</li> <li>• The ground base for ladder use must be firm and level.</li> <li>• The ladder must be of sufficient length to extend 1.05m above the step-off point when used as access to a scaffold.</li> <li>• The correct angle of rest for a ladder is 75 degrees, or a base to height ration of 1:4.</li> <li>• Ladders must be secured against slipping, by tying at the top or at the bottom.</li> <li>• Ladders may only be footed as a sole precaution against movement if less than 5m high.</li> <li>• Over-reaching from ladders will be avoided.</li> <li>• Supervisors must check ladders before use to ensure they are sound.</li> <li>• Use made of ladders will be monitored regularly, to ensure that operatives are not over-reaching, or using two hands to work.</li> <li>• Damaged ladders will be broken up or removed from the workplace immediately.</li> <li>• Painted ladders will not be accepted for use.</li> <li>• Managers must check method statements supplied by subcontractors and others, e.g. window cleaners, to ensure that ladders will be used correctly and that safe access will be available.</li> <li>• All operatives must be trained in the safe use of ladders and the hazards, which are to be avoided. This will normally be done at induction.</li> </ul>	4	2	8		
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<p><b>Use of Mobile Elevating Working Platforms</b></p>	<p><b>Falls of Persons Falls of Materials Unintentional Lowering of Platform Striking against overhead obstructions Platform overturning Vehicles or Plant striking platform</b></p>	<p>S, C</p>	<p>8</p>	<p>4</p>	<p>32</p>	<ul style="list-style-type: none"> <li>• Control of traffic and pedestrians will be planned.</li> <li>• Platform capacity will be checked to ensure sufficient height and SWL for the work undertaken before use.</li> <li>• When hired, proof of servicing will be required.</li> <li>• The area of the work is to be fenced off. Platforms must not be operated outside limits set by the manufacturer.</li> <li>• The operating area will be firm and level.</li> <li>• Stabilisers will be extended before the platform is raised; platforms are not to be left unattended in the raised position.</li> <li>• Platforms must not be moved until they are clear of loose material.</li> <li>• Platforms require regular maintenance, which must be arranged at appropriate intervals.</li> <li>• Managers are responsible for ensuring that only trained and authorised personnel use the platforms.</li> <li>• All operatives must be trained in the safe use of these platforms. The manufacturer's representative or hirer will normally do this.</li> </ul>	<p>4</p>	<p>2</p>	<p>8</p>		<p>Event Organisers to advise RDS of any staff using MEWP's. Event Organisers to provide copies of Risk Assessments and Method Statements if requested.</p>
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Storage of Materials on Site	Injury to operatives from falling materials, Injury to trespassers, especially children Environmental contamination	P, S, C	8	4	32	<ul style="list-style-type: none"> <li>• Minimum quantities of materials will be stored to site.</li> <li>• The manufacturer's recommendations will be followed with respect to temperature and humidity requirements, and stacking. For hazardous materials, MSDS reports will be required before delivery to site.</li> <li>• Palletised loads will not exceed two pallets in height.</li> <li>• Loads will be lifted in the correct manner, avoiding the use of makeshift arrangements.</li> <li>• Compressed gas cylinders will be stored upright.</li> <li>• Stacks of cylindrical objects such as pipes and cable drums will be stabilised using chocks or wedges.</li> <li>• Material stacks will be limited in height to ensure stability; heights of more than 2m will be avoided unless specifically authorised by site management.</li> <li>• Drums and containers will be marked clearly to indicate contents.</li> <li>• Secure storage will be provided for all hazardous substances, to prevent access by unauthorised persons.</li> <li>• Trays or bunds will be provided where necessary beneath containers to prevent ground contamination.</li> <li>• Double handrails will be fitted to storage areas where persons could fall more than 2m.</li> <li>• Stockpiles and storage areas will be inspected regularly to ensure stability, and to ensure that the above physical precautions are in place.</li> <li>• Verbal instructions and training will be given to ensure good housekeeping standards are maintained on site.</li> <li>• Stability and stacking instructions will be given as needed to site operative by management.</li> </ul>	4	2	8		
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Storage & Use of LPG	Fire, Explosion Asphyxia	P, S, C	8	4	32	<ul style="list-style-type: none"> <li>• Prior to starting work with LPG, quantities will be estimated to ensure adequate storage facilities will be available.</li> <li>• Liaison between contractors, owners and clients will be maintained to ensure storage is adequate.</li> <li>• The minimum quantity required will be held on site.</li> <li>• Cylinders will be stored upright in an open mesh, lockable container away from buildings, drains and excavations.</li> <li>• Only cylinders connected to equipment will remain in work areas.</li> <li>• Cylinders will be kept away from flammable materials and heat sources.</li> <li>• Adequate ventilation will be provided in areas where LPG is in use.</li> <li>• Where LPG is used, a dry powder fire extinguisher will be available.</li> <li>• Empty cylinders will be treated as full, except in storage where they will be segregated.</li> <li>• Storage areas will be signed with appropriate safety signs and warnings.</li> <li>• Direct heat will not be applied to cylinders.</li> <li>• Management will ensure that storage facilities are adequate and are maintained to the specified standard.</li> <li>• During inspections, they will check to ensure LPG equipment is being used properly, cylinders not in use are removed from the workplace, fire extinguishers are present, and storage areas are in good order.</li> <li>• Hot work using LPG must be inspected at the end of work periods to ensure that the risk of fire is minimised.</li> </ul>	4	2	8		Event Organisers to advise RDS of any LPG to be used in RDS. Event Organisers to provide copies of Risk Assessments and Method Statements if requested.
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<b>Slinging of Loads</b>	<b>Unplanned release or dropping of load, Striking by falling objects, Trapping between fixture and load, Damage to equipment or property, Striking/arcing of overhead cables</b>	<b>S, C</b>	<b>8</b>	<b>4</b>	<b>32</b>	<ul style="list-style-type: none"> <li>• Correct lifting equipment will be supplied compatible with the load.</li> <li>• Operation will be planned to ensure maximum safety of personnel and property.</li> <li>• Relevant test certificates or copies will be available for inspection on site.</li> <li>• Sufficient numbers of trained personnel will be available on site before lifting begins.</li> <li>• No persons are allowed to stand or work within lifting appliance operating radius without the operator's permission.</li> <li>• Loads must not be slewed over personnel, vehicles, cabins or huts.</li> <li>• A banks man is to be used where driver's vision is impaired or operating in congested areas.</li> <li>• The lifting appliance will be on a firm, level base.</li> <li>• The attachments and equipment will be selected considering the weight and stability of the load.</li> <li>• Slings will not be placed on sharp edges.</li> <li>• Tail ropes will be used on large loads to steady and guide them.</li> <li>• All personnel associated with slinging will wear safety helmets, gloves and safety footwear.</li> <li>• Manufacturer's information on load weight, centre of gravity and slinging arrangements will be obtained in advance where practicable.</li> <li>• Lifting will be supervised to ensure the stability of the appliance and the load, by a trained supervisor.</li> <li>• Banks men will be used when the driver /operator's view is obstructed.</li> <li>• Work will be stopped when weather conditions prevent safe operations.</li> <li>• The area within the arc of operation is to be cleared of personnel before slinging begins.</li> <li>• Crane drivers and operators of lifting appliances will be trained in slinging and lifting operations.</li> <li>• Banks men and supervisors will also be trained in lifting operations.</li> </ul>	<b>4</b>	<b>2</b>	<b>8</b>		
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Use of Hand Tools	Personal Injury	S, C	6	4	24	<ul style="list-style-type: none"> <li>• Tools provided by the RDS must be assessed to ensure that they are fit for the purpose, the environment in which they are to be used and are in good working condition.</li> <li>• Tools are required to be suitable for the purpose for which they will be used.</li> <li>• Eye protection is to be provided and used whenever work is don using cold chisels, drills, grinders or other tools where there is a risk of flying particles or pieces of the toll breaking off.</li> <li>• Open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user or others.</li> <li>• Non-ferrous (spark-free) tools are to be used where there is a possibility of live electrical work.</li> <li>• Management will monitor hand tools that can deteriorate with use, to ensure they are sharpened or replaced as necessary, and to ensure the correct tools are being used properly.</li> <li>• Specific checks will be made as follows: Chisels for mushroom heads Hammer and file handles for deterioration and exposed tangs Open-ended spanners for splayed jaws.</li> </ul>	2	2	4		
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Use of Forklift Truck	Fall of load from forks, Overturning of forklift, Unplanned lowering of forks (mechanical failure), Impaired driver vision	S, C	8	4	32	<ul style="list-style-type: none"> <li>• Operating area proposed is to be checked in advance for suitability.</li> <li>• Where applicable, raising and lowering chains to be checked for valid test certificate.</li> <li>• Forklift trucks are not being overloaded in excess of manufacturer's recommendations.</li> <li>• Passengers must not be carried unless additional seat is fitted.</li> <li>• Forklift trucks are not to be left unattended with engines running or forks raised.</li> <li>• Palletised loads must be checked for security before carriage.</li> <li>• Daily driver checks must include brake testing.</li> <li>• Vehicles must not be driven at excessive speeds; only in accordance with workplace conditions.</li> <li>• Drivers must be over 18 years old.</li> <li>• At blind corners, signs and audio-visual warnings will be considered.</li> <li>• In workshops and stores, warning signs will be displayed, and operating areas and overhead obstructions painted to highlight hazards.</li> <li>• Extra care must be taken when working on slopes, especially when crossing the gradient.</li> <li>• A banks man is to be used where driver's vision is impaired or operating in congested areas.</li> <li>• Certification of drivers must be checked.</li> <li>• Vehicles must be checked by drivers before use and secured afterwards.</li> <li>• Management must ensure speed restrictions are enforced, and monitor use on sloping ground.</li> <li>• Specific driver training is required, in accordance with A C O P.</li> <li>• Forklift truck driving by none-certificate operatives is not permitted; this also applies to subcontractors and the self-employed.</li> </ul>	4	2	8		Event Organisers to advise RDS of any staff or contractors using Forklift Trucks. Event Organisers to provide copies of Risk Assessments and drivers qualifications.
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Use of Portable Electric Equipment	Electrocution, Fire, Damage to Equipment	S, C	8	4	32	<ul style="list-style-type: none"> <li>• All portable electrical equipment will be identified individually and is subject to planned maintenance.</li> <li>• Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions.</li> <li>• All equipment found to be defective will be switched off and reported immediately.</li> <li>• Visual inspection of equipment will be carried out before use Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards.</li> <li>• Damaged lamps on festoon leads will be replaced, and only moulded socket holders will be used on sites.</li> <li>• Only equipment operating at 110 volts or less will be permitted on site; higher voltages must be authorised in writing by management prior to use.</li> <li>• Subcontractors will be made aware of the above policy concerning use of electrical equipment.</li> <li>• Trained first-aid person/s will be available on site at all times when electrical equipment is in use.</li> <li>• Management is responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, residual current devices or similar.</li> <li>• The use of electrical equipment will be monitored to ensure safe use.</li> <li>• Management will ensure that only trained and competent persons test, repair and maintain portable electrical equipment.</li> <li>• Operatives will be trained in the precautions and safe use of portable electrical equipment.</li> <li>• Site first-aid person/s will receive training in electric shock treatment.</li> </ul>	8	1	8		
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Installation of Temporary Electric Supplies	Electrocution, Fire, Damage to Equipment	S, C	8	4	32	<ul style="list-style-type: none"> <li>• Temporary supplies will be planned to consider foreseen load requirements, environmental conditions, progress of work and compatibility /maintenance of equipment.</li> <li>• Competence of electrical subcontractors will be checked before contracting work.</li> <li>• The installation will be certified before being brought into use.</li> <li>• Locked supply cabinets will form part of the system. Offices, stores, drying rooms and canteens will be regarded as permanent installations, and RECI Wiring Regulations will apply.</li> <li>• Supply and distribution units will be lockable, and the keys controlled.</li> <li>• Signs warning of electrical hazard will be displayed on supply units, conforming to Safety Signs Regulations.</li> <li>• Fire extinguishers (carbon dioxide) will be available adjacent to distribution units.</li> <li>• Rubber gloves to IS and rubber mats to IS are to be used for live work.</li> <li>• All cables will be routed so as to prevent damage to cables and avoid tripping hazards.</li> <li>• Permit to work system or other suitable means of control to be used when work on live systems.</li> <li>• Only competent electricians are authorized to install or modify temporary supplies; certification will be obtained after modification.</li> <li>• Systems will be monitored for physical damage and will be checked and rectified every 3 months.</li> <li>• Tradesmen will receive additional training in the above standards and HSA guidance material.</li> </ul>	8	1	8		
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<p>Installation of cable trunks &amp; cable trays</p>	<p>Fall from heights. Eye injury Hand injury Striking and being stuck by falling objects. Noise Manual handling</p>	<p>S, C</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• Where there is extensive drilling and cutting, a noise assessment may be required.</li> <li>• Where access equipment is used, measures will be taken to prevent falls of persons or materials.</li> <li>• When working in occupied premises, the area directly below the work will be fenced off.</li> <li>• Adequate warning signs will be positioned to warn of the hazard.</li> <li>• Ear, eye and respiratory protection will be used when drilling in enclosed areas.</li> <li>• Management will ensure that access equipment is properly assembled and used and will monitor the correct use of tools and equipment.</li> <li>• Noise and dust levels will be monitored to check the need for further assessments.</li> <li>• Manual handling will be reduced as far as practicable by provision of mechanical aids (forklifts, materials hoists, etc.).</li> <li>• Operatives must be trained in the safe use of access equipment and tools provided, if not already covered in craft training.</li> <li>• Supervisors require training in the inspection of systems of access and safe system of work.</li> </ul>	<p>4</p>	<p>2</p>	<p>8</p>		
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<p>Electrical work - up to 415 volts</p> <p>Electrical work</p>	<p>Electrocution, Electrical Burns, Fire</p>	<p>S, C</p>	<p>8</p>	<p>4</p>	<p>32</p>	<ul style="list-style-type: none"> <li>• Whenever possible, "live" work is to be avoided.</li> <li>• Whenever "live" work is required a safe system of work is to be devised, preferably written, and by use of a Permit to Work system.</li> <li>• Sufficient personal protective equipment (PPE) is to be available at the workplace.</li> <li>• Access to live conductors is to be controlled, and appropriate signs are to be in place.</li> <li>• Written information and instructions will be required for work on complex systems (control, metering and parallel circuits).</li> <li>• A clear access of 1m, gloves and matting to IS are to be provided for "live" working. Electrical test equipment will be insulated and fused to current requirements and in date for calibration.</li> <li>• Electricity supply authority seals will not be broken, and final connections will not be made without written authority.</li> <li>• All circuits to be worked on will be treated as live until verified dead.</li> <li>• There are no exceptions to this requirement; experience of employees is irrelevant.</li> <li>• Live work is only to be carried out by authorised competent electricians under direct supervision of nominated supervisors.</li> <li>• Electricians will not be permitted to work unaccompanied on live</li> </ul>	<p>8</p>	<p>1</p>	<p>8</p>		
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- up to 415 volts (Cont.)						<p>connections above 125 volts unless specifically authorised to do so, and good communications are in place.</p> <ul style="list-style-type: none"> <li>• Adequate PPE, first aid and qualified first-aid person/s are to be available at the workplace where live work is to be done.</li> <li>• If live work is not covered by a permit system, then switching off must be accompanied by a physical lock-off in addition.</li> <li>• The qualifications and competence of all persons carrying out electrical work will be verified by inspection of current certificates held of training/experience.</li> <li>• Before authorisation, operatives will be trained in the RECI Wiring Regulations.</li> <li>• Before authorisation to carry out "live" work, they will be trained in the safe working practices contained in HSA Guidance and in the operation of permit to work systems.</li> <li>• All electricians will be trained in the treatment of electric shock and burns.</li> </ul>					
Installing Replacing Luminares /	Falls form heights, Exposure to contents of fluorescent lamps (if	P, S, C	6	4	24	<ul style="list-style-type: none"> <li>• Planning of work will ensure that maximum safety is provided by access equipment to prevent the fall</li> </ul>	4	2	8		

Temporary Lighting	broken), Lamps falling on persons below					<p>of person or materials.</p> <ul style="list-style-type: none"> <li>• Liaison will take place to ensure exchange of information on hazards when working on premises in the control of others.</li> <li>• Power supply is to be isolated before replacing luminaries, and where possible locked off.</li> <li>• First-aid equipment must be available to employees and trained first-aider person/s should be available.</li> <li>• If working in occupied premises or over equipment, the area directly below the work will be cleared of personnel, and warning signs displayed.</li> <li>• Lamps must be kept whole where possible to prevent escape of contents and broken glass.</li> <li>• Management must check access methods and systems of work to ensure compliance with the above.</li> <li>• All temporary lighting have secondary safety fixings.</li> <li>• Where it is foreseen that there will be a quantity of fluorescent lamps to be disposed of, the local authority Waste Disposal Officer will be contacted for advice on methods of disposal.</li> <li>• Operatives must be trained in the use of access equipment and in the any hazards.</li> </ul>					
Cable Pulling	Manual handling, Falls of person from heights, Contact with live electrical conductors and equipment,	S, C	4	4	16	<ul style="list-style-type: none"> <li>• A pre-start survey will be carried out to check on route, manpower and equipment requirements, and the foreseeable hazards.</li> </ul>	2	2	4		

**Slips, trips and falls**

- The work will be planned to ensure a safe means of access is provided.
- Any equipment required will be in date for servicing and statutory inspections.
- Personal protective equipment will be provided as required by the pre-start survey.
- Gloves, foot and head protection will be minimum requirements.
- Good communications must be maintained between levels when cable is being pulled in multi-storey buildings and over long distances.
- A brakeman is required on the drum to ensure that the drum does not over-run.
- Work will be monitored to ensure that additional precaution and equipment is taken into use if edge protection is removed.
- Close supervision is required to ensure that over-stressing of the cable does not occur.
- Cable pulls will be smooth, and maintained at a reasonable rate to ensure control and tension requirements are met.
- Operatives will be trained in manual handling techniques, and instructed in the use and precautions required for the safe use of necessary tools and equipment (lifting and tensioning devices).

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APPENDIX B – CONTRACTOR CHECK LIST



# RDS

## Safety Document Contractor Checklist

COMPANY NAME:

Date

COMPANY ADDRESS:

COMPANY TEL:

COMPANY EMAIL

DEPUTY CEO (Operations):

ON SITE CREW BOSS:

CONTACT NO.:

ON SITE SAFETY REPRESENTATIVE:

SAFETY REP CONTACT DETAILS:

<p>THE FOLLOWING SAFETY INFORMATION <u>MUST</u> BE PROVIDED PRIOR TO ANY WORKS COMMENCING ON SITE. (Please provide all information electronically)</p>	<p>DOCUMENTS ATTACHED Please state YES or NO or TO FOLLOW</p>
<p><input type="checkbox"/> COMPANY SAFETY STATEMENT</p>	<p>_____</p>
<p><input type="checkbox"/> SITE SPECIFIC RISK ASSESSMENTS FOR YOUR WORKS</p>	<p>_____</p>
<p><input type="checkbox"/> METHOD STATEMENTS AND SAFE OPERATING PROCEDURES (Specific to your works being carried out on site)</p>	<p>_____</p>
<p><input type="checkbox"/> COPY OF 'PUBLIC LIABILITY INSURANCE' &amp; EMPLOYERS LIABILITY INSURANCE</p>	<p>_____</p>
<p>IF YOUR COMPANY IS ENGAGED IN ANY OF THE FOLLOWING TEMPORARY STRUCTURES (Stages, front of stage barriers, tents, mixer structures, scaffold towers) Please submit the following certificates</p>	<p>DOCUMENTS ATTACHED Please state YES or NO or N/A</p>
<p><input type="checkbox"/> Structural details method statements and full set of calculations and drawings must be submitted in advance to our Chartered Structural Engineer for approval A structural Engineer will inspect completed structures and issue certificate to our Safety Officer and also submitted to Local Authorities</p>	<p>NOTE MUST BE RECEIVED 1 mth prior to build</p>
<p>FIRE CERTIFICATES WHERE APPLICABLE</p>	<p>CERTS ATTACHED please state YES or NO or N/A</p>
<p><input type="checkbox"/> Fire certificates must be provided for all combustible materials, tents, drapage, and any combustible materials used in tents, etc. <i>All certificates will be available to Dublin Fire Brigade</i></p>	

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**APPENDIX C – SAFETY RULES FOR STAFF, CLIENTS, CONTRACTORS,  
CLIENTS CONTRACTORS AND ALL SUB-CONTRACTORS**



# RDS

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## 1.0 INTRODUCTION

It is the policy of The Royal Dublin Society (RDS) to ensure safe working conditions for all employees, clients and contractors. This includes temporary staff and visitors. In order that we may achieve these aims full co-operation is required from all those who visit and work on the venue/site.

All well run organisations incorporate conditions to ensure the operational side of the company functions within current legislation and best practice. The following document incorporates items that the RDS distinguish as significant for our current working environment, as such they are to be adhered to at all times by persons on site.

Items that you identify as hazardous or cause for concern should in the first instance be reported to your host or manager.

Contractors are reminded to ensure they correctly resource works with competent, properly trained staff and that they manage their operations efficiently.

Finally ensure that you have the correct information and if needed, authorisation before commencing any works, help is available.

Please ask and double check if in doubt.

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## 2.0 GENERAL

### 2.1 Definitions

**Contractor:** Any person or persons, bodies or groups who are not in the direct employment of the RDS (including Clients) wishing to carry out work(s) on, in or around the venue/site for financial gain or profit.

**RDS/Venue/Site:** The venue/site and associated buildings, an individual or individuals representing the company. An approved person nominated in writing by the company.

**Hot works.** Any works where the device to be used emits heat / sparks or has a naked flame. Any process where through the mixing of chemicals or other substances heat is produced.

2.2 The contractor before arriving to the venue/site will make themselves familiar with all Irish legislation appertaining to their works. Principally with The Safety, Health and Welfare Act 2005 and all subordinate statutory instruments approved codes of practice, codes of practice, guidance notes Irish and European standards good working practice, professional association standards that they hold membership to as individuals and companies.

2.3 Contact must be made with the manager responsible for the contractor each day before starting work. Instructions and restrictions on the works are to be addressed/completed at this time.

2.4 The contractor will indemnify and make good the venue/site against any damage or loss, material or otherwise that may result from their acts or omissions whilst on site.



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- 2.4.1 The contractor will not sub-let, divide, or hire any person(s), company or other establishment to execute any works without the express agreement of the RDS unless part of their rental agreement. The contractor will ensure one competent, and experienced member of his staff is available at all times to manage and control the works.
- 2.5 **Overseas or non-Irish nationalities:** the contractor will ensure that at least one member of their staff can speak and read fluent English and is available at all times while working at the site.
- 2.5.1 The contractor is to ensure that they brief all of their staff on the emergency procedures and confirm in writing to the RDS that this has been completed at least four hours before an event or works starts.
- 2.5.2 The contractor will ensure that all of his workers hold the necessary documentation to work in Ireland.
- 2.5.3 The contractor will record operative's names and addresses and PRSI numbers or other documentation enabling his operatives to work in Ireland.
- 2.5.4 The contractor will produce on demand when requested by the RDS the records of anyone working on site as stated in 2.5.3 above.
- 2.6 Should the contractor fail to respond immediately to the RDS requests on issues of health and safety then the RDS will propose to take the following action:

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- i. Immediate cessation of works, until the item(s) have been corrected to the satisfaction of the RDS.
  - ii. Instant dismissal of the contractor's senior supervisor/manager from the site and / or other individuals as requested by the RDS.
- 2.7 If, in the opinion of the RDS, the contractor has failed to resource the contract properly the following action will be taken:
- 2.7.1 The RDS will engage the services of a consultant(s) / temporary worker(s) or a member of their permanent staff who is competent through knowledge skill and / or training to manage the task.
  - 2.7.2 The RDS will purchase basic safety equipment as required within this document enabling the contractor to initially proceed with his works safely.
  - 2.7.3 All cost associated with 2.7.1/2.7.2 will be the responsibility of the contractor.
- 2.8 In addition to the above:
- 2.8.1 The RDS may, as the work progresses, at any time appoint an individual or company to assist them in monitoring safety on site this would not negate the contractor's responsibility to appoint their own safety supervisor or maintain standards.
  - 2.8.2 THE RDS will decide how all the costs associated with this exercise will be distributed amongst the contractor(s) for their duration or works.

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- 2.9 The procedure for implementing this will be as follows:
- 2.9.1 The RDS safety manager/consultant or his representative will communicate verbally with the contractor(s) that section 2.7.1/2.7.2 are to be implemented - this may be by telephone, communicating with the most senior member of staff available at the time of the request, or in a meeting. Should no one be available to receive the call / attend a meeting section 2.9.2 will be instigated.
  - 2.9.2 THE RDS will then confirm with a letter. Sections 2.7.1/2.7.2 are being implemented immediately.
  - 2.10 The RDS safety manager/consultant or his representative will then engage the services of an appropriately trained individual(s) or company for an undefined period (as they see fit) until standards are improved and maintained.
  - 2.11 The contractor(s) are to obey all instructions verbally or in writing immediately from RDS Management representatives.
  - 2.12 Contractors must not disclose any information concerning health and safety aspects to any person or outside agencies.
  - 2.13 Holes / openings must be securely covered and fenced at all times.
  - 2.14 Smoking is only allowed in the designated areas.
  - 2.15 The contractor is to be properly insured before starting any works on site copies of all insurance's policies/documents must be forwarded to the RDS before work starts on site.

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2.16 No animals or pets except with the express consent of the RDS are allowed on site.

### 3.0 SAFETY STATEMENT AND POLICY

3.1 The contractor is to submit a copy of their policy, it should include the following:

3.1.1 Safety Statement signed by the person with ultimate responsibility for health and safety within the company.

3.1.2 Organisation and responsibilities.

3.1.3 Arrangements and/or procedures.

3.1.4 The RDS will assess information submitted as for the suitability of the contractor to carry out work within the venue/site.

### 4. SAFETY PLAN /METHOD STATEMENT

4.1 If the duration of the works is anticipated to take a number of weeks or it is in the opinion of the RDS dangerous or potentially catastrophic to the company then the RDS may request the contractor to submit a comprehensive “method statement” detailing how the work is to be completed. Should the work being undertaken fall under the Safety, Health and Welfare at Work (Construction) Regulations, 1995 then a Health & Safety Plan will be produced.

4.1.2 The “method statement” must be in writing in A4 format on company headed paper signed and dated by the senior person responsible for safety within the company and be issued to the RDS formally with a covering letter.

4.1.3 The method statement must be revised and reissued at every event.

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## 5 RISK ASSESSMENT

- 5.1 The contractor is to produce a risk assessment for their works and they should identify significant hazards that cannot be by their very nature of design be easily controlled.
- 5.2 The person carrying out the assessment must be competent and if necessary, properly trained to understand the dangerous aspect of the works.
- 5.3 The assessment must always be completed in writing in a format approved by the RDS.
- 5.4 The contractor will attach a copy of the risk assessment to all permits to work, the attached risk assessment must be relevant to the tasks identified on the permit and must remain attached to the permit throughout the duration of the time the permit is in force.
- 5.5 Should the works change, the contractor will immediately amend his risk assessment and forward a copy to the RDS before carrying out additional or amended tasks.
- 5.6 After careful consideration by the RDS should the risk assessment appear deficient the contractor will be asked to re-submit the document. No works will be allowed to start until the risk assessment is complete and properly identifies the control methods and techniques.

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## 6 SAFE SYSTEM OF WORK

- 6.1 The contractor will produce a written safe system of work before starting work if their risk assessment identifies any hazards as significant.
- 6.2 The safe system of work will be forwarded to the RDS before any works are allowed to start on site it must be comprehensive and complete for the task(s) to be undertaken.
- 6.3 Should the works change, the contractor will immediately amend their safe system of work and resubmit it to the RDS before starting any amended works.
- 6.4 After careful consideration by the RDS, should the written safe system of work appear deficient the contractor will be asked to resubmit the document no works will be allowed to start until the safe system of work is completed to the satisfaction of the RDS.
- 6.5 The written safe system of work must be attached to the any relevant permit to work at all times while working.
- 6.6 The written safe system of work must follow a logical sequence of events for the task(s) to be completed, items that the RDS consider insufficient or deficient in detail will be rejected. The contractor will re-submit these items within a time period stipulated by the RDS before work commences.

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## 7 SAFETY SUPERVISOR

- 7.1 The contractor is to appoint a person in writing named the safety supervisor; he/she will be responsible for co-ordinating safety on site.
- 7.2 The safety supervisor is to be knowledgeable in Irish and European Legislation and Regulations and fully conversant in safe working practices.
- 7.3 Safety supervisors while working at the RDS will be under the direct control of the appropriate RDS manager under advisement of the RDS Safety Consultant and are to participate in any request he/they may dictate, verbally or in writing.

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## 8 MEETINGS

- 8.1 The contractor is to attend, at the request of any member of the RDS, staff meetings in the interests of health and safety. Meetings may be held at any time the contractor if working on site must attend promptly (or within a given time period verbally instructed by the RDS).
- 8.2 Failure to attend safety meetings is a disciplinary offence and may result in:
- 1) Instant dismissal from site of the most senior member of staff
- And/or
- 2) Removal of the company from the site.
- 8.3 Mandatory attendance is required at any pre-start meetings; the contractor will not be allowed to start work without attending a designated pre-start meeting.

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## 9 WORKING HOURS

- 9.1 All working hours are to be agreed with the RDS before arriving on site.
- 9.2 Operatives must be properly supervised at all times. The contractor is to forward the names of his supervisor(s) to the RDS before starting works.
- 9.3 No lone working is allowed anywhere within the site at any time without the correct control procedures. The contractor must submit his proposals to the RDS before starting works.
- 9.4 If the proposals are accepted the contractor will monitor the procedure to ensure compliance.
- 9.5 Contractors are to ensure that adequate rest breaks are allowed for their operatives.
- 9.6 Difficult or arduous work may facilitate more frequent breaks. The contractor must identify and properly assess these within a risk assessment.

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10     **TRAINING**

- 10.1    All operators of plant and equipment must be suitably trained.
- 10.2    Copies of training certificates cards and venue/sites syllabus must be produced to the appropriate the RDS manager before starting works.
- 10.3    Names and addresses of venue/site providers will be forwarded to the RDS upon request.
- 10.3.1   Approved trainers or training providers must be used to instruct personnel where an industry standard exists. The RDS will decide if the training provided by the contractor is sufficient for the task to be carried out.
- 10.4    Disciplinary action will be taken against individuals and management should machinery, plant or equipment to be operated without appropriate training.

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11 **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

11.1 The contractor must:

11.1a Assess their requirements for their work before arriving on site.

11.1b Ensure a plentiful supply of the correct equipment is available on site upon their arrival.

11.1c All equipment must carry a CE/BS marking appropriate for its use.

11.1d All equipment must be compatible should multiple items need to be worn.

11.1e Records must be kept of issue and replacement and be available for inspection on site.

11.1f Contractors must ensure that all of their operatives have been trained in the use PPE.

11.2 The contractor will ensure that all his staff are properly clothed. A minimum of t-shirt that covers the top of the arm and extends to the waist and long trousers from the waist that extends to the ankle. Appropriate footwear for the task to be undertaken must be worn.

11.3 At the discretion of the RDS the loan of the basic PPE may be granted.

11.4. Personal Protective Equipment (PPE) on loan from the RDS must be returned in good order each day. Operatives or companies will sign for all equipment borrowed daily.

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11.4.1 PPE not returned at the end of each working day will be charged to the contractor. The contractor will pay for cost of replacing the item plus a twenty-five-euro administration charge for each item. All monies will be deducted from the contract or agreement sum before payment is made to the contractor or invoiced to this contractor/event owner.

11.4.2 Coats, jackets, tabards, etc must be signed for and returned to the appropriate RDS department at the end of each day or event. They are not to be worn at any other event unconnected with the venue/site. Should the contractor fail to return clothing costs will be apportioned as in 11.4.1 above.

### **Construction/building works**

11.5 All of the contractors' operatives are to wear the same-coloured hard hat with an identifying sticker or label positioned at the front of the hat above the peak.

11.6 Supervisors are to wear Black hard hats identifies as in 11.5 above.

11.7 Operatives, who are specialist trained, will be identified by a tabard jacket or similar item of clothing naming their skill in broad letters across the back i.e.; banksman.

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12     **CONTROLS OF CHEMICAL AGENTS**

12.1    The contractor will investigate all alternative substances for use in their work process before deciding to bring any items classified under the Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 onto the venue/site.

12.2    The contractor will inform the RDS what substances and the quantities he wishes to bring onto site.

12.3    The contractor will forward his proposals for the storage of such materials and the procedures they are to adopt if an emergency situation arises.

12.4    Should the items be outside or exceed the requirements allowed by the licensing authority the contractor will instigate proceedings with the licensing authority to obtain permission for their storage on site. The RDS will assist as need to this end.

12.4.1   The contractor will be responsible for any costs this may incur.

12.5    Monitoring will be carried out by the contractor; copies of results will be forwarded to the RDS.

12.6    No explosives or explosive devices are to be brought onto site.

12.7    The contractor will ensure that all of his operatives and staff as need be trained while handling/using and disposing of cash related items.

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### 13 TEMP ELECTRICAL/SIGNAL CABLES AND LEADS

- 13.1 All electrical power cables that are to be identified as follows:
- 13.1.1 Below 110 volt no colour specified.
  - 13.1.2 110volt AC yellow with yellow fittings
  - 13.1.3 220-240volt AC blue with blue fittings
  - 13.1.4 415volt AC red with red fittings
- 13.2 All Contractors will ensure that electrical fixtures and fittings are in accordance with current guidelines and regulations.
- 13.4 Cables must only be placed in areas designated by the RDS. Contractors must inform the RDS at the earliest opportunity should any cable route be obstructed.
- 13.5 Cables routes must not block walkways gangways public areas or emergency exits.
- 13.6 Electrical sockets and supplies must not be overloaded by connection of excessive appliances.
- 13.7 Temporary electrical supplies through public areas are to be properly protected with the use of circuit breakers if this is not practicable the cable carrying the electrical supply (over 110v) must be completely encased within a purpose made rubber cable protector.
- 13.8 Temporary power supplies over 110volt must be agreed with the RDS. The route of the proposed cable (over 110votls) must be clearly marked on a plan of the site.

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- 13.9 All electrical equipment must be properly earthed as required by design and manufacture.
- 13.10 Contractors are not to use, alter, or modify the permanent power installation of the venue/site without permission from the RDS.
- 13.11 All electrical installations, maintenance or adjustments must only be carried out by competent trained electricians, the contractor is to provide to the RDS upon demand evidence of competence and training i.e., (institute of electrical engineers).
- 13.12 Halogen lights will not be used for task lighting without the approval in writing of the RDS.
- 13.13 No sources of ignition, flame, spark or ignited material are allowed near batteries. Contractors must not store batteries on site. Maintenance must be completed outside of the site in well-ventilated areas.

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14    **NOISE**

- 14.1    The contractor will assess all items of his work/plant and machinery that may emit noise levels that exceed the first action level as dictated in the noise at work regulations.
- 14.2    The contractor must reduce noise levels using engineering techniques and best practice to the lowest possible levels while working on site.
- 14.3    A record of the assessments and remedial action taken must be kept on site for inspection.
- 14.4    A plentiful supply of appropriate ear protection must be available at all times to their operatives and others who wish to enter or work in the area while the noise levels emitted are 85db(a) and above.
- 14.5    The contractor is to display signs warning others that they are entering a noise zone.
- 14.6    All plant or equipment that emits noise 85db(a) and above will be clearly marked with its sound power levels.

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15     **MECHANICAL PLANT AND EQUIPMENT**

- 15.1    The contractor must consult the RDS with their proposals before bringing any plant and machinery on site.
- 15.2    Vehicles and plant upon arrival at site must be in good mechanical order and free from inspection.
- 15.3    Regular inspections must be carried out by the contractor, and records kept on site for inspection.
- 15.4    All operators must be properly trained, proof of training and competence must be forwarded to the RDS before working any machine.
- 15.5    All operators/drivers will hold a valid licence if the machine is to travel within the site.
- 15.6    All speed limits and warning signs are to be obeyed the speed limit at the venue/site is 5mph.
- 15.7    Hazard warning lights and if fitted orange flashing amber beacon(s) must be switched on while vehicles are travelling around the site.
- 15.8    As a general rule no vehicle or plant will enter the venue/site however at the discretion of the RDS the dropping off/loading of materials or goods will be allowed, the vehicle must exit the venue/site as soon as the goods are unloaded. The driver may then gain access as a pedestrian if needed.

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- 15.9 The contractor, before arranging deliveries must check the vehicles height and ensure adequate clearance is available for its use before arriving on site.
- 15.10 Vehicles must give way to pedestrians while travelling inside the venue/site.
- 15.11 Vehicles must not be refuelled inside the venue/site.
- 15.12 Spillage's of oils and fuel and contaminated water must be cleaned up immediately no contaminate must enter the surface drainage system.
- 15.13 Static plant or machines within the site must ensure that their exhaust fumes are routed to open areas to dissipate and not allowed to collect within venue/sites or occupied areas of the building.
- 15.14 All vehicles that are capable of travelling under their own power must be fitted with an audible reversing alarm and be controlled by a competent banksman whilst on the site.

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16 **LONE WORKING**

16.1 As a general rule lone working will not be allowed.

16.2 Should the contractor wish to apply for permission for lone workers to operate he will submit to the RDS a full and comprehensive safety plan detailing as a minimum the following:

A risk assessment

A method statement

Rescue procedures

Permit procedures

Communication devices

Location devices

Names of operatives and supervision

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17 **CONFINED SPACE WORKING**

- 17.1 The contractor will ensure all of his operative(s) are properly trained before entering any confined space as described in the Safety, Health and Welfare at Work (Confined Spaces) Regulations 2001, or as may be dictated by the RDS.
- 17.2 A comprehensive risk assessment and safe system of work must be submitted to the RDS before starting works.
- 17.3 Proof of training must be forwarded to the RDS before starting work on site.
- 17.4 Rescue equipment and atmospheric monitoring equipment must be available at all times while working.
- 17.5 An emergency plan must be in place before starting works.
- 17.6 Intrinsically safe equipment must be used in areas where explosive or flammable substances may be present.
- 17.7 All confined space working will operate under a permit to work.

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18 **WELFARE FACILITIES**

- 18.1 Water closets and washing facilities are available on site. The contractor must only use those allocated to them by the RDS staff.
- 18.2 The contractor is to ensure that facilities are available for changing and drying of work clothing if needed.
- 18.3 The contractor is to ensure welfare facilities are properly maintained and kept clean.
- 18.4 All breakage's damage or faults are to be reported to the RDS immediately upon discovery.

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19    **SAFETY REPRESENTATIVES**

19.1    Contractors will ensure that safety representatives are allocated time off when needed for training or to carry out their duties.

19.2    Where employees are not represented by a safety representative the employer shall consult in good time those employees on their matters relating to health and safety. The contractor will forward to the RDS details of how he intends to carry out this function.

20    **SAFETY COMMITTEES**

20.1    The contractors' representative may be invited to attend any safety committees held at the RDS.

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21 HOUSEKEEPING

21.1 Areas are to be kept free of rubbish and debris at all times. The contractor is to instigate a regular cleaning programme and ensure his operatives adhere to it.

21.2 Waste described as hazardous must be disposed of properly within current guidelines or legislation.

21.3 Disposal certificates must be obtained and kept within a register on site.

21.4 Spillage's are to be mopped up immediately using the correct cleaning techniques for any hazardous substances, any which pose a residual risk after cleaning must be segregated by the use of barriers.

21.5 Building materials and plant must be neatly stored and kept in allocated areas, plant must be kept clean and not emit hazardous fumes or leak oils or fluids.

21.5.1 All packaging that is not fire resisting is to be removed at the earliest opportunity upon arrival at site (at least every 12 hours).

21.5.2 Materials that are to be used for protection must hold a current certificate from an approved source or body/institution showing that they do not support flame.

21.5.3 It is the contractor's responsibility to prove to the RDS that the materials they propose to use for protection have been tested and conform to a current specification that does not support flame.

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## 22 LIFTING OPERATIONS

- 22.1 The contractor is to nominate an appointed person in writing for all their lifting operations.
- 22.2 The appointed person will possess the necessary knowledge to enable them to carry out lifting operations correctly minimising any risk to property and people.
- 22.3 A comprehensive risk assessment must be completed before any works takes place.
- 22.4 A safe system of work in writing must be in place before any work takes place.
- 22.5 No lifting operations will take place without the express consent of the RDS.
- 22.6 All lifting equipment is to be clearly marked and in date test certificates available on site for inspection.
- 22.7 The lifting appliance must have with it upon arrival at site all current test certificates as dictated by current legislation.
- 22.8 Alarms, automatic safe loading devices check valves must all be fitted and in good working order before the equipment is used on site.
- 22.9 Excavators used as lifting appliance crane over one ton must be clearly marked on their boom. Check valve must be fitted to all machines.

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23 **PROVISION AND USE OF WORK EQUIPMENT**

23.1 The contractor is to properly assess all requirements for his work equipment and ensure that it is correctly maintained.

23.2 Portable hand tools.

23.2.1 All hand tools must be regularly inspected before use.

23.2.2 The correct tool for the task to be completed must be used  
improvisation is not acceptable.

23.2.3 Where the tool cannot be repaired or re-sharpened and it has come  
to the end of its working life i.e. must be disposed of properly.

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24     **CARTRIDGE OPERATED TOOLS**

24.1    As a general rule these will not be allowed on site unless the contractor has investigated all other means of fixing and found them all to be unsatisfactory.

24.2    Proof of this investigation must be forwarded to the RDS before any further consideration on their use together with a risk assessment and a method statement.

24.3    Should permission be granted the system will operate under the control of a permit to work.

24.4    All operatives are to be properly trained.

24.5    All cartridges are to be signed in and out every day all misfires are to be collected and included in count.

24.6    Cartridges are to be stored in a secure metal container and brought onto site every morning and removed in the evening at the end of the contractors' shift.

24.7    Gas cartridge operated guns will only be used when the contractor has completed 25.1 and 25.2 and approval in writing has been granted by the RDS.

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25 **FIRE**

- 25.1 Before starting works on site the contractor will inform the RDS of any foreseen fire risk associated with the works.
- 25.2 The contractor will inform the RDS of the precautions he intends to take to minimise the risk of such work.
- 25.3 No flammable substances are to be stored on site that exceeds the allowances made under the licence agreement with the appropriate council.
- 25.4 Clear access and egress is to be maintained at all times through areas that have been allocated for storage.
- 25.5 The contractor is to follow all instructions given by the appropriate manager or the RDS Health and Safety Consultant promptly.
- 25.6 Contractors instructed by the RDS will prepare a fire plan detailing the precautions to be taken, emergency routes and appointed fire marshals.
- 25.6.1 The contractor will ensure that the fire plan will be disseminated to all his staff and operatives before they start work.
- 25.6.2 Records of people attending 25.6.1 are to be kept on site for inspection.

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- 25.7 No flammable substances are to be left on the site at the end of each working day or finish of works (whatever the sooner) all substances must be removed from the site.
- 25.8 The contractor may only bring onto site flammable materials that they intend to use each working day.
- 25.9 No Storage of flammable materials is allowed on site.

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## 26 WORKING AT HEIGHTS

- 26.1 A full and comprehensive risk assessment and safe system of work will be prepared and presented to the RDS before starting works.
- 26.2 The correct rescue and fall arrest equipment must be available and used at all times for work conducted over 2 metres.
- 26.3 Harnesses must be of the full body type and carry the appropriate CE/BS markings.
- 26.4 Harnesses are to be inspected each time before use. In addition, a recorded inspection every three months must be completed by a competent person.
- 26.5 All other safety equipment is to carry CE/BS markings.
- 26.6 No equipment is to be fixed on to or over the parapets on site.
- 26.7 In accordance with the Safety, Health and Welfare at Work (Work at Height) Regulations all contractors will ensure:
- that work at height is properly planned, appropriately supervised and carried out in a manner that is, so far as is reasonably practicable, safe and without risk to health.
  - the selection of work equipment in accordance with Regulation.
  - an appropriate risk assessment is undertaken.
  - there is a plan for emergencies and rescues.
  - Full safety harness must be worn for all works conducted at height unless risk assessment determines otherwise.

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27 **EXCAVATION**

- 27.1 All works must take place under the control of a permit to work.
- 27.2 The contractor is to check all available drawings to locate services.
- 27.3 The contractor is to request all power cable to be made live before the use of a services location device.
- 27.4 Within one metre of live buried services a hand dig only will be permitted.
- 27.5 The contractor is to cease works immediately and report to the RDS if suspicious substances or materials are discovered in the excavation.
- 27.6 The sides of the excavation are to be properly supported at all times. A risk assessment must be completed and forwarded to the RDS before starting works identifying the ground and the support system used.
- 27.7 Adequate means of escape must be available at all times from the excavation.
- 27.8 The excavation must be regularly inspected by a competent person. The results of the inspection must be recorded in writing.

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28 **ABRASIVE WHEELS**

- 28.1 All operatives are to be trained and proof of training is to be produced to the RDS.
- 28.2 Governors fitted to machines are to be in good working order and must not exceed the safe working speed of the wheel/disc to be used.
- 28.3 If only Petrol driven machines are available, they must not be refilled inside the site.
- 28.4 Guards must be fitted to all machines in addition they must be in good working order.
- 28.5 Cutting and grinding wheels must be properly stored and must not exceed their useful working life while in use.
- 28.6 Cutting wheels are not to be used for grinding.
- 28.7 Personal protective equipment must be worn at all times while using the machine.
- 28.8 The contractor will ensure that dust emissions are kept to a minimum through correct use of machinery engineering techniques and best working practice.

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29 **ROAD WORKS**

- 29.1 Contractors will ensure that they plan and execute their works correctly giving due consideration to the disabled.
- 29.2 Supervisors and operatives will be trained to a standard required by current legislation. Copies of training certificates must be produced to the RDS on demand.
- 29.3 Correct signs must be displayed, and lighting used where needed at all times as the work progresses.
- 29.4 Holes and openings must be kept securely covered and fenced at all times.
- 29.5 Traffic control must be implemented where needed.
- 29.6 Footpaths must be kept clear of plant, materials and debris. Changes of direction/routes must be clearly marked.
- 29.7 Contaminates must not be allowed to enter the surface drain systems.

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30 **TEMPORARY ACCOMMODATION**

- 30.1 Accommodation allocated to contractor must be kept clean, furniture must be polished and floors mopped as needed or dictated by the RDS.
- 30.2 The contractor is to ensure fire-fighting equipment within their accommodation is not miss-used or tampered with.
- 30.3 Accommodation is to be locked when not in use.
- 30.4 Rubbish bins must be made of metal.
- 30.5 Clear access and egress must be maintained through the accommodation.

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31 **ENVIRONMENT**

- 31.1 The contractor will ensure that managers and supervisors employed on site are familiar with the operations required.
- 31.2 Managers and supervisors must ensure that their operatives are familiar with all environmental aspects of their tasks to be carried out.
- 31.3 All environmental accidents or incidents must be reported to the RDS immediately.
- 31.4 All environmental accidents and incidents must be investigated by the contractor.
- 31.5 Copies of all investigation must be forwarded to the RDS.
- 31.6 All spillages or escaped substances must be cleaned and made safe immediately.
- 31.7 Dust levels will be kept to minimum through engineering and best practice techniques throughout the duration of the work at the RDS.
- 31.8 The contractor will be responsible for all environmental monitoring throughout the works records must be available for inspection upon request.

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32 **TRADE UNIONS**

32.1 The contractor must inform the RDS of any working agreements in force between themselves and any recognised trade union(s).

33 **SAFETY SIGNS**

33.1 Signs for use and display at the RDS site/venue must comply with current legislation the correct size and colours must be used at all times.

33.2 All signs must be clearly displayed where they can be easily seen. Between eye level and waist height.

33.3 Coloured photocopies of signs are acceptable providing that they meet the criteria above and if used in adverse conditions are so protected to avoid damage and defacing.

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34 **HIGHLY FLAMMABLE LIQUIDS AND LIQUEFIED PETROLEUM GAS**

- 34.1 Before items are brought onto site the contractor will contact their RDS manager and the RDS Health and Safety Consultant and agree the positioning of the cylinders.
- 34.2 Cylinders must be stored upright and in cages suitably segregated and away from drains and ductwork.
- 34.3 The cages must be clearly marked with appropriate signs. A cage must be available for each type of gas, full and empty bottles must not be stored together.
- 34.4 Fire extinguishers must be available where the gas is stored and used.
- 34.5 The contractor will mark permanent or semi-permanent locations of storage areas on a drawing of the venue and forward them to the RDS for inclusion in the fire evacuation plan.
- 34.6 Contractors must not use the RDS storage facilities at any time.
- 34.7 Contractors are to ensure that they have the correct equipment and signs for the storage of gas upon arrival at the site.
- 34.8 All gas cylinders brought onto site must be labelled; the label will consist of waterproof paper stuck to the side of the bottle stating the contractors name, address and phone number.

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- 34.9 The contractor will remove from site to their safe storage all empty or redundant cylinders. The contractor will remove from site immediately at the finish of his works or event all gas cylinders
- 34.10 Unmarked cylinders (as in 34.9 above) will be removed from site immediately.
- 34.11 Should the contractor not remove cylinders the RDS will arrange for their removal all cost associated with this action will be the responsibility of the contractor.

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35 **RADIOGRAPHY/RADIOACTIVE SOURCES**

35.1 No radiography is to take place without the express permission of the RDS.

35.2 The contractor is not to bring onto site any radioactive source of material without permission from the RDS.

35.3 Before any radioactive substance are brought onto site the contractor will forward his proposals in writing his proposal will as a minimum consist of:

A risk assessment

A method statement.

Operative names and training records.

Medical services currently used.

Local rules.

The type of source to be used.

Location of head office.

Location where source is registered as kept.

Licensing agreements.

Emergency procedures.

35.4 The contractor will attend all meetings as is necessary with the local licensing authority and will follow all instructions and requirements that are imposed on him.

35.5 All works will be carried out under a formal control system.

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36 **TELEVISION / MEDIA**

- 36.1 Any television /media crews are to have their broadcasting vehicles in position as designated by the RDS before an event begins.
- 36.2 All vehicles are to park in their allocated spaces as dictated by the RDS.
- 36.3 Fire points are to be established and extinguishers appropriately placed.
- 36.4 Broadcasting / television companies must brief all their staff on the emergency procedures that may occur in the confines of the TV compound.
- 36.5 All cable runs are to be installed as per section 13 of this document

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37 **YOUNG PERSONS**

- 37.1 The contractor is to keep a register of all persons employed by him that are under the age of eighteen, the register must state their name date of birth address next of kin and emergency contact numbers.
- 37.2 The register is to be available for inspections at all times.
- 37.3 No person under the age of sixteen years of age is to be employed on the site/venue.
- 37.4 The contractor is to complete a risk assessment identifying the tasks to be undertaken and the controls to be implemented for all persons up to the age of eighteen years.
- 37.5 Breaks must be incorporated into the working day. Facilities must be made available where young persons can rest and shelter away from the work place.
- 37.6 The work must be of a light nature only and must not be harmful to the safety, health or development of the child or young person.
- 37.7 Contractors' insurance policies must cover all activities undertaken by children or young persons.
- 37.8 No night work is to be undertaken by children or a young person between the hours of 8pm until 8am.

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38 **WASTE DEBRIS RUBBISH DISPOSAL**

38.1 The contractor will at all times keep waste, debris, rubbish in their work area(s) and the venue to a minimum.

- Access egress routes must be kept clear at all times.
- Temporary tipping will only be in areas allocated by the RDS.
- Hazardous materials must be disposed of in the correct manner using guidelines dictated within statutory legislation/approved codes of practice/industry.
- The waste carrier must be registered; Copies of the registration certificate(s) must be forwarded to the RDS before their appointment to remove rubbish.
- The contractor will inform the RDS of the tip landfill site the waste is to be deposited in.
- Copies of the consignment notes and transfer notes must be fully completed. The contractor will ensure consignment notes are available for inspection on site by the RDS.

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39 **FIRST AID**

39.1 Properly trained first aiders must be available while working on site the contractor is to assess his requirements and allocate staff accordingly.

39.2 First aiders are to hold an approved certificate.

39.3 First aid boxes are to be properly stocked, maintained and located at prominent positions.

39.4 At the discretion of the RDS, first aid cover utilising the RDS facilities and resources may be available.

39.5 Costs associated with 39.1 will be the responsibility of the contractor.

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40 **ALCOHOL AND DRUGS**

- 40.1 If in the opinion of the RDS individual(s) appear to be under the influence of alcohol or illegal drugs or substances they will be immediately suspended from site.
- 40.2 Should it become apparent that they have brought onto the premises illegal substances or alcohol a subsequent permanent exclusion from site will take effect.
- 40.3 The senior manager on site for the contractor will request from his operative's information about prescribed drugs that may affect their ability to perform certain tasks while at work. The manager will then apportion tasks that are appropriate to individual's capabilities.

41 **INFORMAL TRAINING SESSIONS**

- 41.1 The contractor will ensure that he instigates informal training sessions for all his staff as required and will record all those who attend.
- 41.2 The RDS may request the contractor to produce a schedule of proposed weekly training sessions.
- 41.3 The contractor will ensure that all of his staff working at the site attend any informal training sessions.

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42 **DELIVERIES**

- 42.1 The contractor is to ensure that all deliveries are notified to the RDS security at least twenty-four hours before their arrival.
- 42.2 Deliveries may be held in a holding area before being allowed on site if vehicle traffic is excessive. Contractors should ensure that their suppliers allow adequate time for deliveries.
- 42.3 Drivers must follow all instruction given to them by security staff.
- 42.4 Trailers must not be left at the site without permission in writing from the RDS.

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## 43 INDUCTION

- 43.1 Before starting work the contractor must induct all of his staff of relevant hazards associated with their work and record details of those attending. The induction should be 35-60 minutes in duration depending on the task(s) performed. Part of this induction must include the RDS induction.
- 43.2 Emergency contact for next of kin and doctors phone number must be held on site for all employees.
- 43.3 The site rules must be brought to operative's attention and a signed statement of the rules understanding must be obtained from the operatives who wish to work on the site.
- 43.4 Copies of the signed statements (43.3) must be available to the RDS immediately upon request.
- 43.5 The contractor will invite the RDS to witness their inductions each and every time they take place.
- 43.6 The contractor if requested will ensure that all of his operatives including supervisory staff attend induction sessions held by the RDS or their appointed representative.

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## 44 CAMERAS

- 44.1 No cameras are to be brought onto the site/RDS campus without the prior permission of the RDS. This prohibition on cameras, excludes phones and devices with inbuilt cameras.
- 44.2 Notwithstanding this exclusion for mobile phones and other devices, permission for the use of all and any cameras will be granted at the sole discretion of the RDS.
- 44.3 Permission to use cameras – contained in section 44.2 above – may be withdrawn immediately by any member of the RDS staff. This will be confirmed verbally to the person who is in possession of the camera/mobile phone/device.
- 44.4 Should permission be withdrawn, as in 44.3 above, the person in possession of the camera shall, upon request, forthwith hand the film, picture, disc, videotape, mobile phone or other recording device to the RDS representative cancelling use of the camera in order to allow deletion of the images or footage taken. Alternatively, the Member of staff may oversee the deletion of the images/footage by the person in question.
- 44.5 Disciplinary action will be taken against contractors using cameras without permission or who refuse to comply with a request to delete footage taken without prior permission.
- 44.6 Upon arrival at the RDS, the contractor shall surrender to RDS security all and any cameras they wish to bring onto the site until a decision is made about their use. The only exception to this precondition, is for mobile phones and devices with inbuilt cameras. This exception applies, provided the camera and video recording functions are not used or intended to be used while on site.
- 44.7 RDS security will maintain temporary custody of the cameras until the contractor produces a valid permit or letter of authorisation from the RDS. Alternatively, the cameras will be collected by the contractor when they finish work or leave the premises.

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45 **HEAD PROTECTION**

45.1 Appropriate head protection must be worn at all times when dictated by risk assessment while working on site.

45.2 The contractor will complete a risk assessment of his requirements.

45.3 A copy of the risk assessment will be forwarded to the RDS.

45.4 Head protection must conform to all current BS/CE standards for this task identified as being the highest significant risk.

45.5 This contractor will designate hard hat areas and display appropriate signs.

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46 **ALLOCATED AREAS**

- 46.1 The contractor may be allocated areas where his works are taking place. Allocation of these areas will be agreed with the RDS.
- 46.2 Approval of allocated work areas will be confirmed forwarded with a letter and drawings highlighting the areas of control to the contractor.
- 46.3 The contractor is to maintain control of the access and egress for the area.
- 46.4 All persons entering or leaving the area must sign in and out.
- 46.5 A clear demarcation zone around the work area with barriers or fencing must be established.
- 46.6 Access/egress to the allocated area must only be through the designated routes.

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47     **SCAFFOLDING/LIGHTWEIGHT ACCESS SYSTEMS/RIGGING**

- 47.1    All persons who wish to erect scaffold must be properly qualified and competent for the system to be used.
- 47.2    All scaffold operatives must, while on site, have in their possession evidence of the training.
- 47.3    Copies of all training certificates must be forwarded to the RDS before work starts on site.
- 47.4    All tubes fixtures and fitting must be of sufficient strength and free from patent defect/corrosion and must conform to current Irish and European standards.
- 47.5    The scaffold must be properly designed to withstand loading and any outside elements that may affect its stability.
- 47.6    A design drawing must accompany any proposal for the erection of scaffold. The drawings must be completed and signed by a competent engineer.
- 47.7    The contractor is to ensure a handover certificate is obtained a copy is to be forwarded to the RDS for retention before the scaffold is used.
- 47.8    The contractor is to ensure that the structure is inspected at daily intervals, upon adjustment/alterations, on the event day before the public is allowed to enter the site.
- 47.9    Findings are to be recorded by the contractor copies of the inspection reports are to be forwarded to the RDS.

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- 47.10 No persons are to be allowed to work under scaffolding or temporary structures while they are being dismantled.
- 47.11 No equipment, fixtures and fittings are to be thrown during the construction demolition or alteration of temporary structures.
- 47.12 Plastic blanking caps or approved protection must be used on all projecting scaffolding or structure that may be a hazard to the RDS staff or the public.
- 47.13 Contractors must forward a hand over certificate to the RDS for all temporary structures upon completion, before use and after alteration.

#### 48 **LADDERS/ACCESS EQUIPMENT**

- 48.1 Ladders must carry an individual identification mark and be inspected before each use
- 48.2 Weekly records in writing must be kept on site for inspection.
- 48.3 All ladders must be securely fixed or footed whilst in use.
- 48.4 All ladders that are not serviceable are to be removed from use immediately.
- 48.5 No trestles are allowed on site.

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49 **ACCIDENTS**

49.1 All incidents must be reported to the RDS.

49.2 The contractor is to record all incidents and near misses a photocopy of the paperwork must be forwarded to the RDS within twenty-four hours.

49.3 Incidents that are reportable under The Safety, Health and Welfare at Work (General Application) Regulations, 1993, are to be fully investigated by the contractor safety advise/supervisor immediately (the RDS staff will assist the contractor in the investigation).

49.4 The contractor will formally record the finding of the investigation and forward a copy of findings to the RDS.

49.5 The contractor will complete a copy of form IR1 and IR3 and forward a copy to the RDS immediately upon completion of the investigation.

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50 **PERMITS**

- 50.1 The contractor will establish with his relevant RDS manager and if a permit is needed for his works.
- 50.2 The contractor will complete all of his sections of the permit and attach the relevant documentation before submitting to the RDS for approval.
- 50.3 The contractor is to allow good time for his permit to be approved (depending on the complexity of the work submission times may be introduced by the RDS).
- 50.4 The permit may be cancelled at any time by the RDS should this happen, all works will cease immediately.
- 50.5 All permits must be returned to the RDS issuing authority upon their expiry date or completion of works.
- 50.6 No further permits will be issued for continuation of works until the proceeding permit has been returned.
- 50.7 The permit must be clearly displayed with the attachments at the place of work.
- 50.8 Should the permit become mislaid or lost the contractor will immediately inform the issuing officer and reapply for a new permit all works will be suspended until this has been completed.
- 50.9 The Contractor will write to the issuing officer stating where and when the permit was lost and to what it related to.

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50.10 Photocopies of permits will not be valid documents.

50.11 The supervisor responsible for / and any persons found working without a permit will be immediately dismissed from the site.

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51 **WELDING/HOTWORKS**

- 51.1 A risk assessment and method statement must be prepared before starting works.
- 51.2 Copies of the risk assessment and method statement must be forwarded to the RDS.
- 51.3 All hot works must be controlled by a permit, the Method Statement and Risk Assessment must be attached to the permit at all times while the permit is in force.
- 51.4 The contractor will not operate his own permit system without the express permission of the RDS.

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52     **RADIOS**

52.1    Radios, cassette and compact disc players are not to be brought onto the site without permission from the RDS.

52.2    All equipment that is capable of transmit / receive operation must not interfere with the RDS allocated frequencies.

52.3    All equipment must be properly registered and frequencies allocated by the correct governing body.

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53     **SECURITY**

53.1   Contractors must follow all instructions and directions given to them by RDS security staff.

53.2   Contractors must ensure that they wear appropriate passes for their event/function or that they sign in every day.

53.3   Event Owners/RDS Manager will instruct all persons of the nearest emergency exit at their place of work.

53.4   Contractors must sign in and out every day.

53.5   Passes must be worn at chest height outside of clothing.

53.6   Clip-on passes remain the property of the RDS and must be returned if requested.

53.7   Failure to return passes or to sign in or out will result in the operative and the contractor's senior supervisor on site not being allowed access to the site at any further times.

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54 **VISITORS**

54.1 Visitors to the site will adhere to all the RDS rules and procedures at all times.

54.2 Visitors who have not completed an induction must be accompanied at all times on site by a member of the contractor's management.

54.3 All event owners will operate a pass/sign-in system for their immediate areas of responsibility.



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APPENDIX D- PYROTECHNICS CHECK LIST



# RDS

PYROTECHNIC CHECKLIST



Plans approved by DFB	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Review safety plans and procedures and personal protective equipment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Changes in pyro show approved by DFB – Fire Prevention	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Live demonstration requested	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Import Licence posted at control site & MSDS sheets	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pyrotechnic operators and technicians have licenses on their person	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Storage area at least 15 metres from unprotected heat source	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pyro storage area neat and orderly, free of combustibles	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
No smoking within 20metres if outdoors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Fire Alarm System &/or Fire Watch Personnel	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If fire alarm detection systems are bypassed, DFB notified	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Fire watch personnel on duty if detection equipment is disabled	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Smoke products shall not obscure exit signs, paths, or doors	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Minimum of 2 pressurised foam extinguishers available near pyrotechnics	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Personnel trained in the use of portable fire extinguishers present	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
All pyro devices used labelled by manufacturer as to use and effect	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pyro effects on humans shielded from body	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Firing systems have two step interlock to prevent accidental firing	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
All pyro firing areas in view of pyro operator or assistant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Concussion mortars secured from public and support personnel	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Trajectory of comets/mines not over audience	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Waterfall effect area to be free of flammable materials	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Glowing or flaming particles at least 10 feet from audience	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Fire Lane kept clear	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hydrants not blocked	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Fire extinguishers charged/inspected and in good working order	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
All exits clear and accessible	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
All set and scenic materials appropriately treated for flame retardancy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Completed by: .....

Date: .....



# RDS

## ACCIDENT / INCIDENT INVESTIGATION REPORT

PRIVATE AND CONFIDENTIAL

Date of Accident/Incident	Event Ref No	Name of Injured/Involved Person
Time of Accident/Incident	Injured/Involved Persons Address	Employment Status
Time of Investigation		Visitor <input type="checkbox"/> Contractor <input type="checkbox"/> Artiste / Exhibitor <input type="checkbox"/> RDS Staff <input type="checkbox"/>
Male <input type="checkbox"/> Female <input type="checkbox"/>		

D.O.B ..... Tel No .....

Department ..... Manager .....

Event ..... Non Event

VENUE	PRECISE LOCATION

Activity Engaged In At Time of Accident/Incident

.....

PART OF BODY AFFECTED (If applicable)

Head <input type="checkbox"/>	Injury .....	
Neck <input type="checkbox"/>		
Chest <input type="checkbox"/>		
Abdomen <input type="checkbox"/>	Where was person discharged to?	
Back <input type="checkbox"/>	Hospital <input type="checkbox"/>	Call sign of Ambulance.....
Upper limb <input type="checkbox"/>	Home <input type="checkbox"/>	T.O.A .....
Lower limb <input type="checkbox"/>	Work <input type="checkbox"/>	T.O.D .....
Hand <input type="checkbox"/>	Show <input type="checkbox"/>	

Witness to Accident/Incident

Name .....

Address.....

Tel No .....



Completed By (Print) ..... Status.....

Does IR1 or IR3 need to be completed? Yes No (If yes, have appropriate personnel been notified)

**INVESTIGATION**

DESCRIBE HOW THE ACCIDENT/INCIDENT HAPPENED IN AFFECTED PERSONS OWN WORDS

.....  
.....  
.....

PATIENTS SIGNATURE ..... REFUSED TO SIGN

NAME (Print) ..... Date .....

What is the name and address of person's GP?

.....

Had the injured person taken alcoholic drink or drugs on the day of the accident?  
YES/NO (If yes –what, how many and when?)

.....

Is there any other relevant information, e.g. Type of shoes worn?

.....

How did the affected person contribute to this accident/incident? (e.g. Eyesight, Existing Medical Conditions, Disabilities)

.....

.....

**Is a recurrence of this accident/incident likely? No Yes N/A**

What will you do to prevent this accident recurring?

.....

.....

Which manager will you notify?

.....

Additional remarks and observations (e.g. Aggressive, Evasive, Inconsistent)

.....

How was the area lit?

.....

What was the condition of the floor surface?

.....

What relevant warning signs were posted?

.....

.....

What protective clothing was being worn?

.....

.....

Name and Address of employer if Contractor

.....

.....

Does the injured person have any relevant training skills, qualifications or experience?

.....

What staff were on duty in the area at the time of the accident?

.....

Cause (tick in one box only)

Another person's fault (1)	Manual handling (19)
Chemical misuse (2)	Moving vehicle (20)
Cleaning (3)	Personal error (21)
Crush by crowd (4)	Poor management instructions (22)
Disregard for known hazards (5)	Poor management system (23)
Electrical equipment (6)	Poor signage (24)
Equipment failure (7)	Poor lighting (25)
Failed to following instructions (8)	Poor housekeeping (26)
Failed to guard against hazards (9)	Poor design or construction (27)
Fall/slip (10)	Sharp object (28)
Fall from height (11)	Striking against an object (29)
Falling object (12)	Seating (30)
Flying object (13)	Trap hazard (31)
Fire (14)	Trip hazard (32)
Fork lift truck (15)	Wrong equipment used (33)

Hand tool misused (16)	Wrong method used (34)
Inadequate instructions given (17)	Unsafe work practice used (35)
Machinery misuse (not fail) (18)	Assault (36)
	Other (37)

**SKETCH – Scene of Accident/Incident**

Mark critical distances

Have photographs been taken? Yes No

If Yes, describe subjects and give number to correspond with photograph

- No.1.** .....
- 2. ....
- 3. ....
- 4. ....
- 5. ....
- 6. ....

**What physical evidence has been collected?**

.....

.....

If accident/incident occurred outside, describe weather

.....

.....

Investigated By (signature) ..... Status .....

Name (Print) ..... Date .....





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APPENDIX F- HAZARD REPORT FORM



# RDS

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## HAZARD / POTENTIAL HAZARD REPORT

### 1. General Information

What is the name of the person initiating the report?	
In which department/venue is there a potential hazard?	
What is the date?	
What is the Department/venue manager's name?	

### 2. Hazard Source and Risk

<b>Which of the following (if any) are at risk from a hazard?</b>	
Employees?	
Contractors?	
Visitors?	
Members of the Public?	

<b>Are any of the following hazardous risk sources?</b>	
Are any fire substances a hazardous risk source?	
Are any buildings a hazardous risk source?	
Is any Plant/Equipment a hazardous risk source?	

### 3. Reporter's Description of Hazard and Associated Risk

Describe the hazard	Describe the associated risk	What is the proposed solution?

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#### 4. Manager's Intended Action

What is the manager's intended action?	
--	--

Please consult the employee making the report and advise the Company Safety Consultant of any procedural changes required.

Signature of the person making report.

.....

Signature of the Work Area Manager

.....

Signature of the Safety Consultant

.....

Date Action Agreed:

Target Date for Completion:

---

APPENDIX G- EVENT ORGANISERS CHECKLIST



# RDS

Event: ..... Date/s: .....

Location: ..... Timings: .....

**Event Organizer to supply following information.**

- Event Controller mobile contact Yes  No 
  - Event Controllers Details: .....
- Organizers Safety Officer mobile contact Yes  No 
  - Safety Officers Details: .....
- Lost children procedure in place Yes  No
- Lost property procedure in place Yes  No
- Gardai - where on site ..... Yes  No
- First Aid - where on site ..... Yes  No
- Performer, VIP details provided Yes  No
- Radio channel list provided Yes  No
- Layout provided Yes  No
- Production Schedule by locations Yes  No
- Security schedule Provided Yes  No
- Are Fork-Lifts in use? Yes  No 
  - If yes, name of organizers traffic manager.....
- Are Pyro's in use? Yes  No 
  - If yes, name of organizers traffic manager.....
- Organizer has collected and reviewed from Contractors, sub-contractors:
  - Safety Statements Yes  No
  - Method Statements (Where applicable) Yes  No
  - Risk Assessments Yes  No
  - Insurances Yes  No
  - Fire Retardancy Certificates for Furnishings, Drapes & Branding Yes  No
- Cash Collections Yes  No 
  - Removal by secure means Yes  No
- Aware of RDS Emergency Procedures Yes  No
- Pre-Doors Checklist provided Yes  No

Signed  
.....  
Print: .....



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APPENDIX H- VENUE CHECKLIST



RDS

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Event: ..... Date/s: .....

Location: ..... Timings: .....

- Fire Alarm Panel Operational Yes  No
- All Emergency Doors Operational Yes  No
- Barriers Requested Yes  No
- Seating Rig completed (if applicable) and checked Yes  No
- All exits are free of obstructions Yes  No
- All locks and chains are removed Yes  No
- Firefighting equipment is in good order and in correct locations Yes  No
- No vehicles are blocking emergency exits Yes  No
- Safety announcements are ready to play Yes  No
- All Emergency lights are operating correctly Yes  No
- All standard lighting operating correctly Yes  No
- All fire doors are closed Yes  No



# RDS

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## **Emergency Procedures** (These may be superseded in an Event Management Plan)

These procedures must be followed in the event of emergencies i.e. Fire, Explosion or bomb threat.

All personnel will be informed and trained in the correct procedures to be followed in the event of an emergency evacuation or other emergency procedures.

Any Staff working within the RDS should be aware of, the location and correct use of:

- Alarm call points
- Fire extinguishing equipment
- Emergency evacuation procedures i.e. involvement of Security, Management and Safety Representatives
- Escape route and fire exits
- Assembly points and “roll call” procedures
- Ensure that our personnel participate in emergency evacuation drills.

### **IN THE EVENT OF FIRE**

1. Do not panic, shout out loud “Fire, Fire, Fire” or whatever the emergency is, and go to the nearest fire alarm point immediately and raise the alarm so that all other persons in the building are made aware of the danger.

### **ON HEARING THE FIRE ALARM**

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On hearing a fire alarm or discovering a fire, explosion or any incident requiring emergency action leave the area immediately after raising the alarm, without putting yourself at risk.

2. Notify your Management/Supervisor immediately by the quickest practical means. They will then inform the emergency services.
3. Managers or Supervisors to take charge of teams and report to the Fire Marshals.
4. Do not stop to collect personal belongings.
5. Turn off generators, compressors and other powered equipment if it is safe to do so.
6. Turn off all heat-producing equipment and shut cylinder valves if it is safe to do so.
7. Without taking any personal risks and only if you have been trained attempts may be made to extinguish the fire by the nearest appropriate appliances.
8. Obey instructions from the Management and/or Supervisory staff.
9. All operatives will assemble at the nearest assembly point where the Emergency Control Manager will confirm that all personnel are present from the daily labour records, reception and security.
10. Do not re-enter the building/venue/site until told it is safe to do so by the Fire Officer or his Deputy.

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## MEDICAL EMERGENCIES

In the event of an accident:-

If you are the injured person:-

1. If you are able, move away from the area if that area still poses further risk of injury to you or to anyone who may come to your assistance. If you are not able to move and the area poses a risk to someone who may come to your assistance, warn them of the danger.
2. Do whatever you can to draw the attention of others, i.e., shout out “help’ help’, make a continuous loud noise, and/or position yourself where it would be likely that someone could see you.
3. If you are losing a lot of blood, cover the cut firmly with your hand, where possible with a clean cloth.
4. If you feel dizzy or faint, sit down on the floor and keep away from edges of floors, Platforms and stairs etc., where you could fall.
5. Keep as calm as possible.

If you come across someone who has been injured:-

1. Check that the accident area does not impose risks to you. If it does, try to isolate the hazard without putting yourself in danger. This should only be done if you fully understand the problem. If not, call out for help or go and get assistance, ensuring that the appropriate Emergency Services assistance can be called for.
2. An injured person should be attended to by a qualified First Aider so your main aim would be to notify that person as soon as possible. Someone should remain with the injured person if possible.

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- 
3. Do not move the injured person, unless their position is endangering their life.
  4. Stay with the injured person, reassure them, make comfortable and ensure that they can breathe freely, this will help prevent the onset of shock.
  5. If shock sets in, and you are able to recognise the condition, lay person flat on their back, raise head, shoulders and feet by 150mm (6in) and reassure until medical help arrives (otherwise stay with them and reassure).
  6. Serious bleeding should receive first attention, apply pressure adjacent to the wound.
  7. Do not allow any fluid or solid to be given.
  8. Burns and scalds should be treated by gently running cold (not ice cold) water over them.
  9. Do not try to remove charred clothing.
  10. When helping an injured person, ensure that you do not come into contact with their blood, particularly if you have an open wound yourself. If you do have contact inform the emergency personnel as soon as possible.

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## SUSPECT PACKAGE OR BOMB THREAT

### Suspect Package Procedure as follows:

This procedure must be followed in the event that a suspect package has been found.

“DO NOT DISURB IT”

“DO NOT USE COMMUNICATION RADIO OR MOBILE PHONE”

Use the nearest land line to contact the Gardai.

Give them your name, keep calm and be as clear and precise as possible.

Inform them of the location of the package and the number of the phone you are using.

Evacuate the immediate area around the suspect package by telling everyone to go to the nearest assembly point, remember to direct people away from the suspect package or location.

Insist that everyone leave the area immediately, above all keep calm but be clear with your instructions.

A roll call will then be carried out at the assembly point.

DO NOT RE-ENTER THE BUILDING/SITE/VENUE OR SITE UNTIL TOLD TO DO SO

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### **Bomb Threat Procedure as follows:**

On the discovery of the assembled explosive device or receipt of a coded bomb telephone call carry out the following emergency procedure. In the event of a telephone call try to record as many details as possible on the attached form.

1. “DO NOT MOVE OR DISTURB IT”
2. “DO NOT USE A COMMUNICATIONS RADIO OR MOBILE PHONE”.  
Evacuate the whole area immediately while getting someone to activate a full-scale emergency evacuation of the entire building/site i.e. notify Gardai using the nearest land line and inform them where you are calling from, the location of the device (if known).
3. If you are the recipient of the coded call, give the message to Gardai and leave the premises.
4. The Fire Alarm System should be activated immediately to evacuate the whole building/site and staff should go to their designated Assembly Point where a roll call will take place.

DO NOT RE-ENTER THE BUILDING OR SITE UNTIL TOLD TO DO SO BY THE GARDAI OR FIRE BRIGADE.

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**Details of caller:**

Man	Yes/No
Woman	Yes/No
Child	Yes/No
Old/Young person	Yes/No
Not Known	Yes/No

**Distractions:**

Noise on the line	Yes/No
Call box (Pips on the line)	Yes/No
Operator Interruption	Yes/No

Intoxicated	Yes/No
Rambling	Yes/No
Irrational	Yes/No
Impediment	Yes/No
Laughing	Yes/No
Serious	Yes/No
Accent	Yes/No

Read	Yes/No
Spontaneous	Yes/No

People in background	Yes/No
Traffic	Yes/No
Talking	Yes/No
Machinery	Yes/No
Aircraft	Yes/No
Music	Yes/No
Children	Yes/No
Typing	Yes/No

**Phone Number where call was received** \_\_\_\_\_

**Person receiving call** \_\_\_\_\_

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APPENDIX J- VIOLENT INCIDENT REPORT FORM



# RDS

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## VIOLENT INCIDENT REPORT FORM

<b>Date of Incident:</b>	<b>Day of Week:</b>	<b>Time:</b>
<b>Employee:</b>	<b>Name:</b>	<b>Job:</b>
	<b>Address:</b>	<b>Grade:</b>
		<b>Department:</b>
<b>Name of Assailant: Address:</b>	<b>Witness Name: Address:</b>	
<b>What happened: Give a full account of the incident including events leading up to it.</b>		
<b>Detail of outcome: Injury? Verbal Abuse? Anti-Social Behaviour? Property Damage?</b>		
<b>Time lost</b>		
<b>Sketch Plan of Incident. Use Back of Form</b>		
<b>Other Information</b>		
<b>Garda Name &amp; No:</b>		

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APPENDIX K- HOT WORK PERMIT



# RDS

**HOT WORK PERMIT**

**BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE!  
MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE!**

**This Hot Work Permit is required for any operation involving open flames or producing heat and/ or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Cadwelding**

**INSTRUCTIONS**

1. Verification below is to be completed by a qualified RDS employee.
2. The completed original is to be kept at the Facilities Office and copies sent to the Safety Consultant.
3. Must be submitted 24 hours before work is started.

HOT WORK BEING DONE BY:

- RDS Employee \_\_\_\_\_  
 Contractor \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Location / Building / Floor \_\_\_\_\_

Nature of Job / Object \_\_\_\_\_

Name of Person Doing Hot Work \_\_\_\_\_

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signed: \_\_\_\_\_

Permit Expires	Date	Time
		AM PM

Fire Detection Disabled \_\_\_\_\_ Reactivated \_\_\_\_\_

Date / Time: \_\_\_\_\_

Initial: \_\_\_\_\_

**THIS PERMIT IS VALID FOR  
ONE DAY ONLY**

**REQUIRED PRECAUTIONS CHECKLIST**

- Automatic Fire Detection Disabled?
- Available sprinklers, hose streams, and extinguishers are in service/operable?
- Hot work equipment is in good repair?

Requirements within 10 m (35 feet) of work:

- Flammable liquids, dust, lint, and oil deposits removed?
- Explosive atmosphere in area eliminated?
- Floors swept clean?
- Combustible floors wet down, covered with damp sand or fire-resistant sheets?
- Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal sheets?

- All wall and floor openings covered?
- Fire-resistant tarpaulins suspended beneath work?

Work on walls or ceilings/enclosed equipment:

- Construction is non-combustible and without combustible covering or insulation?
- Combustibles on other side of walls moved away?
- Danger exist by condition of heat into another area?
- Enclosed equipment cleaned of all combustibles?
- Containers purged of flammable liquids/vapors?

Fire Watch / Hot Work area monitoring:

- Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks?
- Fire watch is supplied with suitable extinguishers?
- Fire watch is trained in use of this equipment and in sounding alarm?
- Fire watch may be required for adjoining areas, above and below?
- Monitor hot work area 30 minutes after job is completed.

Other precautions taken:

- Confined space entry permit required?
- Area protected with smoke or heat detection?
- Ample ventilation to remove smoke/vapor from work area?
- Lockout/tagout required?



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APPENDIX L- PERMIT TO WORK



# RDS

**PERMIT TO WORK FOR WORKS AT RDS**

This permit to work must be displayed clearly at all times whilst work is in progress.

**REQUEST**

Contractor:		Job No:		Request No:	
<b>Type of Permit/Documentation submitted (please circle)</b>					
A:	Excavation .....	1.	Method Statement		
B:	Confined Space .....	2.	Risk Assessment		
C:	Hazardous Substances .....	3.	Chemical Assessment		
D:	Lifting Operations .....	4.	Limitation of Access		
E:	Electrical .....	5.	Training Certificates		
F:	Other .....	6.	Crane Assessment		
		7.	Other		
Personal Protective Equipment (please circle)					
Head	Eye	Hand	Ear	Foot Clothing	Respiratory      Harness      Other
Exact Location of Work					
Description of Work					
Anticipated duration of work from		hours on	/ /	until	hours on / /
	Name (Print)	Position	Sign		
Contracts Supervisor (in charge of Work)	.....	.....	.....		
Safety Rep	.....	.....	.....		
Manager	.....	.....	.....		

**PERMISSION**

Day/Night Shift (please circle)					
Permission is hereby granted for works to commence subject to the notes below:					
Valid from		hours on	/ /	until	hours on / /
Signed by RDS Issuing Officer.....			Date .....		

**CANCELLATION**

The above permit is withdrawn as of:		hours on	/ /
Signed for RDS .....			
Acknowledge by Contractor: .....			



