

# **SAFETY STATEMENT**

## **Alchemy Arts t/a PassePartout**

Clonakilty  
Co. Cork

<b>Revision number</b>	<b>Date</b>	<b>Document owner</b>	<b>Approved by</b>	<b>Page number</b>
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**Disclaimer.**

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## 1.1 APPLICATION

This Safety Statement has been developed to assist Alchemy Arts comply with relevant H&S standards and to ensure that clients are fully aware of Alchemy Arts' commitment to high standards in H&S.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client premises or events. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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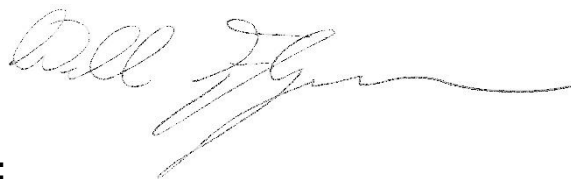
## 1.3 SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of Alchemy Arts.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to Employees or others who may be affected by company activities.

Will Flanagan has appointed himself as having responsibility for managing Health, Safety & Welfare. Reference should be made to Will Flanagan, in the event of any difficulty arising in the implementation of this policy. Will Flanagan will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all Contractors' and Employees. It is therefore important that you acquaint yourself will 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:**

**Date:** 12/05/2022

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## 1.4 Policy Statement:

Will Flanagan is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing equipment, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

Alchemy Arts Staff, shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined.

Accidents/incidents reported shall be investigated by Will Flanagan to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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## 1.5 Insurance Requirements

As with all commercial operations Alchemy Arts have a range of insurances in place. The following are the details of same:

### Public Liability

- Broker IOMST
- Insurance Company AIG Ltd
- Amount €13 Million

### Motor Insurance

- Broker GMHD
- Insurance Company Zurich

## STRUCTURE FOR HEALTH AND SAFETY

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# Alchemy Arts Safety Statement

## PART 2

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## 2.1 MANAGEMENT CONTROL SYSTEM

Alchemy Arts is a Circus & Street Theatre Event Company. Operating hours and conditions are generally determined by the event or needs of the client.

The objective of the Safety Management System is to satisfy legal responsibilities and to exercise greater control of health and safety within the organisation, to protect people and control the business.

Management points that may be measured:

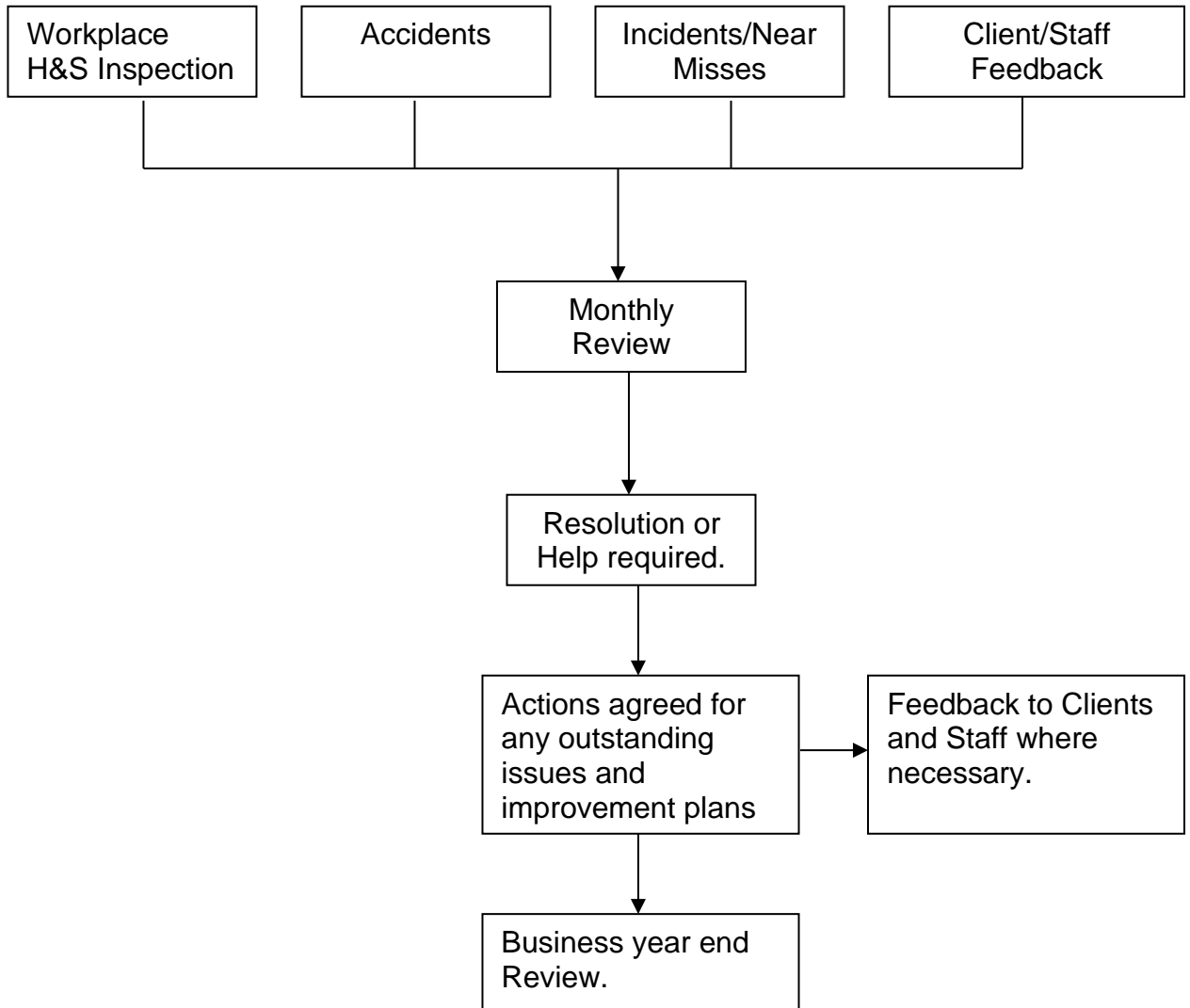
1. Safety and housekeeping inspections at Venues
2. Safety critical equipment maintenance records
  - 2.1. Vehicles
  - 2.2. Fire extinguishers
3. Fire drill records (if required or needed by clients)
4. Risk assessments
  - 4.1. Initial assessments
  - 4.2. Annual reviews
5. Safety review with Contractors and Clients
  - 5.1. Minutes
  - 5.2. Action points
  - 5.3. Outstanding issues resolved
6. Safety Statement
  - 6.1. Implementation
  - 6.2. Annual reviews
7. Annual report

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Will Flanagan.

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## Health and Safety Management process for Alchemy Arts.

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



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## 2.2 Will Flanagan

- ❑ Will Flanagan will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Will Flanagan bears the ultimate responsibility for ensuring that staff (incl. temporary Event Staff) are given correct information and training for them to do their job effectively.
- ❑ Will Flanagan is also responsible for ensuring that staff reporting to her are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Prepare the Safety Plan and needs for upcoming events.
- ❑ Carry out a review after an Event to ensure any lessons are taken on board.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Investigate any accidents involving members of the public at events where Alchemy Arts were the organiser.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.

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## **2.3 SUPERVISORS (if and when hired for specific events)**

All supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation.

The Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

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

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

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

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## 2.4 All Event Staff

- ❑ Staff are not permitted to drink alcohol at an event.
- ❑ All Staff 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 Staff will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Staff are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Staff 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 Staff.
- ❑ Staff found guilty of wilful unsafe acts may be liable to removal from the event.
- ❑ All Staff 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 in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ 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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## **ARRANGEMENTS FOR SAFE WORKING**

### **PART 3**

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## 3.1 RESOURCES

Alchemy Arts 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.

Alchemy Arts undertakes:

- 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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## 3.2 SAFETY INDUCTION

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

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

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

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### **3.3 TRAINING (as needed for permanent staff in the future)**

#### **HAZARDS**

Inadequately trained staff are a hazard to themselves and their co-employees. Alchemy Arts shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of Alchemy Arts 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.

Alchemy Arts 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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### **3.4 SAFETY CONSULTATION (will be activated as necessary in the future)**

Section 13 of the 2005 Act places a general obligation on Alchemy Arts as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

In order to achieve this Will Flanagan operates a Suggestion or Query form.

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

Will Flanagan will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

#### **3.4.1 SAFETY COMMITTEE (as above)**

Alchemy Arts have a Safety Committee on site. The members of the Safety Committee are Will Flanagan and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents from the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that Alchemy Arts have been made aware of.
- Post the minutes on the Staff Notice Board.

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### **3.5 SAFETY REPRESENTATION (will be activated as necessary in the future)**

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 Alchemy Arts.

However, at the moment, staff have not elected a Safety Rep. It is accepted that this position may change.

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.

Alchemy Arts will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above. In the interim Will Flanagan will act as the Safety Representative.

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## 3.6 FIRST AID

### CONTROL MEASURES

#### NOTE:

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

#### Within Alchemy Arts

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

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

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

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

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The following contents are required in a first aid box:

- Card giving general first aid guidance.
- Individually wrapped sterile adhesive dressings.
- Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- Triangular bandages (sterile).
- Safety pins.
- Blue Plasters
- A selection of Unmedicated wound dressings which should include:
  - Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

## **PROCEDURE & RECORD KEEPING**

- 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.

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## 3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

### ❑ **Accident report Form**

- ❑ The accident report form must be completed for all accidents. Copies of this form are available from Will Flanagan.

### ❑ **Health & Safety Authority**

- ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by the Contractor.
- ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

## CONTROL MEASURES

### ❑ **All Accidents, near misses and Dangerous Occurrences**

- ❑ On site Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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### 3.8 WELFARE FACILITIES

The Client's Site Management will 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 shall be provided in the form of a canteen/tea room facility on the premises.

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

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

### 3.9 PERSONAL PROTECTIVE EQUIPMENT

Alchemy Arts shall monitor all Employees use of Personal Protective Equipment where required.

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### CONTROL MEASURES

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

### 3.10 PERMIT TO WORK SYSTEM

Alchemy Arts do not issue their own permit to work. Where applicable Will Flanagan and any employee of Alchemy Arts will complete Permits to Work at Client premises.

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## 3.11 SMOKING POLICY

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

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of Alchemy Arts that all of our work areas are smoke free.

Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises.

When on client premises Alchemy Arts Staff shall abide by the rules relating to smoking in that premises.

## 3.12 DRUGS AND ALCOHOL POLICY STATEMENT

Alchemy Arts recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Company and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on company business, or when they are in Company premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Company has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), they will be removed from the premises.

The possession, distribution or sale of drugs or any associated materials whilst you are on an Alchemy Arts Event location, will lead to removal from the location and possible other sanctions.

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## 3.13 Bullying at Work Policy

**Currently there is only 1 member of staff – Will Flanagan. If the staff numbers grow in the future this section will be activated as necessary.**

Alchemy Arts recognises and accepts their responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, Alchemy Arts 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.

Alchemy Arts 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 Will Flanagan.

Will Flanagan gives the undertaking that all complaints will be investigated sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. 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.

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### **3.14 Young persons and inexperienced workers policy**

Alchemy Arts does not employ Apprentices. Alchemy Arts does not employ inexperienced workers. Alchemy Arts do not offer work experience places to local schools, colleges, etc.

### **3.15 Third Parties**

From time to time it is necessary for Alchemy Arts to make bookings for accommodation of other artistes, hire instruments, recommend third party suppliers such as hotels, B&B, etc. Alchemy Arts undertakes these activities purely for purposes of information or general assistance, no responsibility can be taken for the actions of any third party either booked or recommended by Alchemy Arts. All third parties are expected to comply with the law as applicable and to have appropriate insurances.

### **3.16 Venue staff**

From time to time Alchemy Arts may use the services of venue staff for the purposes of lighting, sound, selling programmes/CDs, etc. It is understood that these persons are employees of the venue and as such are entitled to the protections of the Health, Safety and Welfare at Work Act 2005 from their employer (The Venue).

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**HAZARD IDENTIFICATION AND CONTROL  
MEASURES**

**PART 4**

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## 4.1 HAZARD INSPECTIONS

The management of the Company recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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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 10 means definite exposure to the hazard. Again, personal judgement is needed.

**Notes:**

Hazards = Things that can cause and injury.  
Risk = The likelihood of an injury happening.

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

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

## 4.2 FIRE

### FIRE HAZARDS

A Fire and Emergency plan will be drawn up by Will Flanagan for inclusion in the relevant event planning. When on Client sites the Fire and Emergency plan of the client will be followed by Alchemy Arts Staff. In some exceptional circumstances on Client sites, Alchemy Arts Staff are key to successful evacuations and role call, etc. In these sites Alchemy Arts Staff will be given specific training by the client.

**RISK ASSESSMENT:**

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

A Fire Safety Programme has been developed to:

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- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

### **Event Fire Safety**

ABC Company staff will follow all fire safety arrangements for the venue in question.

We will fully partake in any fire drills arranged by client or venues.

All materials we use in stage and room dressing i.e. Felt, Back Cloths, Star Cloths, etc. are fire proofed Casement Materials.

We do not store any flammable substances in the storage area.

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## 4.3 ACCESS AND EGRESS

### HAZARDS

Alchemy Arts will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the company. In event management, Will Flanagan or an employee of Alchemy Arts will make every effort to ensure safe access and egress to and from the premises.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

Approved occupancy numbers shall not be exceeded.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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## 4.4 HOUSEKEEPING

### HAZARDS

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

- Trips:- Materials left lying in the open
- 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.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, 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.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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## 4.5 MANUAL HANDLING

### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

We supply a range of handling equipment within the premises.

All appropriate staff shall be trained in safe manual handling techniques.

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

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## 4.6 ELECTRICITY

Alchemy Arts' Employees do not engage in general electrical work. Set out below are the general controls for the company.

### HAZARDS

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

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules.
- All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.
- Electrical installations are checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate Electro Technical Council of Ireland (E.T.C.I.) standards.
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Work on live electrical equipment is avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.
- Flexible cables will also be adequately protected against external mechanical damage.

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- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.
- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters.
- Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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## 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:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### 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, bulbs, shall be properly disposed of.**

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

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

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

#### (a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

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

#### (b) Posture

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

#### (c) Radiation

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

#### (d) Stress

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

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

#### Risk Assessment:

Likelihood	Severity	Risk Value
Score = 2	Score = 4	Result = 8

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## CONTROL MEASURES

- Each workstation shall be assessed to ensure the individual's health is not likely to be put at risk.
- The Display Screen Assessment sheet in the appendix shall be used for this purpose.
- 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 siting 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.

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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12

**These are general points of information only as Alchemy Arts do not use Hazardous Substances. Will Flanagan will address the issue of Hazardous Substances when devising the Event Management Plan for any event where Hazardous Substances are likely to be present. This will be ascertained from the Client.**

### General Precautions

Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- All substances are list in a file and copies of the Safety data Sheets are available.
- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.

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# Alchemy Arts Safety Statement

- Store any flammable substances in a locked flame proof cabinet.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels, and detailed health and safety information before using any products.

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## 4.10 Event Safety, Security and Fire Risk Assessment

### HAZARDS

- Access and egress
- Poor weather
- Fire
- Members of the public
- Multi Hazard

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

**The Event Safety Review Plan found in the Appendix will be used to devise the specific controls for every event. However, the general points below will be used to help devise the plan where applicable.**

- Ensure all event staff have clear roles and responsibilities, adequate training, and that communications are clear on the ground.
- All room dressings are specifically designed for events and are controlled as follows:
  - Only staff trained in the use of equipment (smoke machines, etc.) shall be allowed to use them.
  - All cloths, dressings, etc. are fire proofed.
  - Staff remain on site throughout the venue to monitor progress.
  - All lighting (Up Lighters, Star Cloths, etc.) are low powered LED and fire safe.
  - No flammable paints, glues or solvents are used.
- Well-placed signs and information directing crowds can affect the way people act, especially in an emergency.
- Ensure sufficient information to avoid frustration and aggression.
- Different types of crowd behave in different ways.
  - Knowing the age-range and social mix of visitors can help anticipate problems.
  - A crowd at a football match taking sides is very different from a crowd at a car boot sale, with only their own shopping on their minds.

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- Audience profile and crowd dynamics should be thoroughly researched. For example, if the event is a punk concert it's likely the audience will behave differently to a classical concert.
- What's the female/male split? Is a particular physical behaviour likely, such as stage diving?
- Are drugs or alcohol likely to be involved?
- A risk assessment of the venue can reveal physical features that may lead to overcrowding and possible injury. These include:
  - steep slopes
  - dead ends or locked gates
  - convergence of several routes into one
  - uneven or slippery flooring or steps

### 4.10.1 Event Fire Risk Assessment

A fire Risk Assessment shall be completed as part of the plan for every event. 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

## 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.**

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

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

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

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## 4.11 Driving for work

### Risk Assessment

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12

### Hazards

- Personal Injury from inadequate maintenance / Checks on Company Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

### DESCRIPTION

Five main hazards are addressed under the risk assessment: Road Traffic Accident, Manual Handling, Wheel Change, Mobile Phones and Vehicle Maintenance.

### HAZARDS

#### 1. Road Traffic Accident – Injury due to collision

##### CONTROL MEASURES

- Only suitably qualified and insured employees may operate company vehicles.
- They must always be driven within the rules of the road and the law.
- They must have a recorded and scheduled programme of maintenance, and must hold DOE certificates as necessary.
- No hitchhikers may be picked up at any time.
- Any breach of Road Traffic Acts will be treated with the utmost severity.

#### 2. Manual Handling – Injury due to lifting and carrying.

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Good manual handling practice must be exercised in loading and unloading of the vehicle.
- Be very aware of your own capabilities

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

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

#### RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

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

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## 4. Mobile phones – road traffic accident

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- At no time is it permitted to drive the vehicle while holding a mobile phone or receiving / sending text messages

## 5. Vehicle Maintenance – RTA due to poor maintenance

RISK ASSESMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Maintenance / service carried out as per recommendations.
- A bi-annual Health & Safety Vehicle Review will be made on the vehicle and a record kept in the Health & Safety folder
- Staff will occasionally be requested to carry out an assessment on the vehicle.

Vehicle to include the following:

- Current Vehicle Service Record
- Fire Extinguisher
- Torch
- Reflective Jacket
- Bin for litter
- Warning Triangle
- Emergency Breakdown/Accident phone number
- First Aid Kit Accident number

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## 4.12 Angry or awkward members of the public

### HAZARDS

Health hazards from substances can be divided into the following categories:

- Physical Abuse
- Verbal Abuse

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Difficult customers and others such as members of the general public such as guests at an event can expose staff to a risk of violence.

Staff are given the following guidelines in dealing with potential aggression/violence situations:

- Always keep aware of individuals who may become violent or threatening
- Never argue or otherwise engage with someone who shows signs of violence
- If someone becomes aggressive or violent, obtain assistance. Never attempt to get involved directly or to restrain the person.
- If attacked, withdraw from the confrontation if possible.
- If and when it is safe to do so, raise the alarm.

### Robbery/ Attempted Robbery

Robbery of cash and other valuable items can expose staff to a risk of violence. The following steps are taken to minimise this risk.

- Minimising the quantities of cash and other valuable items held;
- Staff are given the following guidelines in dealing with potential robbery situations
  - If a robbery is attempted, even by someone who appears to be unarmed:
  - Do not offer any resistance, do not provoke the attacker
  - Give the attacker whatever they demand
  - If and when it is safe to do so, raise the alarm.

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## 4.13 Event Equipment

### HAZARDS

Health hazards from substances can be divided into the following categories:

- Electrical
- Fire

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

- All equipment is stored safely in our own premises.
- All equipment is stored in ergonomically convenient boxes on wheels.
- All electrical equipment is serviced and checked as necessary.
- No hazardous equipment or materials are stored or used.

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## 4.14 Marquee Supply and Erect

### HAZARDS

Health hazards from substances can be divided into the following categories:

- Manual Handling
- Slips, Trips and falls.
- Access and Egress
- Fire
- Poor Weather

### Risks Identified

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### General Control Measures

- All previous assessments relating to Fire, First Aid, Manual Handling, Access and Egress must be followed.
- Only staff who are trained in the safe erection and dismantling of a Marquee may perform this task.
- The Safety Checklist in the Appendix must be used to sign off on the erection before handing over to the client.
- All Marquees are fire proofed as per relevant standards and certification is available.
- Nobody except Alchemy Arts personnel to erect or alter structure in any way. (Risk of possible collapse). Weight may cause an injury if incorrectly handled. Sharps on metal stakes and guide ropes, also running at head height.
- Risk of trips and falls on folds in flooring carpet and matting. All secured by company personnel when installed but may work loose during course of event. All flooring will be evenly laid where possible.
- Risk of trips and falls on cables running to and from marquee structure, and other resources such as toilets and inflatables. Risk of electric shock if interfered with. Nobody except Alchemy Arts personnel to interfere with connections, etc.
- Use of space heaters. Risk of explosion if interfered with. Weight may cause an injury if incorrectly handled. Only company personnel and authorised users such as catering staff to change and move cylinders, unless agreed otherwise by Alchemy Arts.
- All exits are identified and free from obstruction. Minimum of two for tent structures holding 50 people or more.

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- All materials used are flame and fire retardant where possible. Risk of fire still possible if used incorrectly. Fire extinguishers present in every structure (Foam and CO2) follow instructions.
- Marquee structure to be correctly staked and secured for worst-case conditions. All weather to be checked at the time of event and taken into account prior to erection of structure.
- Vehicle areas to be cordoned off and walkways to be identified to minimise risk of collisions & accidents. Care to be taken by all parties and will be the responsibility of the hirer.

### **Fire Safety Control Measures**

- The selected site is, wherever possible, to be well clear of buildings or activities likely to create a fire hazard. It should also allow easy access and ample clear space to enable the occupants to get to a place of safety in the event of a fire.
- Spacing between structures should be not less than 6m in all directions.
- Grass is to be cut as short as possible before the erection of temporary structures and the cuttings raked clear. In dry conditions the site should be watered before erection.
- The site is to be so arranged as to allow access by fire engines to within 45 to 50 metres of every part of the structure.
- Emergency access routes and access to hydrants and other water supplies must be kept clear at all times.
- The marquee must be manufactured or treated so as to reduce the flame spread hazard associated with the use of large areas of textile materials.
- Linings for marquees and large tents may be suspended using ropes constructed from man-made or natural fibres and may be laced together using the same materials. Linings are only to be used if constructed from an appropriately flame retardant fabric.
- The marquee is to be erected by a competent person and must not readily collapse when exposed to fire.
- Organiser's Responsibility - It is the responsibility of the event organiser to ensure that the safety of the occupants is not compromised. Before people are admitted to the marquee, he/she must ensure that all relevant fire safety precautions have been taken and are being maintained.
- In marquees intended to accommodate more than 50 people, a minimum of two exits must be provided. The minimum size of any exit is to be 1.05 metres. The travel distance from any part of a tent should not to exceed 24 metres.
- All means of escape with which the structure is provided must be kept free and clear from obstruction so as to be readily

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available for use by persons within the premises at all material times.

- Guy ropes, tent pegs and stakes must not obstruct a route to a place of safety. Where they flank such a route, they are to be shielded to form a passageway or be hazard taped, padded and illuminated so that they can be clearly seen at all times.
- Fire extinguishers should be provided as per the risk.
- Seating for any performance is to be arranged with adequate gangways to discharge to exits by the most direct route possible.
- Seats laid out in theatre style rows in marquees for more than 30 people must either be fixed in position or linked securely in rows of not less than 4 seats nor more than 12. All seats on a sloping floor must be fixed in position.
- Where more than 250 temporary seats are to be used, they must be secured in the following manner:
  - Seats to be linked together in lengths not less than 4, or more than 12.
  - Rows of seats flanking gangways to be fixed to the floor. This may be achieved by the use of floor bars extending beyond the row to be fixed, to at least two adjacent rows, but not across gangways. Floor bars are to have a cambered top surface and be no more than 25 mm in height.
  - Gangways are to be not less than 1.2m wide with no projection into the gangway allowed to diminish its width.
  - Spaces beneath seating must be kept free from combustible materials, especially the accumulation of combustible waste.

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## **PART 5**

## **ANNUAL REPORT**

### **Alchemy Arts**

### **SAFETY STATEMENT**

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

#### **SAFETY TRAINING;**

External safety and health courses attended by our staff included:

- 1 First Aid
- 2 Manual Handling





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**Safety Statement Document Review**

**Alchemy Arts**

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

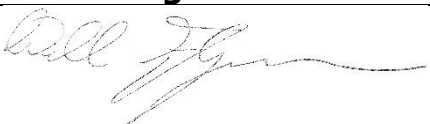
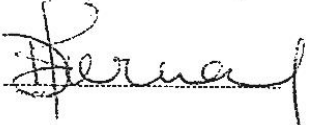



Date of Review	Signed for Company	Description of Changes	Date of update
<b>08/08/21</b>		<b>Adapted for specific site</b>	<b>08/08/21</b>
<b>16/08/21</b>		<b>Adapted for specific site</b>	<b>16/08/21</b>
<b>01/09/21</b>		<b>Adapted for specific site</b>	<b>01/09/21</b>
<b>12/05/22</b>		<b>Adapted and Updated</b>	<b>12/05/22</b>

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## Part 6 Staff Sign Off

We the undersigned accept that:

- We have been shown the Safety Statement,
- We know where it is to be kept for review,
- We will adhere to all safety rules as set out by Alchemy Arts
- We will not act in any way that could be harmful to ourselves or any other person.

Name in block	Signature	Date
<b>Will Flanagan</b>		<b>03/09/21</b>
<b>Dee Tierney</b>		<b>03/09/21</b>
<b>Aaron Lewis</b>		<b>03/09/21</b>
<b>Paul Staniforth</b>		<b>03/09/21</b>
<b>Will Flanagan</b>		<b>12/05/22</b>

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## **Appendix**

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# Alchemy Arts Safety Statement

## Safety Inspection Sheet

<b>Inspector:</b>		<b>Area:</b>		<b>Date:</b>
<b>Structure, equipment, tool &amp; work practice</b>	<b>Inspection item (relating to each structure, equipment, tool &amp; work practice)</b>	<b>Substandard condition / practice noted</b>	<b>Corrective action required</b>	<b>Action by &amp; date</b>

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# Alchemy Arts Safety Statement

## Accident Report Form

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

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

## Event Safety Review & Management Template Plan.

### 1. Issues to be considered in advance:

Assess if any item in the left column is required. If it is then fill out the details on achieving the item in the right column	
Items	Action required Y or N
Insurance Cover	
Road Closures (concerts, charity events, etc.)	
Public Entertainment Licences	
Food Provision	
Staging or Structures	

### 2. Client or organisation details

Organisation name	
Contact person	
Date of 1 <sup>st</sup> meeting	
Address of event	
Date of scope out visit to event address	
General nature of event (sports, music, day time, night time, etc.)	

**3. Event Contingency Plan – This questionnaire is a guide to the points that need to be considered. It will be necessary to add pages to this document in order for it to be complete.**

<b>3.1 Introduction</b> (include a full description of the event).	
Planned Date(s)	
Planned Start and finish times	
Venue or Route (Route is necessary for rallies, cycles, sponsored walks, etc. use additional pages or add a map at the back of the plan if needed.)	
<b>3.2 Command and Control</b>	
<b>Event Manager/Chief Organiser (Person who has overall responsibility):</b> Include Name, How contacted during event, Where located during event	
<b>Safety Officer:</b> Include Name: How contacted during event: Where located during event	
<b>First Aid Co-ordinator: Include</b> Name, How contacted during event, Where located during event	
<b>Gardai</b> (if present at the event): Include How contacted during event, Where located during the event	
<b>3.2 RESPONSIBILITY OF INDIVIDUAL AGENCIES/GROUPS</b> List the responsibilities and numbers of. All responsibilities must be DISCUSSED and AGREED with each individual /agency/group prior to the event. Organisations to be considered may include: <b>Gardai, Fire and Rescue Service ,Ambulance Service: St John Ambulance, Red Cross, etc.</b>	
Examples:	
1.Marshalls/Stewards	
2.Crowd Control	
3.Liaison with Gardai	
4.Information to the public	



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<b>Agency Responsibilities continued:</b>	
5.	
6.	
7.	
8.	
9.	
10.	
<b>3.3 Allocation of Resources</b>	
List any equipment to be used for public safety during the event or in the event of an Incident e.g. hand held radios, fire extinguishers etc.	
Radios	
First Aid Equipment	
Transport	
Emergency fire equipment	
Other	
Other	
Other	
<b>3.4 Communications: (Briefly explain)</b>	
How the event control/organisers will communicate with the event staff/marshals and vice/versa.	
How the event control/organisers will communicate with the public.	
Include a list of persons who will have radios and what channel they can be contacted on.	
Include a list of persons who at the event location will have access to a phone and their contact telephone numbers.	

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

<b>3.8 Evacuation Plan - Continued</b> <b>Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:</b>	
Where will the public be evacuated?	
Who will inform the emergency services?	
Who will direct the emergency services when they arrive at the event location?	
<b>Note: If your event is a linear type event i.e. sponsored walk, rally, etc. you will also need to consider:</b>	
If required how do you stop the event?	
How do you inform the safety staff?	
How do you collect and account for the participants?	
Where do you evacuate the participants?	
<b>You will probably need to add pages to the back of this plan to accommodate the answers to the questions above.</b>	
<b>3.9 Traffic Management Plan</b>	
Consider car park locations	
Entry & exits	
Routes to the car parks and any signage	
Speed limits on the event site	
Any shuttle services between car parks and the event site	
<b>Ensure the emergency services have unhindered access into the event location</b>	



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

## **PART 8 Related Policies**

### **8.1 Alchemy Arts Environmental Policy Statement**

Alchemy Arts will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

## 8.2 Alchemy Arts Equality Policy

Alchemy Arts 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 Alchemy Arts 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

Alchemy Arts, 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.



# Alchemy Arts Safety Statement

**Signed:**

**Will Flanagan**

**Artistic Director**

**Alchemy Arts  
t/a PassePartout**

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