

COMPANY SAFETY STATEMENT

EVENT SERVICES IRELAND LTD

&

ROUNDSHIRE LTD

NEWMARKET HOUSE

NEWMARKET SQUARE

DUBLIN 8

6TH December 2012

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1.00 COMPANY SAFETY STATEMENT

PART 1

1.01 What is a Safety Statement?

Our safety statement details the policies, procedures and risk assessments, which have been carried out to protect the safety, health and welfare of our staff. It highlights the control measures either in place or identified as necessary to reduce the risks as far as reasonably practicable.

Our safety statement will be updated as hazards change or as new legislation is introduced. For example the purchase of new equipment will require assessment of any hazards introduced.

All employees are requested to suggest areas where improvements in health and safety can be made and these suggestions will be considered and the safety statement amended where necessary.

The document is divided into five sections for ease of use and all employees are requested to read the safety statement. Any queries should be directed to your supervisor in the first instance.

- Section 1** Description Objectives and Signed Statement.
- Section 2** Outlines the legal responsibilities of all parties, primarily the employer and employees.
- Section 3** Contains many of the policies and procedures such as training, accident reporting, first aid etc.
- Section 4** This section contains the assessment of the various hazards within the workplace. It starts by identifying the hazards and then assesses the risks of injury or ill health occurring. The control measures reduce the risk of injury and the assessment is based on the control measures being in place.
- Section 5** This is the template for the Principal's annual report on the effectiveness of the safety statement in reducing accidents and ill health, new health and safety measures put in place during the year and any other aspect which affected the safety and health of employees during the past 12 months.

In addition to the five sections there are seven appendices. These are designed to provide assistance and guidance in implementing the safety statement and many are aids to self assessment.

- Appendix 1** Questionnaire for computer users to identify workstation hazards.
- Appendix 2** Pregnant employee risk assessment questionnaire.
- Appendix 3** Safety inspection aid memoir.
- Appendix 4** Safety training records template.
- Appendix 5** Emergency Evacuation Procedures

Appendix 6 Hot Work Permit – to be used by any contractor carrying out braising, grinding, welding or any other activity using naked flame or heat on the premises.

Appendix 7 Copies of material safety data sheets for chemicals used in the business. These are also known as MSDS or COSHH sheets as well as safety data sheets.

1.02 Preface & Objectives

Event Services Ireland Ltd (ESI) and Roundshire Ltd. are the leading provider of production, stage, riggers and other height workers for the entertainment industry in Ireland.

We specialise in the hanging of lighting and sound equipment for touring rock and roll and theatre productions product launches and other corporate events, and the erection and dismantling of temporary staging structures for medium to large scale outdoor events.

Michael O’Byrne, the company founder and Managing Director, has been employed at the Point since 1989 as a stage manager and house rigger. In 1990 he began working as a scaffolder and height worker for both of Ireland’s leading promoters, *Aiken Promotions*, and *MCD*, on their outdoor concerts. Between this work and his responsibility for all rigging at the Point, Michael accumulated extensive hands on experience of best practice in the field of rigging and height work.

Over the next seven years, as the industry expanded and crewing needs increased, he formed an informal group of skilled and experienced scaffolders and riggers, who soon became the leading practitioners in this field.

In 1997-98 Michael toured as a rigger with U2, and upon his return decided to formalise the structures for crewing, and he established Roundshire as the vehicle to do so.

Over the past nine years we have become the leading scaffolding and rigging company in the business, and have seen turnover grow substantially year on year. We are the house riggers at the O2 and continue to be the principle provider of riggers for both MCD and Aiken Promotions. There has been hardly a single outdoor concert of any size that we have not worked on for the past nine years.

Michael Kerr began to work with Roundshire having met Michael O’Byrne while working on the PopMart tour for U2. He has 26 years experience as a scaffolder, rigger, staging crew boss and most recently as a site co-ordinator. He has a long history with U2 and has worked extensively with Edwin Shirley Staging in the UK and StageCo. the Belgian based world leaders in the provision of outdoor stages.

In 2003 Michael became a director of the company and brings a wealth of knowledge and experience at all levels of the rigging and staging business, and his arrival at this time of expansion will have a major impact on improving and formalising work practices and health and safety standards.

For the purposes of the Safety Statement Michael O’Byrne has overall responsibility for the

Safety Health and Welfare of employees and visitors.

Throughout this document reference is made to Roundshire Ltd and ESI Ltd. Wherever reference is made to “The Company”, this is to be read as Roundshire Ltd and ESI Ltd

Objectives of Health & Safety Manual

1. To provide a safe and healthy workplace for employees and visitors.
2. To provide a reference for the policies and procedures used at Roundshire & ESI Ltd, to assess and audit the levels of Health and Safety being achieved and to provide evidence of high standards in the corporate governance of health and safety required under the Companies Act.
3. To provide evidence that the policies and procedures to ensure Health and Safety objectives are met, have been thought out, documented and produced in a suitable manner to provide help and assistance to staff.
4. To provide a control document to record the evolution of the Company Health and Safety Policy necessary, due to the changing business environment, legislative and other changes. The Safety Statement will be reviewed at least annually
5. To help identify training requirements that need to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.
6. To provide assurance that compliance with legal requirements for Health and Safety are being met or exceeded.
7. Record of initial preparation and amendments

Version	Date	Description	Pages Added	Pages Amended	Total Pages	Prepared By	Approved By
09.01	05/09	Safety Statement			102	GRM	Michael O'Byrne
09.02	09/09	Safety Statement		35	92	GRM	Michael O'Byrne
11.03	03/11	Safety Statement		7	93	GRM	Michael O'Byrne
12.04	12/12	Safety Statement		16	93	GRM	Michael O'Byrne

General Principles of Prevention

Schedule 3 Safety Health & Welfare at Work Act 2005

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The prioritising of collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment.
9. The provision of appropriate training and instructions to employees.

1.03 Statement of Policy

It is the aim of Roundshire Ltd & Event Services Ireland Ltd to promote standards of Health and Safety within the workforce, which will lead to the avoidance or reduction in risks to Health and Safety. It is the company's policy to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, the Safety Health and Welfare at Work (General Application) Regulations 2007 and associated legislation are achieved.

We believe that considerations of Health and Safety are as important an aspect of management control as any other management function and we all expect management and staff to carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill health. In assessing the risks associated with our activities the General Principles of Prevention are used to identify risk reduction techniques.

Guidelines for all members of Management and Staff are set out in this Statement with an account of their relevant duties.

Elaine Dillon has been appointed as having particular responsibility for Health and Safety at work and to whom reference should be made in the event of any difficulty arising in the implementation of this Safety Statement.

All employees are expected to co-operate with the Company's Management Team in ensuring that high standards of Health and Safety can be achieved. All employees are reminded of their own legal responsibilities and duties, which are explained further in the body of the Safety Statement.

Wherever reference is made to Roundshire in this document, ESI as subsidiary is also implied.

Finally, copies of this Statement together with the organisational arrangements for its implementation will be kept available in a designated location for the benefit of all employees.

Signed _____

Michael O'Byrne
Managing Director

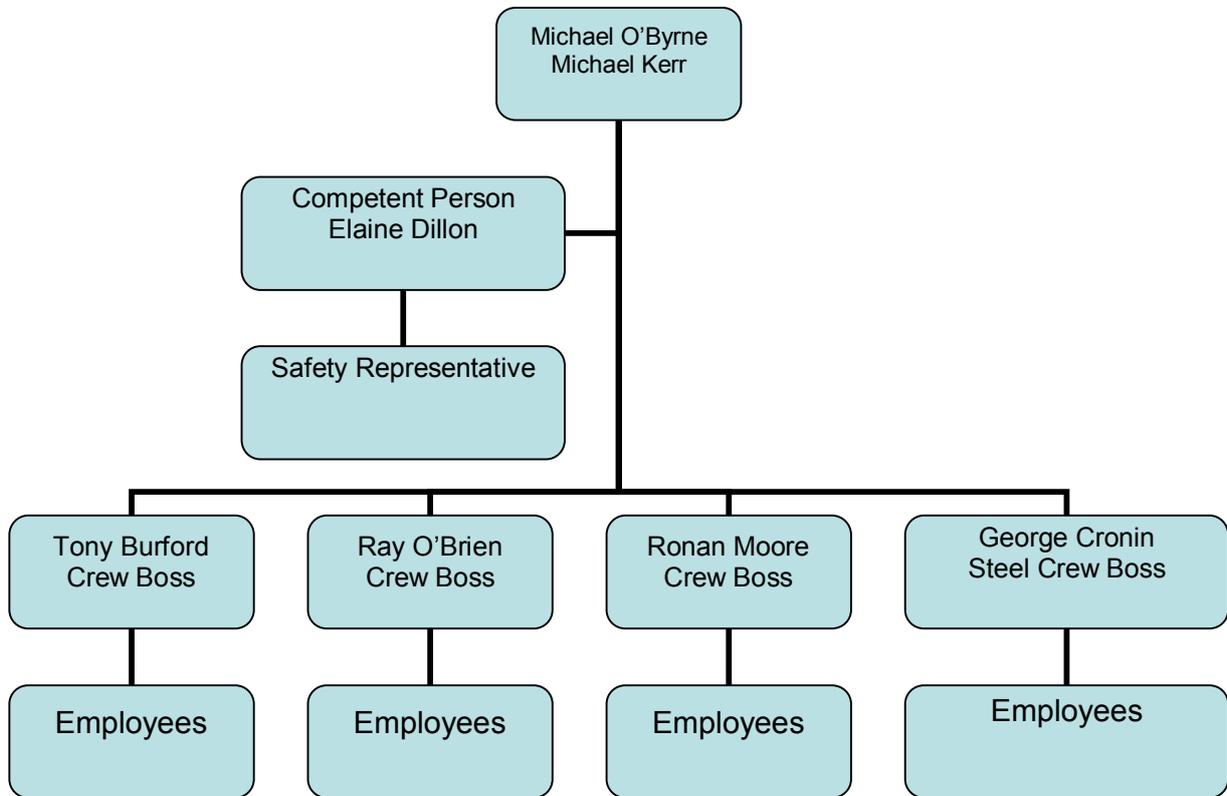
Date _____

2.00 COMPANY STRUCTURE FOR HEALTH AND SAFETY

PART 2

**Detailed Responsibilities of Personnel
carrying out functions of Part 3**

2.01 Organisational Chart for Health and Safety



2.02 *Managing Director*

Michael O'Byrne

The Managing Director bears the ultimate responsibility for ensuring:

- (a) The Health, Safety and Welfare of all employees is not compromised when all standards are met.
- (b) That adequate information on relevant standards and codes of practice is available to management to enable them to make the necessary judgements when planning company targets.
- (c) That adequate funding is reserved to meet regulatory needs of safety and health.
- (d) That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

2.03 *Managers / Crew Bosses*

It is the responsibility of all Crew Bosses and Senior Staff to

1. Read and understand the Safety Statement and bring it to the attention of all staff directly under your control.
2. Ensure employees are aware of their responsibilities under Section 13 of the Safety Health and Welfare at Work Act 2005.
3. Encourage staff to bring to the notice of management any aspects of Health and Safety which they feel, have not been adequately addressed under the Safety Statement.
4. Ensure all employees are aware of their responsibility to report all accidents which occur in the premises, however trivial they may appear.
5. Ensure all employees are aware of procedures in the event of an emergency and respond to alarm conditions as laid down in the relevant section of this document.
6. Ensure all staff are familiar with the location of and procedures applicable to First Aid boxes.

In addition it is the responsibility of the following persons to ensure that the Safety Statement is implemented in their areas of responsibility;

- Michael O'Byrne is responsible for the implementation of the Safety Statement at Roundshire Ltd.
- Elaine Dillon assisted by the various Crew Bosses is responsible for the day to day implementation of the Safety Statement within the company.

2.04 Employees

1. All employees should read and understand the Company's Safety Policy and carry out work in accordance with its requirements.
2. Do not run within or around the various sites, particularly on steps / stairs.
3. Do not try to use, repair or maintain any equipment or machinery for which you have not received full instructions or training. Only designated drivers are permitted to operate mechanical handling plant
4. Report any defects in equipment or machinery immediately to your Supervisor.
5. Find out the location of the First Aid Room / Tent and Occupational First Aider on site.
6. Ensure that you know the procedure in the event of a fire.
7. Report any accident or damage, however minor, to your Supervisor.
8. Ensure that floors, doorways etc. are kept clear and free from obstruction.
9. Do not attempt to lift or move, on your own, articles or materials which may cause injury.
10. Do not attempt to reach high work areas unless using suitable ladders, equipment, and personal protective equipment. Only designated trained and experienced employees are permitted to work at height.
11. Suggest ways of eliminating hazards and improving working methods.
12. Be particularly careful moving about the sites with hot tea/coffee cups, food and drink.
13. All employees are required to co-operate in the investigation of accidents.
14. All employees are forbidden to interfere with or misuse any item of safety equipment or any safety device.
15. All employees are required to take care of their own health and safety and not endanger others who may be affected by their acts or omissions.
16. Employees found guilty of wilful unsafe acts may be liable to dismissal in accordance with Company policy.
17. Employees shall maintain their working area in a clean and tidy condition and shall assist in the maintenance of clear walkways and high standards of housekeeping and hygiene throughout the sites.

18. The company believes that the present level of activity and use of computer display screen equipment (VDUs) represents no health and safety hazards to its employees greater than any other electrical appliances including the danger of tripping over loose cables or possible electric shocks. Nevertheless there are guidelines for users of VDUs and indeed all desk related activities which we commend to office staff. (See Risk Assessment Section on VDU's).

REMEMBER:

Under the Safety, Health and Welfare at Work Act 2005 all employees are legally required to:

- (a) Take reasonable care for his/her own safety and health and that of any other persons who may be affected by his/her acts or omissions whilst at work.
- (b) Co-operate with his/her employer and any other person to such extent, as will enable his/her employer or other person to comply with any provision of the Acts.
- (c) Not intentionally interfere with or misuse any means, appliance, convenience, equipment or other things provided in pursuance of the Acts or Regulations made for the Health, Safety and Welfare of employed persons.

2.05 Contractors

The following responsibilities are allocated to contractors:

1. All contractors will be expected to comply with the Health, Safety and Welfare policy of Roundshire / ESI Ltd and must produce their own Company's Safety Statement before work is carried out.
2. In addition, comprehensive Method Statements must be produced for hazardous activities and always where hot work is undertaken. Appendix 6 Hot Work Permit must be completed before any hot work is undertaken.
3. All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of others on the premises site or environs.
4. Scaffolding and other access equipment used by Contractors' employees must be erected and maintained in accordance with current Regulations and Codes of Practice.
5. All plant and equipment brought onto site by Contractors' must be safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
6. No power tools or electrical equipment of greater voltage than 110 volts will be brought onto the premises or 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 from 220 volt supply, a residual current device with a rated tripping current of 30mA at 30 milli seconds must be used.
7. Any injury sustained by a Contractor's employee must be reported immediately to the designated contact person in Roundshire / ESI Ltd.
8. Contractors must comply with any safety instructions given by Roundshire / ESI Ltd designated personnel.
9. The management of Roundshire / ESI Ltd must be notified of any material or substance brought onto the premises or site, which has safety, health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations.
10. The management of Roundshire / ESI Ltd reserves the right to see documentary evidence of contractor's insurance arrangements.

2.06 Safety Co-ordinator / Competent Person

Elaine Dillon

The Responsibilities of the Safety Co-ordinator include, but are not limited to the following.

1. Supervise the Company Health and Safety Programme.
2. Regularly inspect or have inspected the various site locations to ensure that the programme is being complied with and make recommendations directly to all management in matters concerning Health and Safety.
3. Obtain the assistance of all employees in monitoring the effectiveness of the Company Safety Statement.
4. Review or have reviewed all safety rules on a regular basis and, where necessary, recommend suitable changes.
5. Assist in the management of the induction and safety training of new employees.
6. Advise Supervisors on all aspects of training in relation to safety.
7. Investigate or have investigated all accidents and damage to Company property and recommend action.
8. Maintain accident records and regularly inspect first aid records.
9. Inspect and maintain records of hazards / near miss reports.
10. Monitor the systems for ensuring that emergency precautions are adequate.
11. Ensure information on European, Irish and British Standards, Health and Safety Authority information sheets, supplier safety guidelines and codes of practice are maintained by the company.
12. Co-ordinate Safety meetings where applicable.

2.07 *Safety Representative*

The Company recognises the right of employees to select and appoint a Safety Representative to represent them in consultations pursuant to Health and Safety within the organisation.

1. The Safety Representative will have the right to such information as is necessary to ensure so far as is reasonably practicable, the safety and health at the place of work
2. In the event of an inspector from the Health and Safety Authority carrying out a visit of the premises the Safety Co-ordinator will take such steps as are reasonably practicable to inform the Safety Representative.
3. A Safety Representative may
 - Make representations to the employer through the Safety Co-ordinator on any aspects of Safety Health and Welfare at the place of work;
 - Investigate accidents and dangerous occurrences provided that he/she shall not interfere with or obstruct the performance of an Statutory obligation required to be performed by an person under any of the relevant Statutory Provisions;
 - Make oral or written representations to inspectors on matters of Safety, Health and Welfare at work;
 - Receive advice and information from inspectors on matters of Safety, Health and Welfare at work;
 - Subject to agreement between the Safety Representative and the employer carry out inspections in the workplace:
 - Subject to prior notice and agreement with the employer to investigate potential hazards and complaints made by any employee who he/she represents;
 - May be permitted to accompany an inspector on any tour of inspection other than that made for the purpose of investigating of an accident.
4. The employer shall consider and if necessary act upon any representations made to him by the Safety Representative on any matter affect the Safety, Health and Welfare at Work of any employee whom he/she represents.
5. The employee shall be permitted to have time off for training and to acquire the knowledge necessary to discharge his functions as a Safety Representative.
6. The Safety Representative will not be placed at any disadvantage in relation to his/her employment.

3.00 COMPANY ARRANGEMENTS FOR SAFE WORKING

PART 3

Detailed Responsibilities of Personnel
Carrying Out Functions of Part 3 & Company Policies.

3.01 Resources

The Directors of Roundshire / ESI Ltd recognise that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

The Company undertakes to ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out.

The Company undertakes to include Health and Safety considerations into all annual estimates for running of the Company.

The Company undertakes to provide resources for the ongoing monitoring of Health and Safety in the organisation, and for the provision of information and training of all staff in Health and Safety.

3.02 *Safety Induction*

This procedure will be managed by Elaine Dillon assisted by Crew Bosses / Supervisors.

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

1. Show new employees where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities.
2. Ascertain if new employee has any disability or illness, which could prevent him/her carrying out certain operations safely, or require additional protective measures.
3. Ascertain whether the new employee suffers from an illness which may require intervention in the event of symptoms becoming apparent, obtain details of treatment/handling necessary and ensure that appropriate action can be taken by staff e.g. hypoglycaemic diabetic or epileptic seizure.
4. Warn new employee of any prohibited actions and hazards at the work place, e.g. working at height, plant & equipment, moving vehicles and operating machinery, unless authorised to operate a particular item of equipment /machine.
5. Deliver site induction prior to working at a new location. Training and instruction required for each individual must be considered. The relevant Crew Boss will arrange for specific training to be given to an employee. In some instances induction will be provided by the venue operator, for example where labour is supplied and our employees operate under the direct control and supervision of third parties.
6. Show the new employee the location of the First Aid Room / Tent and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
7. Fire and evacuation procedure and assembly points to be advised. Action in case of emergency procedure to be outlined in Induction.
8. Induction training to cover the 20 point programme and employees to sign off on induction at each new location where our Crew Bosses are engaged.

3.03 Training

HAZARDS

Inadequately trained employees are a hazard to themselves and their co-workers. The management at Roundshire / ESI Ltd will identify the training needs of their staff and ensure they are fulfilled.

It is the policy of Roundshire / ESI Ltd that every employee receives safety training on an ongoing basis. All new personnel shall receive safety training as part of their induction.

All safety training will be monitored and updated by the Safety Co-ordinator.

The company will keep training records (Appendix 4) to include:

1. Name of the employee being trained.
2. Date of training.
3. Details of training.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

The company shall provide the following safety training:

1. Induction training of all new staff.
2. As appropriate, training in the use of plant and equipment, first aid, manual handling and fire safety. Specific training in rigging, steelwork and production activities are also included.
3. Supervisor training to ensure they are equipped to undertake their duties and responsibilities.

3.04 Safety Consultation

All employees have the right to consult with their Supervisor on matters of safety, health and welfare.

The functions and objectives of safety consultation are to keep under review, the measures taken to ensure the Health and Safety of all persons on the premises i.e. employees, customers and other persons working or visiting the establishment.

The main objective would be to foster co-operation between the management and staff, to keep Health and Safety considerations active, and to promote development of ideas for the betterment of Health and Safety at work.

The Company recognises the right of employees to elect a Safety Representative to consult with the Safety Co-ordinator on matters pertaining to the Safety, Health and Welfare of employees and visitors to the premises. See Section 2.06

SAFETY CONSIDERATIONS

- Review accident and dangerous incident statistics and the trends shown by these figures.
- Identification of unsafe conditions and practices.
- Consideration of the Safety Co-ordinator's reports or comments.
- Gathering of information from the Health and Safety Authority.
- Development of safety rules/procedures on systems of work.
- Monitoring of staff health and safety training.
- Establishing and maintaining good communications networks relating to Health and Safety.

3.05 *First Aid*

First Aid equipment is provided for use on the various sites / locations. The company shall undertake to ensure a fully stocked first aid box is available to adequately to cover the number of people employed by the company.

The company will ensure that a person or persons shall be designated as the First Aid Officer(s) and shall be trained appropriately and retrained as necessary. The exact number of First Aid Officers will depend on staff turnover. Consequently numbers may fluctuate.

The exact location of the First Aid facilities at each location will be provided to employees at induction.

In circumstances where the First-Aid Officer(s) is/are absent, a person shall be appointed to take charge of any situation involving injured or ill employees, to call in the necessary medical assistance and to take charge of the First Aid equipment and facilities.

All employees and contractors shall be made aware of the Company's First Aid arrangements

In accordance with the General Applications Regulations 2007 the following contents will be provided in a First Aid Box.

	Item	Numbers
(a)	Guidance card	1
(b)	Individually wrapped sterile adhesive dressings	20
(c)	Sterile eye pads with attachment	2
(d)	Triangular bandages	6
(e)	Sterile dressings for serious wounds	6
(f)	Safety pins	6
(g)	Medium size sterile unmedicated dressings	6

(h)	Large sterile unmedicated dressings	2
(i)	Extra large sterile unmedicated dressings	3
(j)	Individually wrapped wipes	3
(k)	Scissors	1
(j)	Pairs of Latex Gloves	2

No Staff member including First Aid Officers are permitted to dispense analgesics, pills or medications.

Supplies of such items will not be kept in First Aid Boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

3.06 Reporting of Accidents, Diseases and Dangerous Occurrences

ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents to persons, whether or not in the employment of the company, resulting in injury, however slight, shall be recorded by the Crew Boss on duty and investigated by the Safety Co-ordinator with the appropriate Crew Boss. A copy of the accident report will be sent to the Managing Director.

The above will be investigated and recorded on the Company accident report form.

If an accident causes loss of life to a person who is employed, or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health & Safety Authority in the appropriate format or online at www.hsa.ie

If the accident is fatal, the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

The Safety Co-ordinator will report, investigate and monitor all accidents, which occur on location. To this end, incidents should involve immediate witness(es) statements, photographs of offending accident area/machine, first aid person's report (where appropriate) and completion of a detailed report on the occurrence.

ACCIDENT REPORT FORM

Accident or Dangerous Occurrence

Date: _____ Time: _____ Reported to: _____ Time Reported: _____

Exact location of accident: _____

Type of work: _____

Explain fully how the accident occurred (with sketch if necessary)

Action taken to prevent a recurrence of this accident:

Injured Person

Full name (Mr/Mrs/Ms) _____ Age: _____

Address: _____

Occupation: _____ Length of Service: _____

Total days away from work: _____ From : _____ to: _____

Nature and extent of injuries: _____

Witnesses

Name: _____ Occupation/Position: _____

Notifiable - HSA informed _____ Insurance Company notified _____

Date: _____ Date _____

Signed _____ Date _____

3.07 Welfare Facilities

Management shall ensure that adequate welfare facilities are provided at locations for all personnel.

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

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

Arrangements for eating meals shall be provided.

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

Adequate cloakroom facilities shall be provided for the storage and changing of clothes.

3.08 Third Parties Affected By Company Activities

1. It is required of the Company to give at least the same level of Health, Safety and Welfare to others operating on site / location as it gives to employees.

2. The safety of clients, customers, contractors and third parties is the responsibility of all employees. In an emergency situation, they will take instructions from employees as necessary.

3. All contractors working on behalf of Roundshire / ESI Ltd will report to Michael O'Byrne or other duly appointed contact person initially for instructions and when they are working unaccompanied must establish their designated emergency marshalling point, before commencing work on site.

3.09 Pregnant Employees

Pregnancy is part of normal everyday life, it is not an illness. Many women work throughout their pregnancy and many return to work while they are breastfeeding.

The Safety Health and Welfare at Work (General Application) Regulations 2007 provide specific protection during this period because there are hazards in the workplace, which may affect either the health of the woman or her developing child.

The General Applications Regulations require that a Risk Assessment is completed as part of the Safety Statement in all workplaces. This Risk Assessment should already have identified any hazards which may present a risk during pregnancy. Therefore the risk assessment should be a re-appraisal of these hazards.

When do these Regulations apply?

- An employee who have given her employer a medical certificate or other stating that she is pregnant.
- An employee during the 14 weeks immediately after giving birth.
- An employee who is breastfeeding during the 26 weeks immediately after giving birth.

On receiving notification an employer must:

- Assess the risk and
- Act to ensure that there is no damage to health or
- Given an employee health and safety leave.

Aspects of pregnancy that may affect work:

Morning sickness

Backache

Varicose Veins

Frequent visits to the toilet

Increasing size

Tiredness

Balance

Comfort

Dexterity/Agility

General Hazards:

Physical shocks.

Vibration – of the whole body.

Handling a load.

Noise.

Excessive heat or cold.

Movement and postures which are abrupt or severe or give rise to excessive fatigue.

Ionising radiation.

Non ionising radiation.

Biological agents – including viruses, bacteria, etc.

Chemicals – including substances which cause cancer, mercury, anti-cancer drugs and carbon monoxide.

Hazards Specific to Pregnancy:

Unless the risk assessment indicates there will be no injury to the employee or the developing child, pregnant employees must not work with:

Pressurisation chambers.

Rubella (German Measles) – unless adequately immunised; contact with Rubella infected worker.

Toxoplasmosis.

Lead and lead substances.

Underground mine work.

Hazards Specific to Breast Feeding:

Unless the risk assessment indicates there will be no injury to the employee or the developing child, pregnant employees must not work with:

Lead and lead substances.

Underground mine work.

3.10 Stress

Workplace stress arises when the demands on a person exceed the capacity to meet them. Examples of “Stressors” can include:

- **Shiftwork**
- **Faulty work organisation**
- **Changes in work practices**
- **Poor working relationships**
- **Poor communications**
- **Lack of controls**
- **Ill defined work roles**
- **Dull repetitive work**
- **Highly demanding tasks**
- **Violent situations**
- **Direct interface with the public.**

Symptoms include irritability, depression, anxiety, digestive disorders, fatigue, substance abuse, loss of job satisfaction etc.

The company recognises that the effects of stress can be debilitating and safeguards / controls have been adopted at organisational level. Where necessary programmes on individual coping strategies will be adopted.

3.11 *Bullying*

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

Bullying manifests itself as various types of behaviour, including behaviour which may:

- **Humiliate.**
- **Intimidate.**
- **Verbally abuse.**
- **Victimise.**
- **Exclude and isolate.**
- **Intrude through pestering, spying or stalking.**
- **Give repeated unreasonable assignments to duties which are obviously unfavourable on one individual.**
- **Give repeated impossible deadlines or impossible tasks.**
- **Imply threats.**

1. All employees may make a complaint about bullying without fear of reprisal or recrimination.
2. Any alleged incident of bullying will be thoroughly investigated.
3. Any incident may be subject to the Company disciplinary procedure.

3.12 *Sexual Harassment*

Sexual harassment is defined as behaviour which includes unreciprocated and unwelcome comments, looks, jokes, suggestion of physical contact which might threaten a person's job security or create a stressful intimidating working environment. The crucial determining factor is that the behaviour is unwelcome to the recipient.

1. All employees may make a complaint about sexual harassment without fear of reprisal or recrimination.
2. Any alleged incident of sexual harassment will be thoroughly investigated.
3. Any incident may be subject to the Company disciplinary procedure.

4.00 HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

4.01 Hazard Inspections

Hazard Identification and Risk Assessment

1. The policy of the Company is to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable, so that risks are reduced to an acceptable level.
2. "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work".
3. "Risk" is taken to mean "the potential of the hazard to cause harm in the actual circumstances of use".
4. Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low".

This is to help with prioritising control measures and the allocation of resources.

Grade of Risk	(Abbr.)	Characteristics
High Risk	"H"	Possibility of fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	"M"	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	"L"	The possibility of injury or material loss is unlikely although conceivable.

5. **Risk Control.** Control measures are intended to reduce the risk to an acceptable level.
6. Where practicable the company commits itself to the elimination of hazards, whether by the provision of access arrangements, training, fire drills etc. or the provision of special equipment etc.

4.02 Stress Bullying and Sexual Harassment

HAZARDS

Stress

Workplace stress arises when the demands on a person exceed the capacity to meet them.

The company recognises that the effects of stress can be debilitating and safeguards / controls have been adopted at organisational level. Where necessary programmes on individual coping strategies will be adopted.

Bullying

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

Sexual Harassment

Defined as behaviour which includes unreciprocated and unwelcome comments, looks, jokes, suggestion of physical contact which might threaten a person's job security or create a stressful intimidating working environment. The crucial determining factor is that the behaviour is unwelcome to the recipient.

RISK CATEGORY Low – Medium

CONTROL MEASURES

All employees may make a complaint about bullying or sexual harassment without fear of reprisal or recrimination.

Any alleged incident of bullying or sexual harassment will be thoroughly investigated.

Any incident may be subject to the Company disciplinary procedure.

4.03 *Fire & Security*

FIRE HAZARDS

In common with all other commercial undertakings, there is always a danger of fire.

The main fire inception sources include (but are not limited to).

Cooking and the use of cooking equipment.

Discarded or poorly extinguished cigarettes.

General machinery etc.

Electrical installations and appliances.

Heating boilers and equipment.

Flammable liquids and gas.

External contractors working on the premises and the

Possible malicious ignition of refuse awaiting collection or arson.

RISK CATEGORY: Low

CONTROL MEASURES

Guard against an outbreak of fire, by the introduction of a **Fire Safety Programme** to be developed by management to specifically include;

Maintenance programmes for gas, battery and electrical machinery and equipment.

Smoking limited to external areas only and specific smoking areas agreed with venue.

A hot work permit system. (Appendix 6)

FIRE SAFETY PROGRAMME

In addition the Fire Safety Programme shall incorporate the following arrangements

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff, to familiarise them with fire and emergency evacuation procedures, fire points and use of fire fighting equipment. Orientation / induction on arrival at new venue will include emergency procedures, exit routes and assembly points.

- (c) The holding of fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment and systems.
- (g) The provision of assistance to the Fire Authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish each evening and placed in suitable receptacles outside the premises

FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect employees and visitors.
4. Protect property.

Hand held fire extinguishers will be manufactured in accordance with the requirements of IS290:2002 - Specification for Portable Fire Extinguishers.

Units will be installed and serviced in accordance with the recommendations of IS 291:2002 Code of Practice for the installation and maintenance of portable fire extinguishers.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover throughout the premises.

In deciding what will constitute appropriate means, it is necessary to have regard to the nature of the materials likely to be involved in a fire in a given building, and to this end, it has been found convenient to classify the different types of fires accordingly. Advice should be sought from a reputable fire extinguisher supplier for the exact number and type extinguisher required.

Dry-powder extinguishers, although an excellent extinguishing agent, is also a contaminant and will damage delicate electronic equipment and machinery within a radius of 3/4 metres.

ACTION IN THE EVENT OF FIRE.

1. Activate the fire alarm
2. Clear everyone from the immediate vicinity of the fire, except those actually authorised to engage in fire fighting.
3. Alert all other staff in the immediate area of the fire and designate someone to call the Fire Brigade.
4. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember fire extinguishers will only be effective on a small fire - you must catch it before it gets hold.
5. All equipment / machinery should be stopped when it is safe for this course of action to be followed, but the lighting should be left on.
6. The Crew Boss on duty will order evacuation of the building or temporary structure as soon as it becomes apparent that the fire or smoke is spreading.
7. Employees should not delay their departure to collect personal belongings from another part of the building or site and should assemble at the designated assembly point, so that they can be quickly accounted for.
8. Make sure that the building is cleared of employees and others. Close doors. See that no unauthorised person enters the building.

MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use, and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

EMERGENCY EGRESS FOR RIGGERS

- Given that access into the working area for climbers is often time consuming, speedy emergency egress is very important.
- The first choice is always to get to the ground by the safest route, which will normally be via the permanent stairs/ ladder provided by the venue.
- In the event of a fire or similar emergency, this may not be possible.
- In case of emergency then the fastest, and on balance, the safest way is to abseil using the emergency rescue kit. This procedure should only be used as a last resort and, and

using correct rope access procedures.

- Abseiling for any other purpose (other than as a means of rope accessing a work area) is forbidden.

FIRE DRILL

A fire drill shall be undertaken at least twice per year and fire instructions will be included with each induction.

ROUNDSHIRE

Emergency Evacuation Procedure

1. Activate the nearest break glass FIRE ALARM or sound the AIR HORN
2. Alert employees in the immediate area of the fire who will inform the Crew Boss on duty.
3. The Crew Boss will contact the Fire Brigade, giving them the address clearly and any other information required.
4. Employees & all others should leave the premises or site in an orderly manner.
5. **Do not delay** your departure to collect personal belongings and assemble at the designated **Assembly Point** as informed at **Induction** and/or as displayed by **Venue:**
6. **Do Not Return** until “All Clear” is given

VIOLENCE / PERSONAL ATTACK / ARMED HOLD UP

- **CONCENTRATE AND KEEP CALM**
- **OBEY** – Do only what you are asked to do, nothing more or less.
- **OBSERVE** – Note details of raider nearest you. Time may be short. Concentrate on general appearance-height, build, hair, eye colour, dress, right or left handed, distinguishing features, names used, number of attackers etc... Write details down later.
- **PRESERVE THE SCENE INTACT.**

STAY OUT OF DANGER

4.04 *Electricity*

HAZARDS

Electrical equipment, which is improperly installed, inadequately maintained or used in an unsafe manner, constitutes a Health and Safety hazard.

Temporary electrical supplies are often used, particularly at outdoor events.

The Health and Safety risks from electrical hazards are electric shock, fire, trips and falls from loose cables and explosion.

RISK CATEGORY: Medium

OBJECTIVE

To ensure that all permanent and temporary electrical installations and distribution networks are installed and maintained in a manner conducive to safe working conditions for all our employees.

CONTROL

1. Exposure controls relate to indoor and outdoor events as well as our offices.
2. The management of Roundshire / ESI will ensure that the wiring installation on the premises under their control is regularly checked by a competent qualified electrician.
3. Where employees are operating at a venue the efficacy of the electrical system is the responsibility of the promoter / operator, however responsibility for the safety of employees lies with Roundshire / ESI management and where appropriate a certificate will be provided by the promoter / operator indicating that the installation complies with the Electro-Technical Council of Ireland "National rules for electrical installation". Where this is not feasible a report on the condition of the installation with particular reference to fire safety and outlining the tests done, and the extent to which visual inspection was relied upon shall be provided.
4. Test /commissioning certificates for temporary electrical systems must be made available or inspection.
5. Test certificates for any electrical plant or equipment provided for use by our employees must be made available for inspection.
6. Portable appliances will also be formally examined periodically, however informal visual

checks on the condition of equipment, cables etc will also be regularly made.

7. Dangerous or defective material will be replaced or remedied, in accordance with the E.T.C.I's rules.
8. All extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I's rules.
9. Any person carrying out any work on the electrical installation, or any accessories or equipment connected thereto, should normally isolate the equipment, first by removing the main fuse or locking off the isolator. Live working will not be expected, although if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required. If in doubt, the circuit must be tested, using safe equipment to prove that it is dead.

WIRING STANDARDS - EQUIPMENT AND MACHINERY

All new fixed and temporary wiring under the control of Roundshire / ESI Ltd and for which Roundshire / ESI Ltd is responsible will be to the latest Irish standards and where practicable, in compliance with the National rules for electrical installations.

Precautions to be included either are or will be as follows:

- * Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service, if discovered.
- * A record should be kept of each item of equipment, so that maintenance can be scheduled and recorded.
- * Adequate fusing or excess current protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
- * Persons authorised to install and repair electrical equipment, will be limited to adequately trained appointed electricians or contractors.
- * A competent person shall be employed for installation and repair work and for regular inspections and tests of circuits, appliances and machinery.
- * Where appropriate, all equipment not in use to be switched off, especially at the end of a working day, unless of a specialist type, e.g. fax, telex machines etc.

- * Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- * Frayed and damaged cables shall be replaced immediately.
- * Staff shall receive elementary first aid training to know what to do if someone is suffering from electric shock.
- * Flexible cables should not be run across floors. Where damage to cables is possible, protection by ramps, bridges, conduit or armouring will be considered and applied.

4.05 Lighting & Signage

HAZARDS

Insufficient light affects safety and task performance.

The primary hazards are slips trips and falls, although eye strain and general fatigue are also symptoms.

Inadequate signage warning of dangers may lead to a range of uncontrolled risk.

RISK CATEGORY: Adequately Controlled – Low Uncontrolled -Medium

CONTROL MEASURES

1. The Company shall ensure that sufficient lighting is provided to promote safe, comfortable and efficient work performance. Proper lighting is necessary to avoid fatigue.
2. The main functions of artificial lighting, whether used alone or in combination with daylight, applicable to the building are:
3. To enable the occupants to work and move about the building or site easily and safely.
4. To enable the occupants to see the visual task with ease and accuracy.
5. To enhance the appearance of the interior through the appropriate lighting of surfaces, colour and detail.
6. Careful consideration shall be given to the positions of the light sources and visual tasks to reduce glare.
7. Corridors, toilets and stairways shall be well lit to enable employees and other personnel to move about safely at all times.
8. Temporary lighting at outdoor venues at night will be adequate for work at ground level and provide assistance to riggers working at height. It may be necessary for riggers to supplement task lighting with portable helmet lamps etc.

SIGNAGE

1. Care must be taken at all times to protect employees, visitors and members of the public from danger.

2. Any circumstances, which give rise to such danger or damage, must be reported immediately to your supervisor.
3. Notices should be clearly visible, readable and conform to the Safety Health and Welfare (General Application Regulations) 2007.
4. New safety signboards should not contain text. Text may be included on a supplementary signboard provided that it does not adversely affect the effectiveness of the safety signboard.
5. Where a signboard is already in place before 1 November 2007 and it meets all the requirements of Part 7 and Schedule 9 to the General Application Regulations 2007, except that it contains text, it may be left in place until 1st January 2011.
6. **Colours and shapes to be used on safety signboards.**
 - **Red** for prohibition
 - **Yellow** for caution
 - **Green** for positive action
 - **Blue** for mandatory actions
 - **O** Discs for prohibitions and instructions
 - **Δ Triangles** for warnings
 - **Squares** and **rectangles** for emergency and information signs

4.06 Housekeeping

HAZARDS

Poor housekeeping in the in all areas of the venue can result in a variety of risks to employees.

Poor housekeeping in public areas, not only gives the wrong impression to clients, but may also result in a number of uncontrolled risks which hazard others working at the venue.

The risk of fire may arise from the inadequate and infrequent disposal of combustible rubbish. Blocked exits are also a serious hazard.

Untidy and unclear work areas present the risk of tripping and injury.

RISK CATEGORY: Medium

CONTROL MEASURES

1. **All Employees** are responsible for maintaining their work areas in a clean and tidy condition at all times.
2. **All Crew Bosses** are responsible for ensuring that work areas are maintained in a clean, tidy condition and that equipment is provided to crews in a timely and organised manner.
3. All spillages shall be cleaned up immediately.
4. Any strapping, packaging, stillages or crates used to hold products will be immediately removed when opened.
5. All bins shall be emptied as frequently as necessary to prevent build up of rubbish.
6. All rubbish and waste paper/plastic shall be regularly picked up from the floor and external areas.
7. All equipment should be cleared up at the end of the day.

4.07 *Production Crews / Ground Riggers*

HAZARDS

Slips trips and falls.

Falls from height

Injury from tools, equipment and other items falling from height

Injury from equipment falling from mechanical handling equipment, platforms or ramps.

Impact from loads being moved by cranes or swinging from cranes.

Impact from vehicles including articulated and rigid body trucks, teleporters, cranes, powered pallet trucks, forklifts and bicycles.

Manual Handling

Injury whilst engaged in manual labour including pinch point injuries from audio, video and lighting equipment.

Chemicals.

RISK CATEGORY: Controlled – Medium Uncontrolled High

CONTROL MEASURES

Slips Trips and Falls

- Due to the nature of our work the workplace is constantly changing. As far as reasonably practicable equipment will be delivered either manually in wheeled crates, pallet truck or by forklift in an organised and timely fashion reducing the potential for trips, falls and impact risks.
- Empty packing cases, crates stillages and other non essential equipment will be removed and stored away from vehicular and pedestrian routes.

Internal Venues

- All doors and access points will be kept clear and maintained.
- All passageways will be kept clear of obstruction.
- All floor covering and surfaces will be kept clean and in good condition.
- All steps will be fitted with a suitable handrail and the condition of steps and stairs will be regularly checked.
- The surface of the access routes will be inspected on a regular basis to identify uneven areas or potholes which will then be rectified as soon as reasonably practicable.
- Adequate lighting shall be provided at all entry, exit points and along corridors and passageways.
- Adequate control shall be maintained to ensure that no stacking of equipment occurs, which would impede access/egress.
- Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

External Venues

- As above, however temporary flooring such as tank track etc will be installed by competent contractors.

Falls From A Height

- Working at height is generally on stages with unprotected leading edges, unloading vehicles with ramps attached to the rear. Occasionally a ladder may be used.
- Where possible guard rails are fitted to stages although the front is generally unprotected and the supply of guardrails is at the discretion of the stage manufacturer.
- Employees are instructed to face the front of the stage at all times when working near the leading edge and where possible equipment is placed between the edge of the stage and workers which is then unloaded from within the stage area.
- The front of the stage may also be highlighted with luminous tape to indicate the danger area.
- Removing the stage flooring is supervised to ensure floor panels are not removed when stage work is being undertaken, creating a hole in the floor.
- It is important that any ladder used is suitable and that it is either tied off or footed when in use. Ladders and all other equipment should be regularly inspected. Any personnel who use ladders must be trained and competent.

Injury from Equipment & Tools Falling

- There are risks of injury from personal items such as keys, mobile phones, coins etc and tools such as spanners, hammers and equipment used by or under the control of Riggers falling onto persons below.
- All employees working on or near the stage are required to wear personal protective equipment including hard hats, high visibility vests, safety boots or shoes and where necessary gloves and safety glasses.
- Riggers are required to remove all loose items from pockets and secure tools in belts with lanyards or other fall restraint equipment.
- Equipment is raised on cables or ropes, secured and checked, manually or electrically by Riggers and Ground Crews as a team.

Injury from Equipment Falling or Swinging from Mechanical Handling Equipment

- There are risks of injury from equipment on forks of teleporters or forklift trucks being dislodged and falling onto employees. There are also risks, particularly of head injuries caused by swinging or moving loads on cranes.
- As many of the loads carried by forklifts and teleporters are irregularly shaped or suspended from forks, accidental tipping of the boom or forks may cause the load to slide off violently. In addition the load may become dislodged due to uneven surfaces or tank track ending too far from the stage, leading to jolting of the load.
- Never stand directly in front of a load, in particular when it is being placed on the stage or about to be off loaded anywhere on site.
- When guiding or working near forklifts ensure the driver can see you at all times.
- Only trained, designated forklift or teleporter drivers are permitted to use vehicles.
- Vehicles are to be hired from bone fides companies and the management of Roundshire

/ ESI Ltd reserve the right to inspect the statutory certificates of equipment including chains, slings and other relevant lifting plant.

- Be aware of cranes operating in the vicinity of the stage.
- Cranes are to be hired with competent drivers from bona fide companies and the management of Roundshire / ESI Ltd reserve the right to inspect driver's CSCS card and statutory inspection certificates of the crane, chains, slings and other relevant lifting equipment.

Impact from Vehicles

- Be aware of moving vehicles and when working near forklifts loading and offloading ensure the driver is aware of your presence.
- Suitable PPE must be worn at all times.
- Expect the unexpected. Not all drivers on site will be trained Roundshire / ESI Ltd employees.

Manual Handling

- See Section 4.11

Manual Labour

- Involves unloading, unpacking, attaching light fittings, connecting banks of speakers, erecting video screens, assembly of stages and disconnecting, disassembly, repacking and loading stages and equipment.
- Carried out under the direct supervision and direction of the production or stage company.
- Employees are trained, experienced and under the overall supervision of Roundshire / ESI Ltd Crew Bosses.
- Relevant PPE is supplied and mandatory.
- On site Induction / Instruction is provided to employees by Crew Bosses.
- Manual handling training is provided to employees

Chemicals

- See Section 4.12

4.08 Riggers & Working at Height

HAZARDS

In addition to ground based risks covered under Section 4.07 there are also risks of falling from a height.

RISK CATEGORY: Controlled – Medium Uncontrolled High

CONTROL MEASURES

Working at height activities breaks into two categories:

- Climbing/working at height to construct and dismantle temporary structures for outdoor stages.
- Climbing/working at height to install motors for the suspension of lighting, set and sound equipment in outdoor structures and at indoor venues throughout Ireland.

Construction of Outdoor Stages & Related Height Work.

- The structure consists of a trussed roof, which is supported on between 4 and eight towers. They are a number of different systems, but they are all erected by first installing the free standing towers, then building the roof structure, lifting it on motors attached to the towers and attaching it to the tops of the towers. Some staging systems will have some safety features as standard (e.g. protected vertical ladders built into the towers for access), but the systems we outline below are the minimum standards we will insist upon in order to protect our employees.

The main procedures for climbing in these circumstances are outlined below.

People

- Only adequately trained and/or experienced people will be allowed to climb above 3m. This will generally mean IRATA Level 1 or above, or a similar scaffolding qualification or sufficient experience to satisfy the directors. Employees will only climb with the express consent of the crew boss/lead rigger/director as appropriate.
- For the purposes of this and following sections, the term climber is taken to mean anyone with IRATA Level 1 or equivalent. Climbers should be familiar with all sections of the SS relating to height work. There must be a minimum of two climbers on site if anyone is to climb on an outdoor stage structure.

Personal Protective Equipment

- All relevant PPE (harness, hard hat, fall arrest device, slings etc) must be worn and used. All those working on the ground must wear hard hats when there are climbers working above them.

Fall arrest (vertical).

- Where the staging system does not provide a caged ladder (eg ESS system) a rope vertical safety line, complete with Grigri or other belay device will be installed on each tower before it is lifted into place. The line will be sufficiently long to allow a climber to be lowered from the top of the tower. The line will be tensioned through the Grigri and any excess stored in a rope bag attached to the bottom of the tower. A climber will install this safety line.
- Each climber will have an appropriate fall arrest device, approved by the directors and suitable to be used on the safety line provided, and will always use it while climbing the towers. In the event of a fall, another climber on the ground will use the Grigri to lower the climber to the ground.

Fall arrest (horizontal)

- Prior to the lifting of the roof an appropriate set of safety lines shall be installed. The lines should be tensioned with a Grigri and be long enough to allow a casualty to be safely lowered to the floor. Any excess rope shall be stored in a rope bag tied off in the roof. The safety lines shall be supported at c. 5m centres. The ropes should be rigged so as to allow simultaneous use by at least two climbers. A climber shall install the ropes.

Work positioning.

When stopping to work, particularly on a tower, the climber must tie himself off with at least one attachment to the structure, as well as the safety line to which he is attached.

Abseiling.

As outlined above abseiling except for the purposes of emergency egress or appropriate rope-access to a work area, and in accordance with IRATA training, is forbidden.

Subcontractors, other suppliers.

Any persons climbing on the structure or in the roof should use the safety lines provided, and should only carry out rescues if they have IRATA level 1 or above.

All suppliers will be instructed in the safe use of the equipment provided.

Responsibility for the supervision of non-Roundshire / ESI Ltd employees or labour-only subcontractors rests with their employer/supervisor and/or the promoter/event controller's safety representative.

Erection of scaffolding

- The Company is rarely involved in the erection of free-standing scaffolding structures above 7.5m platform height.
- Only climbers and/or experienced or trained scaffolders will work on these structures.
- Where possible mechanical means will be used to lift equipment up to a decked platform during construction. Where this is not possible, a chain of climbers/steel hands under the direct supervision of the crew boss or an experienced scaffolder/climber will pass the components to the climbers/scaffolders at the top of the chain.
- Only climbers and scaffolders shall man the chain above 3m unless there is a platform to work on. The number of people on the top of the chain shall be kept to a minimum. All appropriate PPE (hard hats, steel toecap boots) must be worn. Platforms as required by the structure will be installed as it is built giving a safe area to work on. All bracing is to be installed as the structure is built.
- Clear communication should be maintained between those at the top and the person on the ground, who is organising the equipment.
- Particular caution shall be taken during the dismantling of such structures to ensure that all equipment is passed down the chain or roped down as appropriate. Equipment shall never be dropped.

Rigging of motors

Electric hoists, above for detailed statement of procedures for installation of motors.

Gaining Access to Work Site

- Much of the height work that we do is done in the roof structure of buildings. The first issue then is accessing the workspace safely, and particularly providing of fall arrest systems where appropriate.
- The first rule is to use the method of access that is the least hazardous. In order these would be:
 1. Permanent fixed access provided by the venue (stairs, ladders and lifts)
 - This is the obvious choice if available. The venue is then responsible for maintaining said access in serviceable condition. Any faults or defects should be notified to the venue via the lead rigger/crew boss.
 2. Temporary structures (ladders and scaffold towers)
 - Ladders and scaffold towers are useful up to c10m. Much of the work we do is above this height. Where ladders are used, it is essential that they are checked prior to use, and that they are footed if being used to a height of 5m, tied off if being used up to 10m.
 - If erecting a scaffold tower all components should be checked before use, built by experienced climbers according to the manufacturer's/renter's instructions and all the requisite bracing/outriggers used. If the tower is mobile, ensure that the brakes are applied before climbing. Always climb on the inside of the tower. Particular caution

should be exercised when climbing off the tower and onto/into the roof structure.

3. Mechanical access (Aerial platforms, scissors lifts)

- Aerial platforms and scissors lifts are often the safest way of both accessing and working in a roof. Only people who have the necessary training and/or experience should drive such machines. The driver of the machine should have IRATA Level 1, or there 1 should be Level 1 or above on site to carry out rescue if the machine fails.

4. Climbing existing structure with PPE based fall arrest or Rope Access.

- Only climb existing structures if there is no alternative. Only IRATA level 1 or above should attempt such activity. There must be a second Level 1 on site to actively belay and carry out rescue if necessary. As noted above there is no readily available training for commercial climbing.

There are a number of basic rules.

- Always maintain three points of contact with the structure you are climbing (i.e. reposition only one leg or arm at a time).
- When climbing vertical structures an appropriate fall arrest system should be in place where there is any risk injury.
- Be aware of the length of fall that your fall arrest system allows before stopping you.
- When stopping to work, tie off and position yourself comfortably so that both hands are free
- Always work in pairs and have someone available to carry out a rescue/raise the alarm in the event of a fall.
- Never climb alone.
- Always have a rescue kit.
- When climbing, all tools and equipment must be secured to you by appropriate lanyards. All ground workers must wear hard hats while climbers are working above them.

Strategy for Working at Height

While carrying out the various duties at height, the two main concerns are:

- Safe work positioning
- Fall arrest.

Both of these concerns are dealt with by the use of mechanical access equipment and this makes them the first choice whenever possible. However their use is not always possible and in those instances the following is the procedure for working at height.

Work positioning involves the use of a PPE system (harness, slings etc.) to attach the climber to the existing roof structure so that he/she can be positioned safely and comfortably and work with both hands free. Rope Access techniques are also occasionally used.

Where this does not involve full or partial suspension in the harness, one point of attachment is adequate. If even intermittent suspension in or loading of the harness is involved, two points of attachment must always be used. Attachment to a fall arrest system counts as one point of attachment in this case.

The general rules for climbing outlined above, equally apply here. A climber must always be attached by at least one point at all times when working.

Some buildings provide a Latchway (an horizontal wire rope safety line) system or similar PPE based system of fall arrest. Such systems are primarily designed to provide protection while moving about, but can also be used as the single point of attachment when working. However if the climber needs to suspend him/herself, then these systems are not appropriate, and the procedure outlined above shall apply.

Where the venue does not provide a fall arrest system, then a temporary system of safety lines must be installed. This can only be done by IRATA Level 1 or above, and only after the directors or a consultant (e.g. IRASC) have specified how it should be done.

If a temporary system cannot be installed, the climber must be belayed by another IRATA Level 1 or above climber.

If a fall arrest system is provided it must be used.

Fall Arrest and Rescue Systems

As will be clear from above, in those situations where it is necessary to climb, fall arrest systems are essential.

There are two separate systems:

1. Vertical systems to protect while climbing for access

- The most commonly used vertical fall arrest system is a based on the inertia reel principle, where the wire rope safety that is attached to the climber will spool in and out of its casing, but will stop within 1m if shock loaded by the climber falling. These devices are usually rigged in the roof structure either on a temporary or permanent basis and are best used to provide protection while climbing a ladder.
- Their main disadvantage is that in the event of a fall it is not always possible for the climber to rescue him/herself.
- Since these devices are regularly used by lighting and sound companies, it is our policy that a rescue kit, and an IRATA Level 1 climber always be available where inertia safeties are to be used by our employees.
- The alternative is a rope and belay device system. In this instance a vertical static rope safety line is rigged, and each climber is issued with an appropriate PPE fall arrest device (a device which when attached to the rope will travel freely, but will stop within 1m if shock loaded by the climber falling).
- This rope shall be rigged in accordance with IRATA practice, and most importantly can include a belay device, which will allow speedy rescue in the event of a fall. Such systems shall only be rigged by IRATA Level 1 or above.

2. Horizontal systems to protect while working in the roof structure.

- Horizontal safety lines can either be permanently or temporarily rigged. As with vertical lines a system incorporating a belay device, based on rope access techniques is to be favoured as it allows for simple and speedy rescue.
- Almost all permanently rigged, and the most commonly used commercially available temporary horizontal safety line systems do not have this built in rescue facility. In the event of a fall, it is very likely that the casualty will be unconscious.
- Even he/she is not, it is very often impossible for them to conduct a self-rescue. It is therefore essential that on any site where there is a risk of fall into a fall arrest system, that there be a minimum of 2 IRATA Level 1 or above, so that there is always someone to conduct rescue.

4.09 Use of Cranes

HAZARDS

Injury from falling or swinging loads.

Collapse of the crane or load bearing parts.

Impact with the stage or rigging by the machine, boom or load causing vibration or collapse.

Overloading of the crane or slings.

Incorrectly slinging loads.

Incorrect or confused signalling to driver or more than one person signalling leading to any of the above.

Impact by employee with vehicle.

RISK CATEGORY: Controlled – Low Risk Uncontrolled – High Risk

CONTROL MEASURES

- There are risks of injury from equipment slung on cranes being dislodged and falling onto employees. There are also risks, particularly of head injuries caused by swinging or moving loads.
- Never stand directly in front of a load or beneath a load, in particular when it is being placed on the stage or about to be off loaded anywhere on site.
- Only trained slingers / banksmen may give instructions to crane drivers and only one banksman for each lift!
- Agree signals with drivers before elevating loads.
- Only designated, trained employees may sling equipment.
- When guiding or working near cranes ensure the driver can see you at all times.
- Be aware of cranes operating in the vicinity of the stage.
- Suitable PPE must be worn at all times.
- Expect the unexpected.
- Cranes are to be hired with competent drivers from bone fides companies and the management of Roundshire / ESI reserve the right to inspect driver's CSCS card and statutory inspection certificates of the crane, chains, slings and other relevant lifting equipment.

4.10 Forklifts & Teleporters

Hazards

- Collapse of elevated forks
- Collision or overturning of vehicle
- Accidental raising or lowering of loads.
- Misjudgement of load weight.
- Carrying passengers on vehicles or forks.
- Impact with pedestrians.

RISK ASSESSMENT: **Controlled – Medium Risk Uncontrolled – High Risk**

CONTROL MEASURES

- Only trained, designated forklift or teleporter drivers are permitted to use vehicles.
- All forklifts and teleporters are to be inspected daily and removed from service if damaged or a safety feature is not functioning correctly.
- Under no circumstances are passengers permitted in or on forklifts or teleporters.
- Keys are to be removed at all times when the vehicle is unattended.
- Areas where forklifts are operating are to be maintained in a clean and tidy condition and any uneven areas in the site surface are to be addressed, initially by highlighting and later by filling or covering with tank track.
- There are risks of injury from equipment on forks of teleporters or forklift trucks being dislodged and falling onto employees. There are also risks, particularly of head injuries caused by swinging or moving loads on forklifts.
- As many of the loads carried by forklifts and teleporters are irregularly shaped or suspended from forks, accidental tipping of the boom or forks may cause the load to slide off violently. In addition the load may become dislodged due to uneven surfaces or tank track ending too far from the stage, leading to jolting of the load.
- Never stand directly in front of a load, in particular when it is being placed on the stage or about to be off loaded anywhere on site.
- When guiding or working near forklifts ensure the driver can see you at all times.
- Vehicles are to be hired from bona fides companies and the management of Roundshire / ESI Ltd reserve the right to inspect the statutory certificates of equipment including chains, slings and other relevant lifting plant.

- Be aware of moving vehicles and when working near forklifts loading and offloading ensure the driver is aware of your presence.
- Suitable PPE must be worn at all times.
- Expect the unexpected. Not all drivers on site will be trained Roundshire / ESI Ltd employees.

4.11 *Manual Handling*

HAZARDS

The main injuries associated with manual handling and lifting are:

- Back strain, soft tissue injuries or more serious injury such as facet joint damage or prolapsing of discs.
- Hernias
- Lacerations, crushing of hands or fingers.
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains, etc.

Areas where manual handling hazards have been identified include;

Unloading and loading vehicles.

Pushing / pulling crates, trolleys, stillages and emptying / refilling any of the above.

Carrying and installing equipment.

Striking, removing and disassembly of equipment.

Raising and manoeuvring equipment above head height.

Risk Category: Medium

CONTROL MEASURES

1. Mechanical handling is the primary method of transporting equipment into position.
2. Mobile trolleys and / or other mechanical aids such as pallet trucks will be provided to assist in the manual handling of goods.
3. Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.
4. All appropriate staff will be trained in safe manual handling techniques by a Manual Handling Instructor in accordance with the guidelines laid down by the Health and Safety Authority.
5. The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build, etc.
6. Where loads have to be manually handled, safe accesses shall be assured, particularly with regard to housekeeping.

7. Employees engaged in manual handling activities will be supervised by Crew Bosses who have either undertaken manual handling training or are manual handling instructors.

MANUAL HANDLING PRECAUTIONS

The following is provided for general guidance only:

1. **Assess the area and the load**

Remove obstructions, make sure there is a clear space where the load has to be set down. Ensure you can see over the load when carrying it and heaviest side nearest body

2. **Broad stable base**

Stand close to the object and with feet shoulder width apart, one foot in advance of the other with feet flat on the floor.

3. **Bend knees**

Bend your knees into a crouch position.

4. **Back straight**

But not necessarily vertical.

5. **Firm Grip**

A good grip is required, preferably one hand around the front of the load and one hand underneath to prevent the load slipping forward or down. Use palms not finger tips.

6. **Arms in line with trunk**

When lifting, carrying, pushing or pulling.

7. **Weight close to centre of gravity**

At or below waist level.

8. **Turn feet in direction of movement**

Don't twist upper body as facet joint damage may occur.

4.12 Occupational Health

Hazards

- Dermatitis
- Leptospirosis
- Eye / Corneal Injury
- Noise Induced Hearing Loss
- Whole Body Vibration

RISK ASSESSMENT: Controlled Low Risk

CONTROL MEASURES

- Internally leptospirosis risks are adequately controlled with baited traps etc. These are highlighted and warning signs are noted on them. These are removed and replaced by a competent pest control company. Externally good hygiene practices are normally adequate, however any cuts should be treated with disinfectant and covered.

Mineral oils and grease are used on some components and gloves are provided to reduce the risks of dermatitis.

- Noise may be a hazard to employees whilst working around the stage if there is significant plant, machinery or band sound levels. In general noise exposure is sporadic and of short duration, however the undernoted guidelines should be followed and if any doubt exists hearing protection must be worn. (Source – UK HSE).

Decibel Level	Max Duration	Decibel Level	Max Duration
80dB	8 hours	89dB	1 hour
83dB	4 hours	92dB	30 mins
86dB	2 hours	95dB	15 mins

- Vibration – Mainly caused by construction equipment such as kango hammers, drills, grinders, sanders and disc cutters, chain saws etc. Poor maintenance of engines or other mechanical parts of plant and equipment including forklift vehicles can cause vibration leading to ill health. Ongoing preventative maintenance is essential to control this risk.
- Dust may cause or exacerbate asthma conditions and regular skin contact can lead to dermatitis or other skin problems.

Smoking is only permitted outside premises or within designated areas inside the external boundaries of the site. Smoking is not permitted in company vehicles

4.13 *Personal Protective Equipment*

Hazards

- Asthma
- Dermatitis
- Limb impact injuries primarily to feet, head or arms manual handling items.
Impact from vehicles.
Impact from objects dropped from a height.

RISK ASSESSMENT: Controlled - Medium

CONTROL MEASURES

1. All PPE purchased and supplied to employees is to the relevant British or European standard and in accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007.
2. Gloves and eye protection are supplied and must be worn in accordance with the assessment 4.12
3. The wearing of safety footwear is mandatory for employees in specific areas.
4. The wearing of gloves whilst engaged in any activities sharp objects or cleaning up is also mandatory.
5. As a general rule it is important that PPE is worn whenever an activity generates a risk of injury. If in doubt always wear PPE.

4.14 Road Risks

HAZARD

- There are risks of motor accidents involving employees travelling to or from work locations.

RISK ASSESSMENT: Medium

CONTROL MEASURES

- All vehicles used must be roadworthy, insured and maintained in accordance with the manufacturers' guidelines.

All drivers must have full driving licenses.

The management of Roundshire / ESI Ltd reserve the right to inspect any vehicle used on behalf of the company.

Under no circumstances may drivers operate under the influence of alcohol or drugs and the management reserves the right to dismiss any driver who appears under the influence of alcohol or drugs.

- In the event of an accident stay with your vehicle and exchange insurance details etc with the other driver if involved in a collision with another vehicle. Telephone the emergency services where necessary and contact your Supervisor.

4.15 Offices

HAZARDS

While office work may not be considered as a high-risk activity, unsafe work systems and layout may result in injury or illness.

RISK CATEGORY: Low

CONTROL MEASURES

Ensure that adequate office space is allocated for working personnel.

All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.

Ensure that enough room is available for opening filing cabinets.

Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use. Notices will be affixed to filing cabinets to remind staff.

Sufficient lighting shall be provided.

Sufficient ventilation shall be provided.

Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.

Chairs, desks or drawers should never be used to access higher areas.

All items stored above head level shall be stacked properly to prevent falling.

The mains power supply shall be disconnected before attempting to move electrical equipment.

All damaged floor covering, furniture equipment or machinery shall be replaced or repaired.

Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.

Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, shall be carefully disposed of.

4.16 Computers (VDU'S)

HAZARDS

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

(a) **Visual Discomfort**

Use of VDUs may contribute to a number of ocular problems:

- (1) Long/short sight problems
- (2) Glare
- (3) Lighting
- (4) Screen brightness
- (5) Clarity of characters.

(b) **Posture**

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

(c) **Radiation**

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

(d) **Stress**

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

(e) In rare instances facial dermatitis may be caused or exacerbated by low relative humidity and photosensitive epilepsy may occur as a result of the stroboscopic effect of a flickering screen.

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

RISK CATEGORY: Low

CONTROL MEASURES

1. VDU screens meet the appropriate criteria for performance, brilliance, character design, etc. The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator safety. This underlines the importance of keeping VDU's in good condition.
2. Information in the ergonomic aspects of VDU operation and an assessment template can be found in Appendix 1.
3. Lighting, ventilation and temperature, must be carefully controlled to provide satisfactory environmental conditions.
4. If dedicated VDU work is continuous for 1 hour a rest pause of between 5/10 minutes must be taken before further use. In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
5. Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
6. Sufferers of epilepsy should see their medical adviser before starting work.
7. If there is any untoward incidence of VDU related problems, medical advice must be sought.
8. Laptops must not be used for more than 60 to 90 minutes per day.

5.00 MANAGING DIRECTOR'S REPORT (TEMPLATE)

PART 5

Managing Director's Report

The following is a report of progress with our Health and Safety Policy as required by the Safety Health and Welfare at Work Act 2005.

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

Review of manual handling activities and staff training in manual handling.
Issue of updated Safety Statement.
Review of work systems and training requirements.
Introduction of new training programmes.
Issue of updated Employee Health and Safety Handbook.

SAFETY TRAINING

During the year, the following safety training courses were run:

Training in Manual Handling	Date:	Course Provider
First Aid Training	Date:	Course Provider
General Health and Safety Training	Date:	Course Provider
Emergency Evacuation Training	Date:	Course Provider
Fire Awareness Training	Date:	Course Provider
Slinger / Banksman Training	Date:	Course Provider
Forklift Driver Training	Date:	Course Provider
Rope Access Training	Date:	Course Provider

Appendix 1
DISPLAY SCREEN EQUIPMENT WORK STATION
CHECK LIST FOR USERS

NAME _____ **LOCATION** _____

ESTIMATED TIME SPENT USING KEYBOARD & SCREEN EACH WEEK
(Expressed As A Percentage Of All Work Done In A Week)

1. TRAINING

Have you received adequate instruction and/or training in how to operate the adjustability provided by your work station furniture ? YES NO

Have you received adequate training in the skills necessary to do your job ? YES NO

Have you received adequate training in the use of the software ? YES NO

Have you received adequate instruction in the safe use of your work station ? YES NO

2. POSTURE

Is there sufficient room for you to adapt a range of different postures whilst working at the keyboard and screen ? YES NO

Are you able to adjust your work station and its equipment to a comfortable posture when keying ? YES NO

Can you achieve an adequate viewing distance from the Screen ? YES NO

3. EYE TESTS

Have you had an eye/eye sight test since beginning to use display screen equipment ? YES NO

Have you had an eye/eye sight test within the last four years ? YES NO

4. SPECIAL NEEDS

Are you satisfied that you have no special needs which should be taken in to account ? YES NO

Are you aware of who to go to see if you are experience any problems in using your work station ? YES NO

5. TASK DESIGN AND SOFTWARE

Are you able to organise your work so as to ensure adequate changes of activity ? YES NO

Is the software generally suitable for the tasks you carry out ? YES NO

Are you satisfied that there are no particularly bad or inappropriate features of the software ? YES NO

Are you able to organise your work so as to reduce day to day stress to an acceptable level ? YES NO

6. SPACE AND ROOM LAYOUT

Does the layout of your immediate work area allow you to do your job properly ? YES NO

Are you easily able to get to the equipment you need in order to perform your job ? YES NO

Have any obstructions or hazards in your work area been eliminated ? YES NO

7. LIGHTING

Have glare or reflections on the screens been adequately eliminated ? YES NO

Does the general office lighting enable you to view the screen clearly ? YES NO

Have adequate window blinds been provided where required ? YES NO

Does the finish on walls/ceilings or other fixtures result in reflections or glare on the screen ? YES NO

Is the lighting suitable for other office tasks when not using display screens ? YES NO

8. HEATING AND VENTILATION

Is the ventilation adequate to prevent discomfort from excess heat/cold ? YES NO

Is the ventilation adequate to avoid discomfort from dry eyes ? YES NO

9. NOISE

Are you able to conduct normal conversation in the office ? YES NO

Do you experience noise problems with any particular piece of equipment ? YES NO

Is it quiet enough to do your work properly ? YES NO

10. WORK DESK / WORK SURFACE

<i>Is there adequate free space on the desk top for your job?</i>	<i>YES</i>	<i>NO</i>
<i>Is there adequate space on the work surface in front of the keyboard to support arms and hands if required ?</i>	<i>YES</i>	<i>NO</i>
<i>Is there adequate leg room clearance below the desk top?</i>	<i>YES</i>	<i>NO</i>
<i>Is there adequate front to back leg room under the desk ?</i>	<i>YES</i>	<i>NO</i>
<i>Is there adequate side to side leg room under the desk</i>	<i>YES</i>	<i>NO</i>
<i>Is the surface of the desk a matt finish ?</i>	<i>YES</i>	<i>NO</i>
<i>Is the layout of the desk top equipment (such as telephones) satisfactory ?</i>	<i>YES</i>	<i>NO</i>
<i>If the desk height is adjustable, can you adjust it easily and safely ?</i>	<i>YES</i>	<i>NO</i>

11. WORK CHAIR

<i>Is the seat height adjustable ?</i>	<i>YES</i>	<i>NO</i>
<i>Is the back rest height adjustable ?</i>	<i>YES</i>	<i>NO</i>
<i>Is the back rest rake angle adjustable ?</i>	<i>YES</i>	<i>NO</i>
<i>Is the chair provided with castors ?</i>	<i>YES</i>	<i>NO</i>
<i>Does the chair have a stable base ?</i>	<i>YES</i>	<i>NO</i>
<i>Can all adjustments be made easily and safely from the seated position ?</i>	<i>YES</i>	<i>NO</i>
<i>Is the chair comfortable ?</i>	<i>YES</i>	<i>NO</i>

12. AUXILIARY EQUIPMENT

Has a stable and adjustable document holder been provided if required ? YES NO

Is a foot rest provided, if needed by any users of the work station ? YES NO

Have you been provided with an adequate task light if required ? YES NO

13. THE DISPLAY

Is the information on the screen large enough to see easily ? YES NO

Is the information on the screen clearly defined and easy to read ? YES NO

Are the brightness and contrast controls adequate and easily adjustable ? YES NO

Is the image stable ? YES NO

Is the image flicker free ? YES NO

Have reflections and/or glare which cause problems been eliminated ? YES NO

Does the monitor swivel from side to side adequately to meet your needs ? YES NO

Is the monitor tiltable upwards and downwards efficiently ? YES NO

14. KEYBOARD

Is the keyboard separate from the screen ? YES NO

Can the keyboard be tilted on short legs at the rear ? YES NO

Are the key symbols adequately readable ? YES NO

Appendix 2

PREGNANT EMPLOYEES ETC. WORKSTATION ASSESSMENT

[Safety, Health & Welfare at Work (General Application) Regulations, 2007]

Assessment Date: Notification Date:

Maternity Employee: Assessor:

1.0 Workstation

Note: The following is a *non-exhaustive* list of the hazards, which are required to be assessed – as appropriate – under the above Regulations.

2.0 Physical Agents (degree of risk, present & proposed control measures)

2.1 Shocks, vibration or movement

2.2 Manual handling of loads

2.3 Noise

2.4 Ionising radiation

2.4 Non-ionising electromagnetic radiation (Optical/radio-frequency radiation)

2.5 Extremes of cold or heat

2.6 Movements & postures etc.

2.6.1 Fatigue from standing/physical work

2.6.2 Excessive physical or mental pressure

2.6.3 Working at heights/tight fitting workspaces

2.6.4 Working in hyperbaric atmosphere

3.0 Biological agents – Groups 2,3,4 (Rubella, Hepatitis B, HIV, Herpes, TB, Syphilis, Chicken Pox, Typhoid)

4.0 Chemical Agents

4.1 R40, R45, R46, R61, R63, R64

4.2 Carcinogen Regulations 2007 (First Schedule)

4.3 Mercury and mercury derivatives

4.4 Antimitotic (cytotoxic) drugs

4.5 Carbon Monoxide

4.6 Lead & lead derivatives

4.7 Chemical agents of known and dangerous percutaneous absorption

5.0 Other factors in work

Early shift work:

Exposure to nauseating smells:

Difficulty in leaving job/site of work:

Use of protective clothing:

Appendix 3

FALL & RESCUE

- In the event of a fall the priority is to get the casualty safely to the ground, as soon as possible. They must then be provided with appropriate medical attention as quickly as possible. In the event of a fall, the following procedure shall be followed:
- The lead rigger, or the next most senior rigger will take charge of any rescue.
- If there is an EMT on site notify him/her immediately. He/she will take charge of all medical aspects of the case and will decide if and when to seek further medical assistance.
- If there is no EMT, call an ambulance, unless the casualty is clearly conscious and unhurt.
- If the climber is conscious and can self rescue, or do so with assistance, then do so. He/she must leave the roof however to allow time to recover.
- Always use the simplest and quickest rescue technique. (In most places where we work this will be either a snatch rescue or lowering on a belay device).
- Only IRATA Level 1 or above climbers should attempt a rescue.
- Once the casualty is on the floor, pass responsibility over to the EMT or ambulance personnel.
- Move the casualty as little as possible.
- Do not attempt first-aid if you have not been trained
- Even if the casualty is mobile and unhurt it is important that he/she gets medical attention. Always insist on a hospital visit.

First-Aid in Fall Related Emergencies

- It is well established that improperly administered first-aid can, in some cases, do more harm than good. It is therefore of vital importance that any training we provide equips the trainees to deal with the cases they are likely to encounter.
- A number of staff already have basic occupational first aid training, but a much higher standard will be required. In the meantime the promoter will employ an EMT.

Appendix 5

ROUNDSHIRE

EMERGENCY EVACUATION PROCEDURE

6. Activate the nearest break glass **FIRE ALARM** or sound the **AIR HORN**

7. Alert employees in the immediate area of the fire who will inform the Crew Boss on duty.

8. The Crew Boss will contact the Fire Brigade, giving them the address clearly and any other information required.

9. Employees & all others should leave the premises or site in an orderly manner.

10. **Do not delay** your departure to collect personal belongings and assemble at the designated **Assembly Point** as informed at **Induction** and/or as displayed by **Venue**:

6. **Do Not Return** until “All Clear” is given

Appendix 6

PROCEDURES FOR HOT WORK PERMITS

1. Procedures for use when issuing Hot Work Permits

- a. Hot Work Permits will be incorporated into safe systems of work to minimise the risk of fire.
- b. Work activities which may require the introduction and use of a Hot Work Permit would be:
 - i. work in hazardous environments;
 - ii. work in confined spaces or on / within buildings;
 - iii. work near combustible materials, liquids and gases;
 - iv. work on drums and tanks.
- c. The issue of Hot Work Permits will not be limited to the above examples, individual work activities which involve a fire risk will need to be assessed.
- d. Sections One and Four will be completed by an Authorised person appointed in writing by the Company.
- e. Sections Two and Three will be completed by the Competent Person who will be supervising or carrying out the Hot Work Activity.
- f. A Hot Work Permit should not extend beyond the time stated in Section One.
- g. On completion of the stated times an inspection must be carried out in the work area and areas of close proximity to ensure all sources of heat or ignition are removed or made safe. Such inspection is to include a continuous fire safety check in the vicinity of the work (including the other side of walls or partitions) for a period of 60 minutes after completion of each period of work.

2. Distribution of Hot Work Permits

- a. Copy to Competent Person and to be available at the work place.
- b. Copy retained by Authorised Person.
- c. On completion of Section Four the Competent Person will return the copy to the Authorised Person for destruction.

HOT WORK PERMIT

Contract Title:

Permit Number:

Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat or having naked flames.

Section One – Details of Operation

Exact location of work:

.....

Specific details for work:

.....

Date work to commence: Time:

Date work to be complete: Time:

Special precautions/comments:

All areas liable to be affected by Hot Work activities have been inspected and all combustible materials, gases, vapours etc. have been removed or suitably protected against heat or sparks.

Appropriate fire extinguishers/appliances are available at the work place.

Where necessary a responsible person will/has been nominated as fire watch.

A continuous Fire Safety Check shall be made in the vicinity of the work (including the other side of walls or partitions) for a period of 60 minutes after completion of each period of work.

The details of any specific emergency procedures applicable have been brought to the attention of all concerned.

I hereby declare the above has been made known to the Competent person in charge of the work. I consider the above mentioned area is safe for the Competent Person to commence operations.

Signed:..... **Date:**

Authorised Person: **Time:**

Section Two – Acceptance of receipt of copy by _____ (Competent Person)

I acknowledge receipt of this permit and understand the special precautions/comments described above. Neither I, nor the persons under my control will work on any other activity or location other than those specified in Section One.

Signed: Date:

Competent Person: Time:

Section three – Clearance

I hereby declare that the work described in Section One is complete. The area has been inspected and is free of fire risk and all tools/gear have been withdrawn.

Signed: Date:

Competent Person: Time:

Section Four – Cancellation

I hereby declare this permit cancelled. I have received the copies of the permit back from the Competent Person and that the area has been inspected and is free of risk.

Signed:..... **Date:**

Authorised Person: **Time:**