

COISCEIM DANCE THEATRE

SARAH LATTY














25th May 2022

Safety Statement

Including Risk Assessment

SAFETY STATEMENT

INCLUDING RISK ASSESSMENTS

<u>PART A – SAFETY STATEMENT AND APPENDICES</u>	4
<u>SECTION 1 – HEALTH AND SAFETY POLICY</u>	5
 1.0 – HEALTH AND SAFETY POLICY	6
 1.1 – BUSINESS / COMPANY INFORMATION	7
<u>SECTION 2 – SAFETY ARRANGEMENTS</u>	8
 2.0 – ROLES AND RESPONSIBILITIES	9
 2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS	10
 2.1 – COMPETENCE AND TRAINING REQUIREMENTS	10
 2.2 – CONSULTATION AND PARTICIPATION	11
 2.3 – THE SAFETY REPRESENTATIVE	12
 2.4 – CONTRACTORS' RESPONSIBILITIES	13
 2.5 – VISITORS	13
 2.6 – ACCIDENT REPORTING AND INVESTIGATION	14
 2.7 – EMERGENCY PROCEDURES	15
 2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS	17
 2.9 – PERSONAL PROTECTIVE EQUIPMENT	18



2.10 – PREGNANCY AT WORK

19



2.11 – YOUNG PERSONS

20



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

20

APPENDICES

21

APPENDIX 1 – FORMS AND RECORDS

22

APPENDIX 2 – EMERGENCY INFORMATION

28

APPENDIX 3 – ACCIDENT / INCIDENT INVESTIGATION FORM

30

APPENDIX 4 - SAFETY DATA SHEETS / REPORTS FOR HAZARDOUS SUBSTANCES

33

PART B – RISK ASSESSMENT AND ACTION LIST

34

SECTION 1 – HEALTH AND SAFETY POLICY

I / WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. I / WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF EMPLOYEES.



1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

As an employer I / we have the ultimate responsibility for the workplace and a direct influence on health and safety in my / our business. The health and safety policy below outlines my / our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

I / We of _____ am / are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. I / we am / are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed so as to ensure the safety, health and welfare of my / our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

Signed: _____ Date: _____

Position: _____

Managing Director/Owner



1.1 – BUSINESS / COMPANY INFORMATION

KEY ACTIONS

Input relevant details relating to the business / company name, address and any relevant contact details.

BUSINESS / COMPANY INFORMATION	
Business / Company Name	
Business / Company Address	
CRO Number	
Managing Director / Owner	
Phone Number	
Email	
Website	
Other Contact / Social Media	

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK



2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.



2.0.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

I / We, as the employer, are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- I / We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- I / We shall brief them on these tasks and their responsibilities
- I / We shall record the names of such nominated persons
- I / We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.

I / we will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



2.1 – COMPETENCE AND TRAINING REQUIREMENTS

KEY ACTIONS

Competence of employers, managers and employees is critical to the effective safe management and operation of business activities.

Competence is determined by knowledge, training and experience and, as an employer I / we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my / our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.

I / We shall record details of training in relation to specific tasks, such as those listed below, in **Form 1.3 Training Register** in **Appendix 1**.



2.1.1 – INDUCTION TRAINING

KEY ACTIONS

Induction training is very important in communicating specific health and safety information to employees, contractors and other relevant persons when they first arrive at my / our workplace.

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements.

When inductions have been completed, then I / we shall complete **Form 1.1 Induction Register** in **Appendix 1**. Typical topics which are discussed at induction are also covered in **Form 1.2 Typical Induction Topics** in **Appendix 1**.



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

I / we recognise that employee participation in health and safety is an integral part of my / our safety management system. I am / we are committed to providing adequate and appropriate consultation and welcome the views of all employees on issues relating to health and safety.

TOP TIPS

I / we will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of my / our employees raise any matters relating to their health and safety that are connected in any way to our work activities, I / we will consider such matters and will endeavour to take any action that I / we consider necessary or appropriate to deal with the matters raised.



2.3 – THE SAFETY REPRESENTATIVE

KEY ACTIONS

My / our employees may select and appoint a safety representative. The appointed safety representative may consult with, and make representations to me / us on safety, health and welfare matters at the place of work.

I / We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

I / we will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of my / our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him / her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him / her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

My / our safety representative is:



2.4 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on my / our premises must comply with my / our policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own:
 - Safety statement
 - Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my / our workplace.

FURTHER INFORMATION

To ensure compliance with the legislation I / we will provide contractors with the relevant sections of my / our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my / our workplace.

Form 1.5 – Responsible Persons Task Register in **Appendix 1** can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.5 – VISITORS

Definition: A visitor is a person other than an employee or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with my / our place of work. To minimise the risk of injury to visitors, I / we will:

- Practice good housekeeping, including:
 - Keeping walkways clear
 - Cleaning up spills immediately
- Restrict access to hazardous areas
- Prevent visitors from using equipment or machinery
- Ensure appropriate safety signs and notices are displayed
- Ensure safe walkways and access routes are maintained
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.



2.6 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in my / our place of work or in the course of my / our work activities which has affected employees or a third party, I / we will:

- Ensure that all accidents and dangerous occurrences are recorded.
- Promptly investigate the accident or dangerous occurrence so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence.
- Ensure that where a fatal accident has occurred the HSA are notified as quickly as possible (Tel: 1890 289 389) and **Form of Notice of Accident (IR1)** sent within 5 working days.
- Ensure that other accidents are reported to the Health & Safety Authority on Form **IR1** within 10 working days where:
 - Employees are out of work or not able to perform their normal work for more than 3 consecutive days (excluding the day of the accident but including any days which would not have been working days)
 - Members of the public injured due to a work activity and who are taken from the location of the accident to receive treatment in a hospital or medical facility
- Ensure that dangerous occurrences are reported to the Health & Safety Authority on the **Form of Notice of Dangerous Occurrence (IR3)** within 10 working days

FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

A record of any accident or dangerous occurrence reported to the HSA must be kept for a minimum of 10 years.

Any report to the Health & Safety Authority can be made online at www.hsa.ie, or by completing the relevant **Form (IR1 or IR3)** and posting it to:

Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.



2.7 – EMERGENCY PROCEDURES

KEY ACTIONS

I / we will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.
 - Fire
 - Explosion
 - Accidents/injuries
 - Robbery
 - Chemical spills
- Ensuring that employees are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace
- Ensuring that emergency procedures are included in the workplace induction training
- Designating where employees are needed to implement our emergency plans and procedures
- Providing the equipment and training needed
- Completing **Form 2.1 Emergency Contact Information** in **Appendix 2**.

FIRE AND EVACUATION

I / we will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off.

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:

- GO IMMEDIATELY TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

FIRST AID

After assessment of the workplace and the type of hazards that exist, I / we will ensure adequate provision of first-aid equipment and facilities, including:

- At least one adequately stocked and accessible first-aid kit will be provided
- I / we will ensure first-aid equipment is prominently placed, that employees are aware of its location and that it is accessible to all employees
- I / we will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)
- Contact details and directions to the nearest doctor or hospital will be available / displayed

- I / We will appoint an occupational first aider should the workplace assessment identify that a trained occupational first aider is required (considering the specific hazards arising in the workplace, size of the workplace, the numbers employed, access to medical services, etc.).

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	Have you and your employees identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?			
	Are employees aware of the plans and procedures?			
	Have employees been appointed and trained in specific tasks, e.g. first aid, fire warden?			
	Are evacuation plans and emergency contact information on display?			
	Are exits well marked, kept clear at all times and emergency lighting/signage in place?			
	Have you held an evacuation drill in the last six months and kept a record of this?			
	Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?			

VIOLENCE / ROBBERY

Where there is a risk of robbery or violence in the workplace, I / we will ensure that I / we have completed a risk assessment for violence / aggression / theft and that adequate plans and procedures are put in place. I / We will train staff on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements
- Do what the offender asks
- Memorise as many details about the offender as possible, e.g. height, clothing, features
- Note the direction and method of escape, e.g. car, motorbike, on foot
- Notify the Gardaí as soon as it is safe to do so
- Provide first aid to victims
- Lock outside doors until emergency services arrive.

FURTHER INFORMATION:

- A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace
- 'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie
- A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, I / we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by my / our employees and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
Toilet facilities (separate male and female if required)	
Washbasins and washing facilities (hot and cold water and soap)	
Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat	
Potable drinking water	
Facilities to take shelter from the elements	
Facilities to dry clothing and suitable changing areas for nature of the work	



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in my / our risk assessments, is provided and must be worn by my / our employees. Where required, typical PPE could include:

- Eye protection
- Hearing protection
- Gloves
- Safety footwear
- High-visibility clothing
- Respiratory protection, e.g. mask.

I / We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate / reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my / our risk assessments will be used
- I / We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.

I / We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me / us of any medical conditions they have that might be affected by the use of the PPE provided to them.

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.



2.10 – PREGNANCY AT WORK

KEY ACTIONS

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, I / we will assess the specific risks arising from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, I / we will carry out the following;

- Make sure that a specific risk assessment for that employee is undertaken*, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then:
 - Adjust the working conditions or hours of work or both; or
 - If this is not possible, provide alternative work; or
 - If this is not possible, grant the employee health and safety leave
- I / we will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed.

FURTHER INFORMATION

***A Pregnancy Risk Assessment Template form is available in the Learn More section of BeSMART.ie**

Form 2.5 Responsible Persons Register in Appendix 2 can be used to identify the person responsible for carrying out pregnancy at work risk assessments.

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007. See Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees. Schedule 8 lists the agents and work activities that such employees must be protected from.



2.11 – YOUNG PERSONS

KEY ACTIONS

I / We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. I / we will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
 - Their lack of experience, maturity or awareness of risk
 - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
 - The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- **Form 1.5 Responsible Persons Register** in **Appendix 1** can be used to identify the person responsible for carrying out young persons at work risk assessments.

FURTHER INFORMATION

The Health & Safety Authority has produced a guidance document 'Protection of Children and Young Persons' which is available in the 'Learn More' section of BeSMART.ie.



2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

KEY ACTIONS

As an employer I / we will, so as far as is reasonably practicable, ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

FURTHER INFORMATION

The Health & Safety Authority has produced a Code of Practice on the Prevention and Resolution of Bullying at Work, which is available in the 'Learn More' section of BeSMART.ie.

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE EMPLOYEES WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	The qualifications and experience of workers to be inducted have been checked (where required)			
2.	Employees have been briefed on equipment in the workplace			
3.	PPE is available and worn as required: <ul style="list-style-type: none"> • Safety glasses • Safety footwear • High-visibility clothing • Ear protection • Other..... 			
4.	Emergency procedures and location of: <ul style="list-style-type: none"> • Assembly point and evacuation route • Closest medical facility • Contact details of emergency services • Provisions for emergency communications 			
5.	<ul style="list-style-type: none"> • The location of the first-aid facilities/kits • Names of the first aiders and where to obtain treatment 			
6.	Location of firefighting equipment, e.g. fire extinguishers and hose reels			
7.	Names and contact details of the Health and Safety representative(s)			
8.	Location of welfare facilities (including toilets and drinking water)			
9.	Accident reporting procedures			
10.	Question and answer session			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE EMPLOYEE				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				

FORM 1.5 – RESPONSIBLE PERSONS TASK REGISTER

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all		
2.	Person responsible for managing and co-ordinating work activities		
3.	Ensuring records are maintained		
4.	Ensuring forms and registers are collected and filled out as required		
5.	Ensuring safety data sheets are available and appropriate control measures are in place		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence		
7.	Ensuring risk assessments are carried out and updated as necessary		
8.	Ensuring the upkeep and maintenance of welfare facilities		
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies		
10.	Co-ordinating and managing training requirements		
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities		
12.	Ensuring young persons risk assessments are carried out when necessary		
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary		
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.		

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION			
BUSINESS/COMPANY NAME			
ADDRESS			
PREMISES CO-ORDINATES		N	W
CONTACT DETAILS			
NAME	ROLE	PHONE NUMBER	
EMERGENCY SERVICES CONTACT DETAILS			
SERVICE	ADDRESS	PHONE NUMBER	
DOCTOR	INSERT	INSERT	
FIRE/GARDAÍ/AMBULANCE	INSERT	999 OR 112	
UTILITY AND SERVICE PROVIDERS			
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)		
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)		
IRISH WATER	1890 278 278		
HEALTH & SAFETY AUTHORITY	1890 289 389		
ASSEMBLY AREA	INSERT		
EMERGENCY CO-ORDINATOR(S)	NAME	PHONE	

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
PART A – DETAILS OF INJURED PERSON				
NAME		PHONE		
ADDRESS		EMAIL		
		PPS NUMBER		
		DATE OF BIRTH		
		AGE		
		POSITION		
EMPLOYMENT TYPE		FULL TIME	PART TIME	OTHER
OCCUPATION	EMPLOYEE	CONTRACTOR	MEMBER OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		
LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)

NAME		PHONE	
ADDRESS		EMAIL	
		PPS NUMBER	
		DATE OF BIRTH	
		AGE	
		POSITION	
SAFE PASS NUMBER AND EXPIRY DATE		CSCS DETAILS	

WITNESS STATEMENT TAKEN?	YES	NO
---------------------------------	-----	----

PART E – KEY FINDINGS OF INVESTIGATION

LIST

PART F – ACTIONS TO PREVENT REOCCURRENCE

ACTION	BY WHOM	DATE

PART G - ITEMS ATTACHED

SKETCHES		CERTIFICATION OF PLANT ETC.		PHOTOGRAPHS/VIDEO		RISK ASSESSMENTS		TRAINING RECORDS	
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO

DETAIL OTHER ITEMS/USEFUL INFORMATION

PART H – OTHER INFORMATION

ACCIDENT INVESTIGATED BY		POSITION	
PHONE		EMAIL	
SIGNED		DATE	

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your employees. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your employees and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH EMPLOYEES, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
 - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
 - THIS WILL BE DONE IN CONSULTATION WITH EMPLOYEES.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN MY/OUR WORKPLACE. YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

PART B1 – RISK ASSESSMENTS

Completed Risk Assessments

1. Electricity
2. Slips, Trips and Falls
3. Manual Handling
4. Work at Height
5. Workplace Transport
6. Display Screen Equipment
7. Costume, Hair and Make up
8. General Equipment
9. Heating Ventilation and Air Conditioning Systems
10. Knives and Sharp Objects
11. Lighting Equipment
12. Loading / Unloading
13. Lone Working
14. Low Light Environment
15. Manually Operated Hand Tools
16. Office Equipment
17. Outdoor Work
18. Props
19. Radon
20. Rehearsals
21. Set Design and Build
22. Set Removal
23. Smoke or Fog Machine
24. Sound System
25. Stage Design and Build
26. Use of a Third Party Venue
27. Visiting Customer Premises

Hazard: Electricity	
Current Controls	Actioned
All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician	Yes
Electrical installations are checked regularly by a competent qualified electrician <i>Refer to the 'Guidance-Note on Periodic Inspection and Testing of Electrical Installations' in 'Learn More' for more information</i>	Yes
Testing, certifying and repairs are carried out in accordance with appropriate NSAI standards	Yes
Enclosures / covers are in place to prevent contact with live electrical equipment / parts	Yes
Damaged extension leads are repaired or removed from use	Yes
Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations	Yes
Work on live electrical equipment is avoided where reasonably practicable <i>Work on live electrical equipment might be necessary to check the presence of electricity. In such cases it should only be carried out by a competent person</i>	Yes
Fire extinguishers that are suitable for fighting electrical fires are provided	Yes
All circuits supplying socket outlets are protected by an RCD <i>Residual Current Devices save lives. They are or should be in almost every workplace in Ireland. An RCD protects you against serious electric shock if there is an electrical fault in your workplace</i>	Yes
Operation of the RCD is tested regularly in accordance with the manufacturer's instructions <i>A special test button is provided to trip out the RCD. Be aware this will cause a loss of power to electrical equipment</i>	Yes
Electrical equipment and fittings are suitable for the work environment	Yes

Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested	Yes
Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Yes
Electrical cable reels are uncoiled during prolonged use and when using high-power items <i>Heat can build up in coiled-up cables causing them to melt which can lead to fires or electrocutions. Electrical cable reels should only be connected to small electrical loads when coiled up; when using higher powered items make sure the cable is uncoiled</i>	Yes
Additional Controls or Information	

Hazard: Slips, Trips and Falls	
Current Controls	Actioned
Stairs and steps are clearly visible, handrails are suitable, and distractions are avoided <i>Adequate lighting, visually clear step edges and handrails, handrails that permit a power grip, no distractions such as posters on walls, mobile phones not used</i>	Yes
Problem stairs and steps are identified and extra precautions are in place <i>Examples of extra precautions include slip-resistant step edges and highlighting surprise or irregular steps</i>	Yes
Pedestrian routes are slip resistant, kept clear and clean and are properly maintained <i>Repair damaged flooring, keep outside pathways free of moss, leaves etc. Have procedures in place for dealing with ice and snow e.g. gritting or salting</i>	Yes
Slippery surfaces have been identified and have been replaced, treated or improved <i>e.g. floor deep cleaned, spills controlled, floor mats used, slip-resistant footwear used or floor may need to be treated with an abrasive technique, acid etched, coated, or other method and new slip-resistance checked</i>	Yes
Floors around entrances are slip resistant when wet <i>Wet footprints inside an entrance show that water is entering the building and if the flooring is not slip-resistant there is a risk of persons slipping</i>	Yes
Floors are wet cleaned when the workplace is closed or quiet and wet areas are cordoned off until dry <i>Remove wet floor signs when floors are dry</i>	Yes
Suitable slip resistant footwear is provided and worn where necessary <i>Choose footwear with a tread pattern and sole that will grip what is underfoot e.g. liquids, loose solids, ice. Consult with employees and trial the footwear in your workplace. 'Watch your Step—Choosing Slip-resistant Footwear' Info Sheet is in Learn More</i>	Yes
Adequate lighting is provided and is appropriate for the work being carried out <i>Identify and consider where there is movement from high to low light work areas e.g. moving from inside to outside a building</i>	Yes
Spills are cleaned up immediately and absorbent materials and warning signs are available <i>Use absorbent material to soak up spills. Have these materials near areas where spills are likely</i>	Yes
Trailing cables and leads are re-routed, removed or secured and other good-housekeeping practices are in place to avoid trip hazards	Yes

Additional Controls or Information	

Hazard: Manual Handling	
Current Controls	Actioned
<p>Each manual handling task is assessed and measures put in place where needed to avoid or reduce the risks</p> <p><i>Risk Factors: Load is too heavy / large / awkward or carried with arms outstretched. Load is lifted above shoulder height, lowered to floor level or carried too far. Moving the load involves bending /twisting of body or is done more than 30 times per hour</i></p>	Yes
<p>Task is organised to allow the use of mechanical aids to avoid or reduce the need for manual handling</p> <p><i>Maintain the equipment in good working order and make sure staff are trained in its correct use. Lifting equipment such as hoists and lifts must be examined every 6 or 12 months by a competent person. Keep records</i></p>	Yes
<p>Task is organised so that handling is carried out between waist and shoulder height</p> <p><i>Where possible heavy loads should be stored at waist height and lighter loads stored at a higher level</i></p>	Yes
<p>Heavy or large or unwieldy loads are broken down into more manageable weights or sizes or suitable mechanical aids / team lifts are used</p> <p><i>Load weight should be reduced where possible for safe handling e.g. source a 10kg bag of material instead of 20kg. A two people or team lift may be appropriate but mechanical handling aids, e.g. trolleys, should be used where possible for loads above 25kg</i></p>	Yes
<p>Work is planned to prevent handling over long distances or frequent repetitions</p> <p><i>Where repetitive tasks cannot be eliminated, it is good practice to rotate staff. Efforts could be made to reduce carry distances by changing the layout of a work area or by using simple handling aids to reduce the long carrying distances</i></p>	Yes
<p>Bending, twisting and unstable postures are avoided</p> <p><i>Organise the workplace: good housekeeping, clear routes, adequate space and suitable equipment can allow the safe handling / movement of loads and prevent twisting postures. Storing materials at waist height can reduce bending and unstable postures</i></p>	Yes
<p>Employees receive relevant manual handling training where necessary</p> <p><i>The control measures to be put in place may still require employees to carry out some manual handling. Employees need instruction on how to assess and lift loads safely and instruction is recommended to be delivered by a trained manual handling instructor</i></p>	Yes
Additional Controls or Information	

Hazard: Work at Height	
Current Controls	Actioned
Work at height is avoided where possible	Yes
Appropriate barriers or work equipment are used to prevent falls where work at height cannot be avoided <i>Risk assessments on podium steps, ladders, scaffolding etc are available within the browse hazard function of BeSMART.ie</i>	Yes
Where falls cannot be prevented, work equipment which minimises the risk of injury is used	Yes
Equipment that protects all employees who work at height is used instead of equipment that only protects one employee at a time	Yes
Work at height activities are planned and supervised	Yes
Work areas / platforms at height are stable, strong and have a 1m high parapet or double handrails	Yes
Safe access to work at height area is provided <i>Avoid any gaps that employees have to step across and could fall through</i>	Yes
The use of ladders is avoided or they are used only for light work of short duration <i>Ladders must be in good condition, used on a firm level surface and tied at the top or stabilised at the bottom. The work must be light and should not take longer than 30 minutes</i>	Yes
Work equipment is inspected regularly and any defects found are repaired <i>All equipment for work at height has to be examined either every 6 or 12 months by a competent person</i>	Yes
Materials are not stored at height or they are secured <i>Consider where materials are stored and how to safely retrieve them. Make sure you complete the 'Racking and Storage' risk assessment where relevant</i>	Yes
Work areas at height are kept clear of loose materials and materials are prevented from falling	Yes
Training is provided to employees on using equipment for work at height	Yes

Personal Protective Equipment is provided and employees are trained in its use	Yes
Additional Controls or Information	

Hazard: Workplace Transport	
Current Controls	Actioned
Entry to the workplace is directed and controlled <i>Traffic can be directed using signs and ground markings, and can be controlled using barriers or gates</i>	Yes
All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted	Yes
All routes are kept free of obstructions and any permanent obstructions are marked and protected as necessary	Yes
People and vehicles are kept apart <i>Separate vehicle and pedestrian entrances, footpaths and / or marked walkways can be used</i>	Yes
Vehicle reversing is eliminated, where possible <i>A one way system can be used. See 'Workplace Transport Safety - Reversing Vehicles' in 'Learn More' for more information</i>	Yes
All work areas are well lit	Yes
Loading and unloading is carried out in a designated area away from overhead obstructions <i>Contact with overhead electricity lines can kill. Don't allow high reach vehicles to load or unload near them</i>	Yes
High visibility vests / jackets are provided and worn by people who work near vehicles	Yes
Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading	Yes
Speed limits and speed ramps / rumble strips etc. are used to control speed, as needed	Yes
A person is appointed to supervise vehicle activities on site	Yes
Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions	Yes

<i>Manufacturer's and operator's manuals supplied with every vehicle should always be kept and consulted for information on use, servicing and maintenance of the vehicle. Vehicle servicing will help prevent breakdowns and keep it in a safe working condition</i>	
All works vehicles have working amber beacons / hazard lights and reversing alarms	Yes
Dangerous parts of vehicles are guarded <i>An unguarded power take off (PTO) is very dangerous as clothing or limbs can get caught in it as it turns</i>	Yes
Raised vehicle bodies are securely propped using a prop designed to carry the vehicle weight	Yes
Vehicles are suitable for the work and the load, are not overloaded and all loads are secured	Yes
Forklift and tailboard goods lift are serviced regularly in accordance with the manufacturer's instructions and are examined every 12 months <i>12 month examination must be done by a competent person. Components may need to be cleaned before servicing or examination and any defects found must be fixed promptly. If you have a forklift, make sure you complete the 'Forklift' risk assessment</i>	Yes
A defect reporting system is in place and defects are dealt with promptly	Yes
Drivers check vehicles daily before use and report any problems <i>Driver Walk-Around Check Sheets, e.g. Forklift Operator Pre-Checks, etc are available in 'Learn More'</i>	Yes
Keys are not left in unattended vehicles	Yes
Working at height on vehicles is avoided where possible and proper access equipment is provided and maintained where required	Yes
Stop blocks or chocks are used when tipping materials	Yes
Drivers are carefully selected and are supervised by a nominated person	Yes
All drivers are instructed, trained and authorised to drive workplace	Yes

vehicles	
Driver's handbook is provided	Not Applicable
Driver operates vehicle at appropriate speed	Yes
Seatbelts, where provided, are worn at all times	Yes
Forklift truck drivers are trained	Not Applicable
Additional Controls or Information	

Hazard: Display Screen Equipment	
Current Controls	Actioned
<p>An assessment of individual workstations is carried out</p> <p><i>A trained assessor should conduct an assessment of the employee's workstation on site or by video link if working from home. Assessment should look at workstation, chair, screen, lighting etc. See practical guidance on DSE/Working from Home in Learn More</i></p>	Yes
<p>Work tasks are varied to ensure that employees are not working at their computers for long periods of time</p> <p><i>Plan work activities so that people do not spend long periods of time doing computer work. Try to ensure that other work activities are used to break up computer time, including attendance at meetings, phone calls or paperwork</i></p>	Yes
<p>Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</p> <p><i>Give instruction to employees on how to maintain a good computer workstation set up e.g. advise employees to change posture frequently and show them how to adjust their seating</i></p>	Yes
<p>Employees who use computers are made aware of their right to eye tests</p> <p><i>The employer should make employees aware that they are entitled to an eye and eyesight test and the employee should consult with their employer to arrange an appointment</i></p>	Yes
Additional Controls or Information	

Hazard: Costume, Hair and Make up	
Current Controls	Actioned
Costumes are appropriately designed and fitted <i>Costumes should where possible not impede movement, vision, breathing or hearing or cause injury, unnecessary discomfort or difficulty during costume changes</i>	Yes
Employees are given adequate instruction and rehearsal time to become used to their costumes	Yes
Costumes and hair/make up equipment are kept in good condition and good hygiene practices are in place <i>e.g. Equipment for individual use or disposable equipment</i>	Yes
Laundering, cleaning and disinfection procedures are in place as required	Yes
Make up is used, applied and stored in accordance with the manufacturer's instructions	Yes
Hair styling tools are inspected regularly, stored correctly and are switched off when not in use <i>Keep electric leads of styling equipment clear of water and heat</i>	Yes
Employees are asked to report any problems, adverse reactions or irritation due to costumes or make up	Yes
Reported defects/issues are dealt with promptly	Yes
Additional Controls or Information	

Hazard: General Equipment	
Current Controls	Actioned
Equipment is used and maintained in accordance with the manufacturer's instructions	Yes
Equipment is maintained in good condition, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>A regular visual inspection of equipment should be carried out to check for defects</i>	Yes
Employees are trained in the safe operation of equipment	Yes
Additional Controls or Information	

Hazard: Heating Ventilation and Air Conditioning Systems	
Current Controls	Actioned
All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions <i>Equipment should be serviced regularly by a competent person and records kept</i>	Yes
Only trained employees operate heating, ventilation and air conditioning systems and operators manuals are available	Yes
Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions	Yes
Accessible hot pipework is lagged as required	Yes
Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use <i>Consider the use of a carbon monoxide alarm where relevant and maintain it in good working order</i>	Yes
Additional Controls or Information	

Hazard: Knives and Sharp Objects	
Current Controls	Actioned
Use of knives and sharp objects is minimised and they are stored safely	Yes
Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained <i>Training in safe cutting and use e.g. cutting away from the body, not leaving knives / blades in areas where others may not be aware of them e.g. in a sink or other areas</i>	Yes
Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Knives or sharp object used are suitable for the job <i>Typical catagories of utility knives include bladeless cutters, concealed blades, spring loaded blade retraction, manual blade retraction, automatic blade retraction</i>	Yes
Blades are kept sharp and replaced as needed	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Lighting Equipment	
Current Controls	Actioned
<p>Lighting equipment is installed, used and maintained in accordance with the manufacturer's instructions</p> <p><i>Specific precautions may be needed for the lighting type used e.g. high voltage gas discharge, strobe, lasers, ultra violet</i></p>	Yes
<p>Lighting equipment is regularly inspected, reported defects are dealt with promptly and unsafe equipment is taken out of use</p> <p><i>Inspect equipment as per manufacturer's recommendations. High voltage gas discharge lamps e.g. neon, argon, fluorescent and High Intensity Discharge (HID) lamps should be regularly inspected for lens cracks which could leak UV radiation</i></p>	Yes
<p>Lighting equipment is installed, used and dismantled by trained employees and operator's manuals are available</p> <p><i>Inform employees not to look directly into lights</i></p>	Yes
<p>Lighting equipment is stable when erected to avoid falling, tipping over or collapse</p> <p><i>Support lighting fixtures and stands to prevent tipping. Hanging lighting equipment should be suspended from approved suspension points and secured with safety anchors or safety chain(s)</i></p>	Yes
<p>Power to lighting equipment is disconnected and equipment allowed to cool, before any maintenance work is carried out</p>	Yes
<p>Lights are installed so that they do not heat materials that may catch fire</p>	Yes
<p>Lighting is installed out of reach unless specifically designed for use at a low level</p>	Yes
<p>An exclusion zone is created beneath lighting equipment where required</p> <p><i>An exclusion zone may be needed where employees are working on/in lighting grids at height. Do not take loose items into theatre and studio lighting grids e.g. by use of pocket less overalls, tie lines on tools</i></p>	Yes
<p>Lighting equipment that gets hot is allowed to cool before adjustments and where this is not possible suitable gloves are worn</p>	Yes
Additional Controls or Information	

Hazard: Loading / Unloading	
Current Controls	Actioned
<p>A designated, clearly marked, level and firm area is used for loading and unloading vehicles and access is restricted to the area</p> <p><i>Designated area is kept clear of passing vehicles, pedestrians, overhead power lines and overhead structures</i></p>	Yes
<p>Vehicles are suitable for any loads carried and they have adequate anchor points</p> <p><i>Equipment used for securing loads is suitable and is kept in good condition</i></p>	Yes
<p>Vehicles are braked, chocked and / or stabilised to prevent movement during loading / unloading</p> <p><i>Vehicle brakes / landing legs must be kept in good working order. Systems are in place to prevent vehicles moving off too early e.g. key control procedure or traffic light system</i></p>	Yes
<p>Loads are spread evenly, vehicles are not overloaded and all loads are secured</p> <p><i>Before unloading or removing restraints, check the load has not shifted in transit. Check all pallets, cages, straps, chains etc. and if damaged take out of use</i></p>	Yes
<p>Lifting equipment used for loading / unloading is certified and the operator of the lifting equipment is trained and competent</p> <p><i>Lifting equipment must be examined every 12 months and lifting accessories, e.g. slings, ropes, chains, every 6 months. Defective equipment must be removed from service. Any repair must be done by a competent person. Certs of examination kept for 5 yrs</i></p>	Yes
<p>Loading and unloading is planned to avoid the need to work at height</p> <p><i>Loads should be organised so that they can be lifted off with mechanical aids e.g. by forklift, crane, telehandler</i></p>	Yes
<p>Where it is necessary to access the vehicle or load, a safe means of getting on and off is provided and measures are in place to prevent falls</p> <p><i>Climbing onto or jumping off vehicles or loads should be avoided. Where possible vehicles should have collapsible guardrails fitted or loading areas should have platforms or gantries</i></p>	Yes
<p>Stability of load is checked before loading / unloading or releasing restraints</p> <p><i>There should be a means of communication and clear views between personnel involved in the loading / unloading to prevent crushing</i></p>	Yes
<p>Loading bays and ramps are designed and located to ensure safe access and prevent falls</p> <p><i>Loading bays and ramps longer than the width of 5 vehicles have an exit point at</i></p>	Yes

<i>each end or safe refuge points. Guardrails, perhaps with removable sections, should be installed where needed</i>	
A designated safe area is provided for drivers during loading / unloading <i>(Un)loading supervisor should have a key control procedure in place for designated (un)loading areas to prevent unexpected drive-offs. Drivers should lock the vehicle and give the key to the supervisor until (un)loading is complete</i>	Yes
Roadside loading or unloading is organised and managed to protect pedestrians and other road users <i>A designated area should be cordoned off for loading / unloading outside the workplace and the work should be supervised. The area should be checked for overhead hazards e.g. power lines</i>	Yes
PPE is provided and worn	Yes
Additional Controls or Information	

Hazard: Lone Working	
Current Controls	Actioned
The number of lone workers is kept to a minimum	Yes
Means of communication is provided <i>Make sure there is adequate battery power and, where necessary, network coverage to maintain contact for the duration of the work</i>	Yes
Contact numbers are readily available for use in an emergency and an alarm is provided where relevant <i>Emergency services and emergency contact persons should be on speed dial. Consider using agreed emergency code words to alert the contact person</i>	Yes
Employees are trained on lone working procedures <i>e.g. Procedures on frequency of contact with base, HQ or a nearby colleague etc, how to handle conflict situations and the threat of violence, emergency procedures, set call in times, locking and securing the workplace</i>	Yes
Procedures are in place should a lone worker fail to return or make contact at agreed time <i>e.g. Try to contact lone worker, inform senior manager, inform An Garda Siochana</i>	Yes
Physical barriers are provided where practical where there is an increased threat of violence <i>Physical separation from other areas e.g. coded doors, wide desk or screen for reception / cash desk, table between employee and visitor</i>	Yes
Where relevant, lone workers are provided with any necessary background information <i>e.g. Information about the area, previous experiences, client history</i>	Yes
Additional Controls or Information	

Hazard: Low Light Environment	
Current Controls	Actioned
<p>As much lighting as possible is used at all times</p> <p><i>Provide as much light and definition as possible e.g. safety lighting, LED's, glowtape, lighting to outline hazard areas, blue/brown outs instead of blackouts when possible and minimise blackouts in length & number</i></p>	Yes
<p>Unnecessary movements of employees are kept to a minimum during times of no or low light</p>	Yes
<p>Guide lighting is provided along main access routes</p>	Yes
<p>Employees are provided with torches as required</p> <p><i>e.g. Ushers, Stage Manager</i></p>	Yes
Additional Controls or Information	

Hazard: Manually Operated Hand Tools	
Current Controls	Actioned
Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use	Yes
Employees are informed of the possible risks when using the hand tools	Yes
Adequate lighting is available	Yes
Bench vice is provided and used in workshops as required	Yes
PPE is provided and worn as required	Yes
Additional Controls or Information	

Hazard: Office Equipment	
Current Controls	Actioned
Office equipment is used in accordance with the manufacturer's manual <i>Always keep the instruction manual that comes with every piece of new equipment and consult it for information on the use, cleaning and maintenance of the equipment</i>	Yes
Power sockets are not overloaded <i>Overloading sockets can cause electrical fires</i>	Yes
Power supply is turned off when clearing shredder jams and emptying bags	Yes
Loose clothing, dangling jewellery and unsecured long hair are avoided when using a shredder	Yes
Guillotine is only used when the guard is in place	Yes
Guard is engaged when guillotine is not in use	Yes
Cabinet drawers and doors are kept closed when not in use	Yes
Only one filing cabinet drawer can be opened at a time to prevent tipping	Yes
Shelves are not overloaded	Yes
Adequate lighting, ventilation and heating are provided	Yes
Additional Controls or Information	

Hazard: Outdoor Work	
Current Controls	Actioned
<p>Employees are informed of the importance of protection from the sun, sun cream is available and over-exposure to the sun is avoided</p> <p><i>Educate and encourage employees to self-check skin for signs of skin cancer. Inform them about the Sun Smart Code and to keep covered up e.g. clothing, hat, sunglasses, sun cream</i></p>	Yes
<p>Suitable measures are put in place when working in bad weather</p> <p><i>Consider how bad weather affects the work and if the work should stop temporarily. A place to shelter and to dry work clothes should be provided. Protection in cold weather includes layering of clothing and taking frequent, short breaks in warm areas</i></p>	Yes
<p>Suitable facilities are provided and maintained for cleansing of hands before eating, drinking or smoking</p> <p><i>Infectious diseases such as leptospirosis (weils disease), hepatitis and tetanus can be spread from hand to mouth or through cuts and scrapes</i></p>	Yes
<p>Suitable clothing and gloves are provided and worn as required</p> <p><i>Long sleeve clothing should be worn where necessary e.g. when there is a risk of sunburn, scratches or insect bites</i></p>	Yes
<p>Cuts and abrasions are covered with waterproof dressings / plasters</p> <p><i>Infectious diseases such as leptospirosis (weils disease), hepatitis and tetanus can be spread from hand to mouth or through cuts and scrapes</i></p>	Yes
<p>Working in and generating dust is kept to a minimum and where this is not possible, suitable personal protective equipment is provided and worn</p>	Yes
<p>A First Aid box is available</p>	Yes
<p>A relevant vaccination programme is in place and is offered to employees</p> <p><i>Diseases can develop from contact with body fluids, sewage, soil, stagnant water etc, so where there is a risk and a vaccine exists it should be offered</i></p>	Yes
Additional Controls or Information	

Hazard: Props	
Current Controls	Actioned
Props that could come in contact with employees or others are secured where possible	Yes
Materials used for props are suitable <i>e.g. no rough edges, chips, loose materials. Any paints, dyes, adhesives or solvents used in the construction, repair or maintenance of props must be allowed to dry completely before the prop is used</i>	Yes
Specialised props are used and maintained in accordance with the manufacturer's instructions	Yes
Props are suitable for their intended use and for the user	Yes
Props are kept in clean condition and particular care is taken with props used for eating and/or drinking	Yes
Users of props are given adequate information and instruction, and training where necessary <i>e.g. Training on the use of a specialised prop</i>	Yes
Users are asked to report any problems, adverse reactions or irritation due to props	Yes
Reported defects/issues are dealt with promptly	Yes
Additional Controls or Information	

Hazard: Radon	
Current Controls	Actioned
<p>Indoor workplaces at ground floor or basement level, have had radon measurements carried out where required</p> <p><i>Check the radon map to find typical radon levels in your area, by going to Environmental Protection Agency website, www.radon.ie</i></p>	Yes
<p>Where reference levels are exceeded, measures are taken to reduce the radon level and the areas are then retested</p> <p><i>Reference levels for workplaces are 300Bq/m³ and 200Bq/m³ for long stay residential units. Refer to www.radon.ie for more detailed information</i></p>	Yes
<p>Measures taken to reduce the radon level are maintained to ensure they remain effective</p> <p><i>Measures may include increased under floor ventilation, increased indoor ventilation, sealing of cracks and gaps in the floor and around service entry points</i></p>	Yes
Additional Controls or Information	

Hazard: Rehearsals	
Current Controls	Actioned
<p>Suitable venue with adequate space is provided for rehearsals</p> <p><i>From the beginning of the rehearsal process the set design features could be marked/taped off on the floor to scale</i></p>	Yes
<p>Rehearsals are performed under work lights until they can be done safely in performance lighting</p> <p><i>Give warning when reducing lighting e.g. shouting "going to black" before lights go out</i></p>	Yes
<p>Adequate time is allowed in the rehearsal schedule for all production elements to be safely undertaken</p> <p><i>e.g. stage combat sequences, performer flying, atmospheric effects, remotely operated machinery, costume changes, scene changes. Make a note on the relevant rehearsal schedule and callboard. Rehearse the communication systems to be used</i></p>	Yes
<p>Onstage movements, entrances and exits are well choreographed and rehearsed</p>	Yes
<p>Employees are informed of any changes to props and are given adequate instruction and rehearsal time to become used to props</p> <p><i>Rehearsal props should be provided when the performance prop is not available and it should be as close as possible in size, weight and shape</i></p>	Yes
<p>Technical rehearsals are supervised by a competent person</p>	Yes
<p>Warm up time is allowed prior to each rehearsal and performance as required</p>	Yes
<p>When touring, adequate rest time is allowed between arrival at a location and rehearsal / performance</p>	Yes
Additional Controls or Information	

Hazard: Set Design and Build	
Current Controls	Actioned
Set is designed and constructed so that it is fit for purpose, stable and can be safely assembled, used and dismantled	Yes
Set designer(s) and builder(s) are informed of the nature of the production, the purpose and specifications of the set and any known risks	Yes
Set is designed and constructed by persons with sufficient skills, knowledge and experience	Yes
Adequate resources are provided for set construction	Yes
Suitable materials and equipment are used for set construction and build <i>e.g. an increased fire risk is not to be created by the materials used in the set; set and scenery should be performer friendly e.g. for moving during performance and for scene changes</i>	Yes
Set items and equipment are installed, used and maintained in accordance with the manufacturer's instructions <i>Make sure that you have all relevant information e.g. details of any inspection, any limitations of use</i>	Yes
Set items and equipment are inspected and examined as required and records and certificates are kept <i>A file could be in place for each production with all relevant information e.g. certificates of fire retardance, records of thorough examination etc.</i>	Yes
Reported defects in the set are dealt with promptly and unsafe equipment is taken out of use	Yes
Employees involved in set building, installation, rigging and dismantling have sufficient information, instruction and training	Yes
Safe access is provided <i>e.g. For building, inspection and maintenance of set. Avoid working at height by e.g. bringing scenery items down to ground level for adjustment</i>	Yes
Scenery is only suspended from approved anchor points	Yes
The stage is not overloaded or overcrowded and all escape routes are	Yes

kept clear at all times	
Suitable storage facilities are provided for the set where required	Yes
Additional Controls or Information	

Hazard: Set Removal	
Current Controls	Actioned
Set removal is planned and carried out in an organised way <i>Remove items and equipment in pathways first, followed by furniture then set. Plan work done at height</i>	Yes
Set removal is supervised by a competent person	Yes
Employees are instructed on the set removal plans by the set removal supervisor	Yes
Equipment is dismantled in accordance with the manufacturer(s) instructions	Yes
All electrical equipment is disconnected before dismantling	Yes
Set removal is carried out under full venue lighting	Yes
Additional Controls or Information	

Hazard: Smoke or Fog Machine	
Current Controls	Actioned
Smoke and fog machines are used, cleaned and maintained in accordance with the manufacturers instructions	Yes
Smoke/fog machine is only used by employees who are trained in its use and in the monitoring and control of smoke/fog movements	Yes
Smoke/fog machine is switched off prior to refilling, cleaning, maintenance and repair work	Yes
Smoke/fog machine is kept in good repair, defects are reported and unsafe equipment is taken out of use	Yes
Only chemicals recommended by the manufacturer are used in the smoke/fog machine and in accordance with the manufacturer's SDS <i>Make sure that you complete the Chemicals Risk Assessment for this business type</i>	Yes
Smoke/ fog machine is suitably located and can be accessed by operators at all times <i>Location must not create any additional hazards e.g. fire, trips</i>	Yes
Additional Controls or Information	

Hazard: Sound System	
Current Controls	Actioned
Excessive noise levels from sound systems are avoided <i>See Guidance document "The Noise of Music" in Learn More for more information</i>	Yes
Loudspeaker positions are arranged to avoid excessive sound levels for employees and loudspeakers that are close to employees are individually controllable <i>e.g. Reducing surface or floor contact of loud speakers decreases low-end frequencies and overall sound level. Make sure the back of loudspeakers are not left open. See "The Noise of Music" in Learn More for more information</i>	Yes
Employees are rotated between noisy and quieter duties/locations where possible	Yes
Employees are advised of the risks from exposure to noise	Yes
Personal hearing protection is provided and worn when necessary <i>e.g. when sound tests are being carried out. Use hearing protection that protects against the type of noise in the workplace. Employees must be trained to use the protection correctly. See "The Noise of Music" Guidance Doc for noise exposure action levels</i>	Yes
Additional Controls or Information	

Hazard: Stage Design and Build	
Current Controls	Actioned
Stage is designed and built so that it is fit for purpose, stable and can be safely assembled, used and dismantled	Yes
Stage designer(s) and builder(s) are informed of the purpose and specifications of the stage and any known risks	Yes
Stage is designed and built by persons with sufficient skills, knowledge and experience	Yes
Adequate resources are provided for stage build	Yes
Suitable materials and equipment are used for stage build <i>e.g. an increased fire risk is not to be created by the materials used in the stage</i>	Yes
Stage items and equipment are installed, used and maintained in accordance with the manufacturer's instructions <i>Make sure that you have all relevant information e.g. details of any inspection required and any limitations of use</i>	Yes
Stage items and equipment are inspected and examined as required and records and certificates are kept <i>A file should be in place with all relevant information e.g. certificates of fire retardance and records of thorough examination etc.</i>	Yes
Reported defects in the stage are dealt with promptly and unsafe equipment is taken out of use	Yes
Employees involved in stage building, installation, rigging and dismantling have sufficient information, instruction and training	Yes
Safe access is provided <i>e.g. for building, inspection and maintenance of the stage. Avoid working at height where possible by e.g. bring lighting equipment down to ground level for adjustment</i>	Yes
The stage is not overcrowded or overloaded and all escape routes are kept clear at all times	Yes
Additional Controls or Information	

--	--

Hazard: Use of a Third Party Venue	
Current Controls	Actioned
<p>All necessary information on the venue is available and the venue is suitable</p> <p><i>Look for reports relating to the safety of the venue and limitations of use e.g. the presence of asbestos, known weak floors etc. Seek expert advice where necessary</i></p>	Yes
<p>All employers at the venue co-operate with each other and inform each other of possible risks</p> <p><i>Exchange information relating to risks to employees e.g. providing relevant extracts from your safety statement</i></p>	Yes
<p>Employees are informed of any possible risks specific to the venue and the control measures needed</p>	Yes
<p>Venue emergency plans are in place and communicated to all</p>	Yes
<p>Venue rules and safety signs are always obeyed</p>	Yes
<p>Where relevant, adequate crowd management arrangements are in place for the venue</p>	Yes
Additional Controls or Information	

Hazard: Visiting Customer Premises	
Current Controls	Actioned
Employees are provided with information about the purpose of the visit, the location of the premises and any particular risks	Yes
Employer or other relevant person is aware of the employee's planned visits	Yes
Company identification is provided and shown to customer on first contact	Yes
Employees are trained not to enter any premises without prior permission from the owner/customer	Yes
On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative	Yes
Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly <i>Where threats or aggression occur employees must break away immediately and report the incident to their immediate supervisor/service provider</i>	Yes
Emergency contact numbers are provided and an incident reporting procedure is in place including follow up action <i>Telephone numbers for emergency services and key personnel should be provided and all threats of violence or harassment are to be investigated and a record kept</i>	Yes
The premises rules and safety signs are obeyed	Yes
Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures	Yes
Additional Controls or Information	

PART B2 – ACTION LIST

Hazard	Control Required	Assigned To	Action By	Complete & Date Completed
--------	------------------	-------------	-----------	---------------------------------