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**Disclaimer.**

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**1.2 COMPANY SAFETY STATEMENT**

The general Statement on this page sets out the Safety Policy of ABC Company. The Safety Statement that continues on the following pages is only relevant for work undertaken in the premises.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application) Regulations and that all reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has responsibility for managing Health, Safety & Welfare, to whom reference should be made, in the event of any difficulty arising in the implementation of this policy.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

**Signed:** \_\_\_\_\_  
Manager 2

**Date:** \_\_\_\_\_

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### 1.5 Company activities

ABC Company is a Nightclub and Entertainment venue that provides a variety of services depending on customer need and time of year.

- The operating hours for the Premises are dependant on seasonal activities and the licensing laws.
- The number of staff employed varies again with seasonality.
- The range of services on offer are:
  - Music and Dancing
  - Food (occasional and light)
  - Bar
  - Various other activities from time to time as suitable to the relevant season and customer needs.

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### 2.1 MANAGEMENT CONTROL SYSTEM

Our Safety Policy is central to setting up an effective Safety Management System within the company. The Safety Management Control Points are specific items of safety management that can be audited and assessed regarding performance.

Safety Management Control Points that may be measured:

1. All items on notice board current
2. Weekly/Daily safety and housekeeping inspections
3. Staff suggestions and query forms
4. Induction and ongoing training
  - 4.1. First aid
  - 4.2. Fire Warden/Marshall
  - 4.3. Manual Handling
  - 4.4. HACCP
  - 4.5. Chemical Handling
  - 4.6. Private Security Authority registration as necessary for Door Staff.
5. Safety critical equipment maintenance records
  - 5.1. Fire alarm system including detection
  - 5.2. Emergency lighting
  - 5.3. Fire extinguishers
6. Fire drill records
7. Risk assessments
  - 7.1. Initial assessments from 2012
  - 7.2. Annual reviews after 2012
8. Monthly Safety review
  - 8.1. Minutes
  - 8.2. Action points
  - 8.3. Outstanding issues resolved
9. Safety Statement
  - 9.1. Implementation in 2012
  - 9.2. Annual reviews after 2012
10. Annual report

Records of all of the above points will be held within the main Safety Management Folder. This folder is maintained by Manager 1.

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## 2.2 Manager 2

- ❑ Manager 1 bears ultimate responsibility for ensuring that the business is supplied with adequate resources to manage Health and Safety effectively.
- ❑ Also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, make suitable changes.
- ❑ Review the investigations of all major accidents and damage to Company property and implement actions.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.
- ❑ Take part in an Annual Safety Audit of the business.

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## 2.3 Manager 1

- ❑ Monitor the Company Health and Safety programme.
- ❑ Identify training needs and develop a training plan for all staff as necessary.
- ❑ Review all safety rules annually and, when necessary, recommend suitable changes
- ❑ Investigate all accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained and regularly inspect first aid records.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Carrying out monthly report on accidents, near misses, new procedures, weekly audit & implement company Safety Statement.
- ❑ Regularly inspect the premises to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.

## **2.4 Supervisors (As appointed)**

All Supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation. Managers bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

### **SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS**

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Company's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary and check that it is effective.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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## 2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke anywhere on the premises.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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## 2.6 CONTRACTORS

The following responsibilities are allocated to contractors:

- ❑ All contractors will be expected to comply with ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the Company whilst work is being carried out.
- ❑ All work must be carried out in accordance with relevant statutory provisions, the Company's Contractor's Rules and taking into account the safety of others on the site.
- ❑ Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- ❑ 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.
- ❑ No power tools or electrical equipment of greater voltage than 110 volts should be brought onto 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 a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- ❑ Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- ❑ Contractors must comply with any safety instructions given by ABC Company management.
- ❑ ABC Company must be notified of any material or substance brought onto the site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- ❑ ABC Company must see documentary clarification of contractor's insurance arrangements, which must be submitted and approved in writing.

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### 3.1 RESOURCES

The management of ABC Company recognises 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 Management of ABC Company undertake:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the company.
- To include health and safety considerations into all annual estimates for the running of the company.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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### 3.3 TRAINING

#### HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. The management at ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep training records to include:

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

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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### 3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above. Currently the staff **have not** elected a representative, if they do so in the future the position will be recognised by the company.

After that time, all representations by the Safety Rep must be made to the company via the H&S Officer.

## PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.
- ❑ Accident Report Forms must be passed directly to Manager 2.

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### 3.8 WELFARE FACILITIES

Management shall ensure that adequate welfare facilities are provided on the premises 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 foodstuffs is provided in the form of a canteen facility on the premises. As part of the employment package all staff are entitled to free food from the Kitchens.

An adequate supply of drinking water is provided on the premises.

Adequate cloakroom facilities are provided.

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### **3.10 SMOKING POLICY**

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

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Organisation recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

#### **Implementation**

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge for the premises is Manager 1.

All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

A Smoking area has been set up outside the bar that complies with the Act. Posters are displayed within the premises and any infringements should be notified to Manager 1.

#### **Infringements**

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

#### **Smoking cessation**

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

**NOTE:** An external smoking area is provided for patrons of the Nightclub

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### 3.13 Bullying at Work Policy

ABC Company recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, 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.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to ABC Company or the Safety Representative.

Manager 2 gives the undertaking that all complaints will be investigated sensitively and will be resolved locally, if possible. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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

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

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

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

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

#### Risk Calculation Matrix

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

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

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

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

- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (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 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.
- (i) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

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#### **4.2.2 MEANS OF ESCAPE IN CASE OF FIRE**

Fires escape routes are posted on all doors.

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.

#### **4.2.3 FIRE ALARM SYSTEM**

The following details shall be entered in a log book:

- (a) Causes of all alarms (genuine, practice, test etc.)
- (b) Any faults which develop
- (c) Any period of disconnection
- (d) Nature of work (inspection, maintenance or test)
- (e) Any further action required
- (f) Name of person responsible.

It is important to note that each individual call point must be tested at least once in every period of 12 months. This will be managed by our maintenance contractors.

#### **4.2.4 FIRE DRILL**

A fire drill shall be undertaken at least twice per year. Details of the Fire Drill Records are held in the following Fire Register.

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#### 4.4 HOUSEKEEPING ISSUES

##### HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in open corridors
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.
- Glass:- from broken glasses/bottles etc.
- Substances:- Cleaning chemicals etc.

##### Risk Assessment:

How Likely	How Serious	Risk Rating

##### CONTROL MEASURES

- Managers will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored in areas that could cause an obstruction, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.
- Employees must maintain the workplace in a tidy condition at all times.
- Cleaning program for HACCP to be followed rigidly.
- All spillages must be cleared up promptly.
- Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.
- All staff receive Specific Manual Handling Training.
- All cleaning staff provided with PPE as follows:
  - Gloves – Chemicals/Glass, etc.
  - Uniform – General dust etc.
  - Overall – Bio hazard, etc.
- Bio Hazard kits are available for cleaning of excrement, vomit, blood, etc.
- Manual Handling stresses are reduced for Vacuum cleaning via the training and maintenance of equipment.
- No Bleach or acid based cleaners are used.
- Toilets regularly inspected and closed off when cleaning is due.

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## 4.6 ELECTRICITY

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

How Likely	How Serious	Risk Rating

To ensure that all permanent electrical installations, portable electrical equipment and distribution networks are installed and maintained in a manner to ensure safe working conditions for all employees.

### Lighting and Sound Control Measures

- **Equipment:** All fixed wiring and temporary wiring should be grounded or double-insulated. All dimmers and light boards should have a dead (non-conducting) front.
- **Repairs:** Employees should not attempt electrical repairs without proper training. Equipment that malfunctions or causes shocks should be removed from service, clearly marked and repaired by a qualified individual.
- **Extension Cords:** Extension cords are only designed for temporary use. Use only three-wire heavy duty extension cords. Never use domestic reel cords or other light duty cords. Use of thin, light duty extension cords can increase the risk of fire and shock. Make sure extension cords have adequate current capacity for the equipment being used. Do not pull an electrical cord out of a socket by the cord. This breaks interior wires and can cause a short and, possibly, a fire. Inspect for frayed or split cords or plugs before use.
- **Electrical Cords:** Electrical cords can also be a tripping hazard. It is a good practice to route cords away from traffic areas to prevent trips and falls.
- Avoid stretching or pinching cords between objects. This can break interior wires, causing overheating which can result in a fire.
- Protect temporary wiring from traffic by covering. Do not cover electrical cords with rugs; this can also result in a fire.
- **Circuit Protection Devices:** Circuit protection devices are designed to automatically limit or shut off the flow of electricity in the event of a ground-fault, overload, or short

## 4.7 OFFICES

### HAZARDS

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

### RISK ASSESSMENT:

How Likely	How Serious	Risk Rating

### CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.
- Dangerous waste e.g. broken glass shall be carefully disposed of.



## CONTROL MEASURES

- Be sure that 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.
- It is important that chairs are correctly selected and used and that their sitting is at an optimum distance from the machine.
- Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- There should be a restriction on continuous use:
  - Over two hours with pauses of between 5-10 minutes before further use.
  - In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
  - The total time of continuous work at a VDU should be restricted to 6 hours per day.
  - Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
  - Epileptics should see a medical adviser before starting work.
  - If there is any untoward incidence of VDU related problems medical advice must be sought.

PRELIMINARY

#### 4.10 WORK AT HEIGHTS AND LADDERS

Work at heights is defined as working in an area/location where a person could fall from any height, other than from a scaffold.

##### HAZARD

The main hazards associated with Work at Heights are:

- ❑ Falls of persons while hanging seasonal decorations in the nightclub, working on lighting rig or cleaning at a high level.
- ❑ Falls of materials or articles while being held on a ladder or other piece of access equipment.

##### RISK ASSESSMENT:

How Likely	How Serious	Risk Rating

##### CONTROL MEASURES

- The Manager will ensure that work is planned to ensure safe access/egress and working place for Employees to work at heights.
- Only trained, authorised staff may work on the lighting rig.
- Where required Employees will receive instruction in the use of safety equipment provided.
- Warning signs and restricted access signs must be displayed to prevent guests and other members of the public being injured.
- Ladders to be inspected monthly
- In general ladders are not used as work platforms
- All ladders to be checked for damage before use
- Position ladder close to work
- Do Not stretch from the ladder
- All ladders must be placed on secure flooring/ground
- If possible ladder should be secured from falling.
- Wherever possible mobile scaffold towers with out riggers should be used.

- Broken Glass Safeguards
  - Chipped, cracked or broken glasses should not be thrown into bins with plastic liners; damaged glasses must be put into a specified container
  - If you find a glass that is chipped or cracked, dispose of it in the container labelled 'Broken Glass'
  - Broken glass should be cleaned up as soon as possible
  - The area immediately around the broken glass should be secured
  - The area should be thoroughly swept and vacuumed
  - Wear cut-resistant gloves when dealing with broken glass or potential broken glass, e.g. bottle skips
  - If you accidentally serve a drink in a damaged glass do not pour it into a fresh glass but replace the whole drink

### **Cellar/Keg Store Control Measures**

Kegs, cases and cylinders must be handled and stored properly. Unsafe stacking of kegs and cases is dangerous. Gas cylinders and beer kegs may explode if stored incorrectly. Where there's a risk of asphyxiation from a dispense gas leak a suitable monitoring and alarm system should be installed. The location of the sensors should be determined by a competent person. Any alarm must provide adequate warning to immediately leave the cellar and not to enter the cellar.

- Handle cylinders with care and keep away from heat and direct sunlight
- If standing gas cylinders upright make sure they are secured, e.g. with a chain
- Do not stack kegs above normal shoulder height. 50Kg kegs should not be stacked more than 2 high
- Ensure only authorised staff have access
- Allow only trained and competent staff to make adjustments and connections
- Store unconnected cylinders horizontally and away from the sun/heat sources. Secure with wedges
- Check regularly for leakage, i.e. cylinders frosted from bottom upwards or a hissing noise
- Ventilate storage areas

### **Cellar Hatch Control Measures**

Cellar hatches can pose a serious danger and it's very important that proper precautions are taken.

- Organise so that cellar hatches do not need to be used frequently where possible.
- Use cellars for storage of items not needed frequently
- Site cellar hatches in low-traffic areas

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## 4.12 Maintenance

### Hazards:

Slips & Falls  
Electrocution  
Gases and other substances

### Risk Assessment:

How Likely	How Serious	Risk Rating

### Control Measures

As a general rule staff do not carry out any tasks for which they does not have the necessary knowledge, skills and experience to do. This requires them to be cautious at all times and to seek assistance as needed.

General points that are to be followed:

- All instructions in the Safety File to be followed.
- Wherever possible experienced contractors are to be called to the bar to deal with significant maintenance issues.
- General staff are never to be used to carry out maintenance duties except for tasks that they have the necessary knowledge, skills and experience.
- Only electricians shall be allowed work on the electrical installation.
- Only qualified Gas Fitters shall be allowed to work on the gas installation.
- Only qualified mechanical fitters to be allowed to work on any compressors or pressure vessels.
- A permit to work must be used for all contractors on site.
- Isolation of any fire detection systems must be recorded on a hot works permit.

- **Knives:**
  - All cutting operations will be carried out away from distraction and from walkways
  - Maintain all knives and blades clean and in good condition
  - Knives may only be sharpened by qualified staff or by outside contractors
  - Cutting boards/butchers block will always be used and kept in good condition
  - All knives, i.e. boning, filleting, steak, etc., will be used with the utmost care
  - No bladed instrument will be left unattended at any time
  - Use the proper knife or blade for the Task
  - Use the knife or blade in a safe and proper manner
  - Knives will be picked up and handled by the handle only
  - Cutting will always be performed away from the body
  - Sharp area will be kept away from body when cleaning and drying knife
  - Knives will not be left in water where they cannot be seen
  - Once used, all knives will be returned to their holders/scabbards
  - Store all knives and blades properly (when not in use) ensuring that the sharp edge is protected
  - Knives etc. will not be used to carry or manoeuvre meats
- **Maintenance**
  - Dispose safely of all knives which are worn, broken or have loose handles
  - Handles will be securely fixed to blade and kept free from fats and grease
  - All knives and tools will be kept sharp
  - All appliances generating hot water and steam are maintained in good condition
  - All electrical equipment is inspected by a competent person at least annually
- **Behaviour**
  - Any horseplay involving knives or sharp implements will be considered as a serious breach of safety policy and will be subject to disciplinary procedures
  - Staff are trained in the use of knives, blades, slicing machine and sharp objects
  - Disciplinary procedures will be instigated against any breach of this directive
- Staff are trained in the use of such equipment
- Oven gloves are available and ready for use

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#### 4.14 Purchasing and storage areas

**Hazards:**

Manual Handling  
Housekeeping  
Falling stock  
Chemicals

**Risk Assessment:**

How Likely	How Serious	Risk Rating

**Control Measures**

- All staff given Manual Handling training as per the rest of the bar.
- All chemicals stored as per manufacturers directions.
- All equipment or materials purchased will be in accordance with CE markings and national legislation.
- All shelving to be kept in good repair.
- Whilst using ladders and mobile steps, good manual handling will be practised, both in moving the ladder and mobile steps and in using them, i.e. do not over reach – move the ladder
- Ladders must be secured at the base by another person for short use and at the top for prolonged use
- Climbing on the racking/shelving rather than use a ladder or mobile step is seriously prohibited.
- Ladders and mobile steps will be maintained in good condition.
- When not in use, ladders and mobile steps will be stored without causing an obstruction.
- Any damage to ladders and mobile steps to be reported to management.
- Damaged ladders and mobile steps may not be used.
- Any horseplay involving ladders or steps will be treated with the utmost severity.

## 4.16 Pregnancy and New Mothers

### Risks

How Likely	How Serious	Risk Rating

### Control Measures

Staff who are pregnant or breastfeeding will not be required to perform any duties which are likely to expose them or their unborn or breastfeeding child to any risk related to their pregnancy or breastfeeding.

A risk assessment will be carried out to assess if there is any additional risk.

If any additional risk is identified, suitable preventive measures will be taken to deal with the risk.

Examples of circumstances where a pregnant worker or their child could be exposed to additional risk include work involving:

- Shocks, vibration or movement
- Manual handling involving risks to the lower back
- Noise
- Ionising and non-ionising radiation
- Extremes of heat and cold
- Movements and postures, travelling, mental or physical fatigue, other physical burdens

Other potential risks as identified in the Safety, Health & Welfare at Work (Pregnant Workers) Regulations.

Examples of suitable action when additional risks are identified are:

- Restrict the pregnant worker from carrying out the work;
- Adjust the working conditions on a temporary basis so that the risk is avoided;
- Re-allocate the worker to other work which does not entail risk to the worker or child;
- If the risk cannot be avoided by any other means, give the worker leave or additional maternity leave.
- Where additional risk to the pregnant worker or their child is identified, the worker will be informed of the risk and the steps to be taken to deal with the risk.

**DOOR STAFF CONTROL MEASURES**

- All previous assessments such as Lone Worker must be followed.
- Supervisors will constantly reassess a situation if it is changing.
- Supervisors and Door Staff must work together to ensure effective presence in the nightclub.
- Pre assignment assessment will be completed by ABC Company to ensure that any "special event" or VIP Guest specific controls are identified and implemented.
- ABC Employees will all adhere to PSA training and guidelines.
- ABC Company employees will be easily identifiable in order to act as a deterrent rather than provoke a confrontation.
- Working hours will be managed in conjunction with the Working Time Regulations and the nightclub needs.
- Shift changeovers will allow for a handover briefing between employees to pass on any safety relevant information.
- Employees will have on their person an escalation contact list for use in the event of an incident/emergency.
- PPE will be provided as per need.
- Supervisors will regularly check in on door staff to ensure safety.
- All door staff have personal attack alarms.
- Non-verbal communication skills are provided to all door staff, i.e. look for signs that aggression is building up, using eye contact if appropriate.
- Door Staff trained to spot potential trouble makers, defuse tense situations etc.
- Adequate number of trained, PSA badged security staff.
- Staff trained in procedures for re-entry, queuing, searches, etc and signs displayed for public.
- Information sharing with police and other security staff at licensed premises or other entertainment facilities in the area.
- CCTV system.
- Walkie-talkie system allows bar staff to talk to door staff.
- Overcrowding not permitted in any area.
- Door staff aware of all exits.
- Live bands told not to encourage stage diving etc.
- Drinks not served to people obviously under the influence.

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**Action to be taken in the Case of an Armed Robbery or Personal Attack**

1. Keep calm – do not panic.
2. Obey – do only what you are asked to do, nothing more and nothing less.
3. Observe. Note details of the criminal nearest you. Concentrate on:
  - Male/Female
  - Age
  - Height
  - Build
  - Hair colour
  - Colour of eyes
  - Mode of dress
  - Right or left handed
  - Distinguishing features
  - Words used and accent
  - Number of attackers
  - Note where criminals may have placed their hands and feet
  - Identify vehicular transport used (registration, colour, make of car)
4. Preserve the scene intact. Do not interfere with places where fingerprints or footprints may be found.
5. Hold witnesses at the scene until the Gardai arrive; otherwise take details (name, address, phone number) for contact later.

**Notes:**

Stay out of danger. Never jeopardise your own personal security or the security of others.

**Post Crime Action – Armed Raids and Personal Attacks**

1. Contact the Gardai.
2. Preserve the scene intact. Do not allow interference with places where fingerprints or footprints may be found.
3. Hold witnesses at the scene until the Gardai arrive, otherwise take details (name, address, telephone number) for contact later.
4. Identify if anyone has been injured. If so, note the type of injury. Call an ambulance if required.
5. Put in place any measures to prevent further injury.
6. Complete an incident/accident report form including:
  - Precise details of what happened.
  - Who was there (witnesses), include names, addresses and phone numbers of non staff members.
  - Detailed descriptions of the criminal(s).

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*Cutlery*

Use containers/cutlery baskets to carry cutlery.  
Store cutlery in baskets, handle uppermost.  
Take care to handle knives by the handle only.

*Glassware*

When laying up for large numbers, use purpose designed baskets or trays to carry glasses.  
Pick glasses up by the foot or stem.  
Do not bang the glassware together as this weakens the glass internally.

*Carrying trays and lifting loads*

Distribute crockery and cutlery evenly on trays.  
Carry only the weight that feels safe and comfortable.  
Ask the supervisor for help in moving heavy or awkward loads.  
Know where the load is to go to before moving it.  
Ensure route is clear before setting off.

*Coffee machines*

Only operate when fully trained.  
Follow manufacturer's instructions to fill and operate both small- and high-volume coffee machines.

**Staff dress***Footwear*

Wear stable, properly fitting footwear to reduce the risk of slips, trips and falls.  
Footwear that covers the foot will delay heat penetration onto feet from spilt hot liquids.

*Clothing*

Do not wear long, trailing skirts as they increase the risk of trips.  
Do not wear loose, long sleeves as they can catch on door handles and the backs of customers' chairs or catch fire from candles.

*Hair*

Tie long hair back or pin it up at all times to prevent it:  
- becoming caught on items of jewellery when serving guests or caught on backs of chairs;  
or  
- becoming caught when passing through plastic door curtains.

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Only carry the weight that feels safe and comfortable, four covers alone of main-course dirty crockery, cutlery and tray can weigh 7 kg.

Stack plates of the same size together.

Never stack cups more than two-high.

Place similar cutlery together on the tray (to avoid risk of cuts when sorting prior to washing).

Use a separate tray to clear glasses.

When clearing without a tray, stack crockery on arm in balanced layers, positioning cutlery securely.

Do not load up more than can be carried securely or comfortably.

When removing rubbish, check that cigarettes and cigars are out and disposed of in separate metal bin with no paper.

Dispose of any broken glass or crockery in a separate designated container, taking care while handling.

### ***Emergencies***

Know what to do in the event of an accident, fire or other emergency.

PREVIEW

### 4.20.1 Event/Performance Fire Risk Assessment

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

The following stages will be considered:

- ❑ Venue design, selection of workers, selection of contractors and subcontractors, construction of the stages, marquees, fencing, (the 'build up');
- ❑ Safe delivery and installation of equipment and services which will be used at the event, e.g. stage equipment used by the performers, lighting, and the protection of crew
- ❑ Effective fire safety during the event
- ❑ Safe removal of equipment and services at the end of the Event
- ❑ Control fire risks once the event is over and the infrastructure is being dismantled

### FIRE SAFETY RISK ASSESSMENT

#### 1 Identify fire hazards

Identify:  
Sources of ignition  
Sources of fuel  
Sources of oxygen

#### 2 Identify people at risk

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

#### 3 Evaluate, remove, reduce and protect from risk

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

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

#### 4 Record, plan, inform, instruct and train

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

#### 5 Review

Keep assessment under review  
Revise where necessary

**Remember to keep to your fire risk assessment under review.**

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

- ❑ Can all the occupants escape to a place of reasonable or total safety in a reasonable time?
- ❑ Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?

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## 4.21 Special effects

### Hazards

- Various

The basic control measures for various special effect are set out below. Before each one is used a local specific Risk assessment will be carried out.

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### STANDARD CONTROL MEASURES

#### 4.21.1 Use of Pyrotechnics

All use of pyrotechnic devices before a proximate audience must meet the requirements of ROI legislation. The following steps shall be followed to obtain the proper permits and approval for the use pyrotechnics:

- Submit a plan for the use of pyrotechnics. The plan must contain the following information:
  - Name of the person, group, or organization sponsoring the production
  - Date and time of day of the production
  - Exact location of the production
  - Name of the person actually in charge of firing the pyrotechnics (i.e., the pyrotechnic operator)
  - Number, names, and ages of all assistants who are to be present
  - Qualifications of the pyrotechnic operator
  - Pyrotechnic experience of the operator
  - Confirmation of any applicable licenses held by the operator or assistant(s)
  - Evidence of the insurance carrier
  - Number and types of pyrotechnic devices and materials to be used, the operator's experience with those devices and effects, and a definition of the general responsibilities of assistants
  - Diagram of the grounds or facilities where the display is to be held. This diagram shall show the point at which

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## 4.22 Light and Sound Equipment

### Hazards

- Electricity
- Slips and Falls
- Items falling from work area

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Only suitably trained and qualified staff may use lighting and sound equipment.
- Lighting boards/dimmers/packs have limits to the lamp loads they can handle. Overloading boards/dimmers can cause a fire hazard. The wattage of the bulbs MAY NOT exceed that of the boards/dimmers/packs they are plugged into.
- Several methods exist for changing the colour of light projected, most commonly, the placement of colour media, such as gels, tinted glass, or dichroic filters, in front of the instrument. Several companies sell colour media and only those materials intended for such use should be employed. Common materials may not withstand the intense heat and light of stage lighting and may be a fire hazard.
- Projected light patterns can be achieved by placing a pattern, template or gobo in a holder and inserting it into the slot at the gate of an ellipsoidal. Many of the same companies that sell colour media also sell a wide range of off-the-shelf patterns. Short lived custom patterns can be cut out of several layers of black aluminium foil (commonly known as the trade name Cinefoil) using a razor blade. For the ETC SourceFour ellipsoidals (due to their lower gate temperature), short lived custom patterns can also be cut from aluminium foil oven liner trays cut to holder size.
- Just as boards/dimmers/packs must not be overloaded with too many lamps, power amplifiers must not be overloaded with too much load. Power ratings for amplifiers is usually specified in load capacity, while speakers (or other loads) are assigned an impedance (typically 4 or 8 ohms). Damage to an amplifier can occur if it is not rated for the load being driven.

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## 4.23 Noise in the Entertainment Industry

### Hazards

- Hearing loss

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

The premises will be assessed by a competent person as part of the health and safety plan for this year.

The general guidelines set out below from the HSA publication "Noise of Music" will be followed as necessary.

When necessary assessment will consider:

- The nature of the event and the sound.
- The site/venue layout.
- The noise footprint/map (the area covered by the sound).
- Where there may be a risk from noise and who will be affected.
- A reliable estimate of expected noise levels and expected durations.
- Selection of loudspeaker types.

Suitable control measures available for noise hazards.

## Safety Statement Document Review

### ABC COMPANY LTD

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Company	Description of Changes	Date of update



## 7. Appendix

PREVIEW

### Accident Report Form

Location:	Department:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party Details	

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

## 8.2 ABC Company Equality Policy

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

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

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

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

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

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

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