

SKERRIES

COMMUNITY ASSOCIATION

Health & Safety Policy and Procedures

Skerries Community Association
Health & Safety Policy and Procedures
CONTENTS

1. Policy statement.....	Page 4
a. General policy statement	
b. SCA committee responsibilities	
c. Health & safety file	
d. Event/activity health & safety co-ordinator	
e. Public liability insurance	
2. Risk Assessment of each Event/Activity Venue	Page 7
3. Event/activity.....	Page 9
a. Crowd safety	
b. Indoor event/activity Specifics	
c. Outdoor event/activity Specifics	
d. Event/activity with fire	
e. Health notices	
4. Event/activity with children	Page 11
i. Code of behaviours	
ii. Registered child workers	
iii. Participants under the age of 16	
iv. Participants aged 16-18	
v. Photography	
vi. In the event of an emergency	
vii. Lost child procedure	
5. Incidents/Accidents.....	Page 14
a. Dealing with Incidents & Accidents	
b. Reporting Incidents & Accidents	
6. First aid.....	Page 17
7. Emergencies.....	Page 18
Sample Emergency Plan	

Skerries Community Association

Health & Safety Policy and Procedures

2017

8. Event/activity key contact (project leader)	Page 22
a. Role of key contact	
b. Event/activity H&S checklist	
c. Event/activity record sheet	
9. Briefing Staff & Volunteers	Page 25
10. Communication with venue.....	Page 27
11. Communication with the local authorities.....	Page 28
12. Minutes & meetings	Page 29
13. Comments & complaints.....	Page 29
14. After the event/activity.....	Page 29
15. Support for developing an emergency plan.....	Page 30

FORMS

Emergency Plan	Pages 15, 16 and 17
Form 1 Risk Assessment Form	Page 18
Form 2 Parental Consent	Page 19
Form 3 Accident/Incident	Pages 20&21
Form 4 Health and Safety Record Sheet	Page 22
Form 5 Safety Announcement Checklist.....	Page 23
Form 6 Briefing Staff & Volunteers.....	Page 25

1. Policy statement

a. General policy statement

Skerries Community Association (SCA) is committed to providing a safe environment for all participants, whether staff, volunteers or members of the public, including any children and young people with whom SCA related events/activities interact. We work with all relevant authorities to ensure all aspects of any event/activity comply with the required regulations/legislation.

Child protection and volunteer policy are outlined in more detail in our Child Protection and Volunteer Policy documents.

b. SCA responsibilities

When they organise an event or activity, the SCA and its committees are responsible for:

1. *Appointing a H&S co-ordinator who will prepare a H&S file and conduct timely briefing of all staff and volunteers regarding their event/activity as well as liaising with relevant bodies such as Gardai, County Council, Residents Committees etc*
2. *Providing a safe environment for all participating individuals of the event/activity*
3. *Providing the appropriate level of staff/volunteers at the event/activity to ensure health & safety standards are maintained*
4. *Briefing the staff/volunteers of the event/activity on their individual responsibilities*
5. *Managing any incidents in an efficient and appropriate manner*
6. *Recording any incidents according to good practice*
7. *Reviewing any safety issues that arose during their event/activity and document the outcome for future years' reference*
8. *Recording all relevant Health & Safety information in an event/activity Safety File*

c. Event/activity safety file

An event/activity **Health and Safety File** will be prepared and maintained by the event/activity H&S Co-ordinator. This will contain all relevant safety information for the event/activity and this will be kept safely by the relevant committee. The file is needed for the following reasons:

1. to help planning
2. for reference during the event/activity to demonstrate that the health and safety arrangements are adequate
3. to provide evidence of monitoring
4. for auditing purposes
5. as evidence of actions taken in the event of incidents involving insurance claims.

The following forms should be included in the safety file which must be completed for all events/activities:

- Risk Assessments forms
- Briefing record
- Incident forms
- Consent forms (where relevant for the event/activity)

The event/activity Safety File will be kept available for the duration of the event/activity to refer to, add to if necessary and to show to anyone requesting to view it.

The event/activity Safety File is owned by the committee and is to be kept for at least three years.

d. Event/activity Health & Safety Co-ordinator

The event/activity Health & Safety co-ordinator will be responsible for the following:

1. Maintaining the event/activity Safety File
2. Setting up & maintaining the Risk Assessments for each venue & event/activity
3. Co-ordinating with the rest of the Organising Committee on relevant Health & Safety issues
4. Co-ordinating with any relevant organisations/authorities in planning the safety during the event/activity, including venue managers.
5. Co-ordinating the briefing of the staff / volunteer team

e. SCA public liability insurance

The SCA public liability insurance is underwritten by Allianz:

Each organising committee must ensure they have the appropriate insurance for their event/activity.

Public liability insurance is for legal liability, in order to pay claims in respect of injury to the public or damage to property not belonging to the SCA or the committee but caused in connection with the event/activity. Cover limits are confidential but Insurance Services usually confirm cover of at least €15,000,000 on any one loss.

Each organising committee must inform their insurers and the SCA insurance contact person in advance of their event/activity to ensure that appropriate cover is in place.

2. Risk Assessment of venue for each event/activity

Each venue & event/activity must be assessed individually by the event Health and Safety co-ordinator and documented accordingly. The items to be considered should include the following:

- a. Information from the venue owner/manager on the capacity of the site (this may depend on the size and/or fire certificate)
- b. The nature of the event/activity
- c. The number and profile of the participants
- d. Venue location – whether indoors or outdoors
- e. Venue designation – whether it is purpose built or an unfenced field

The risk assessment for an event/activity will help to determine the numbers of stewards and security required.

Risk assessment includes assessing the **Fire Risk** to ensure that, as far as practicable:

- fires are prevented
- people are protected against fire
- property is protected against fire
- suitable procedures are followed if fire occurs
- all fire precautions are monitored and maintained
- all organised events/activities involving a 'fire' performance will be carried out according to the required controlled measures to comply with safety regulations and guidelines.

The risk assessments are kept in the event/activity Safety File.

Note:

The risk assessments carried out by committees/groups are intended to supplement those already in place by the relevant venues e.g. Skerries Community Centre, the various bars, the Little Theatre, etc.

See **Form 1** – Risk assessment for event /activity.

An example from the UK HSE of a risk assessment carried out by a village hall committee can be found here:

<http://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf>

3. Events/activities

a. Crowd safety

The organising committee is responsible for ensuring crowd management so that overcrowding does not occur. The following should be considered:

- Crowd safety in private hire venues – event/activity in private hire venues with capacity restrictions should be ticketed to control audience size.
- Crowd safety in licensed venues - event/activity organised on premises already licensed as public venues will be controlled by the venue staff themselves.

The purpose of limiting audience size is to ensure:

- Safe entry and accommodation during the event/activity
- Safe exiting at the end of the event/activity
- That the escape routes are adequate for the numbers of people attending

b. Indoor event/activity – specific considerations

Elements considered for the safety of indoor event/activity:

1. Layout of seating so that fire exits kept clear
2. Security on the entrance to control crowds
3. Ventilation appropriate for size of room and size of audience
4. Equipment used in performance not placed in a hazardous position for audience or performers, especially electrical equipment & trailing cables
5. Look out for any spillages on the floor which could cause slips / falls

c. Outdoor event/activity - specific considerations

Elements considered for the safety of outdoor event/activity:

1. Positioning of entrances and exits to control unauthorised entry
2. Access/emergency exits for those with limited mobility/wheelchairs
3. Controlling vehicular traffic in relevant areas – make pedestrian if possible
4. Location of appropriate car parking
5. Equipment used in performance not placed in a hazardous position for audience or performers, especially electrical equipment and trailing cables
6. Routes – for cycling, walking etc
7. Stewarding requirements
8. Need for barriers, manned crossing points.....

d. Event/activity involving fire

At those events/activities where there is a high fire risk e.g. either fireworks or bonfire display, a separate fire risk assessment will be carried out with the relevant action points listed to reduce the fire hazards. The issues considered will include the following:

1. Identify the fire hazards
2. Identify the people at risk
3. How to evaluate, remove, reduce and protect the above from the risk
4. Inform all those involved on the relevant action required.

e. Health Notices

It is important to advise potential attendees who could be affected by particular aspects of an event/activity about flashing lights/strobe or loud music, limitations of wheelchair access.

4. Events/activities with children

Some extra issues need to be considered when children and young people are involved in events/activities. These are listed below:

a. *Do's and Don'ts*

- don't leave children unattended or unsupervised
- do ensure no hazards specific to children are present during event/activity
- do ensure staff / volunteers are aware of accident procedures involving children
- do assess each children's event/activity for risks specific to the relevant age group

b. *Registered child workers*

Any organising committee should endeavour to ensure the presence of at least 1 Registered Child Worker at children's events/activities where practical. A minimum of one volunteer for each event/activity involving children must be Garda Vetted.

c. *Participants under the age of 16*

Permission slips must be obtained for all children under the age of 16 who are taking part in any actual performance – **see Form 2 Parental Consent**

d. *Participants aged 16-18*

All children aged between 16 and 18 taking part in any activity/performance must be allocated to a specific adult.

e. *Photographs*

Before any photographs are taken of any person under 18 a parental consent form must be signed.

f. *In the event of an emergency*

A notice should be prominently displayed, informing parents or guardians, stating that in the event of an emergency, children will be escorted by a member of staff to a named collection point outside the building.

g. *Lost child procedure*

For all events/activities there will be a lost child procedure. The event/activity Key Contact will need to make sure that all those involved know:

- Who will look after the lost children - from being found to being reunited
- Where the children should be taken to be looked after
- What information will be needed so that the children can be safely reunited with their family
- How announcements will be made
- When to turn to the Gardaí for help.

During planning, committees should check with the local Gardaí as to whether they have any specific procedures they would like to have included. These arrangements should be reflected in the event/activity Safety File.

Public address announcements about lost children should be general in nature not giving any specific information about particular children. For example:

"Any Parents and Guardians who have become or who may find themselves separated from young children in their care should contact the exhibition/event/activity organiser's office or a member of the venue security staff."

Only in exceptional circumstances should it be necessary to make a public address announcement to contact a lost child:

"If (name) is present will they please identify themselves to a member of the venue security for assistance"

5. Incidents /accidents

a. Dealing with incidents & accidents

All incidents and accidents will be dealt with promptly by the relevant event/activity Key Contact as follows:

- Make sure the individual(s) involved are moved away from the hazard and are sitting/resting safely and comfortably. It is also advisable to move them away from the general crowd if possible.
- Attend to the affected individual and if appropriate call the first-aid person on duty.
- Make sure bystanders do not cause a hindrance to the care of the individual.
- Depending on the seriousness of the incident the matter may need to be referred to either more senior medical service (doctor or hospital) – and/or if it involves a potential crime then to the Garda.
- Notify the Health & Safety co-ordinator immediately about the incident (as soon as the individual is taken care of)
- Make sure the incident form is completed by the individual involved, or a suitable representative.
- Where possible/appropriate to do so, photographs should be taken of the accident/incident to support the report forms- **This may be required by the insurance company**

b. Reporting incidents & accidents

Each incident will be recorded using the incident form at page 22-23. It may also be appropriate to complete a Gardaí incident Report form – also included in this file.

6. First aid

The organising committee will provide adequate number of First Aid persons during any event/activity – the size, nature and duration of each event/activity, its location and, profile of attendees should be considered (see Risk Assessment).

- a) Each event/activity will have at least one First Aid person on call. Some of the larger events/activities will have 2 First Aid persons.
- b) Each event/activity will have access to a First Aid Box. In many cases this will be provided by the venue at which the event/activity is being held, e.g. Community Centre, otherwise it will be provided by the First Aid person.
- c) At each event/activity it must be clear to the event/activity Key Contact how to gain access to immediate First Aid persons.
- d) A relevant First Aid Authority (e.g. Order of Malta) must also be present at key events/activities where the general public will be attending in large numbers.
- e) Procedure to contact relevant emergency medical services if necessary will be agreed – see emergency plan (p15)

7. Emergencies

Any organising committee is responsible for planning and ensuring that arrangements are in place for managing medical, fire or other emergency requirements at an event/activity.

Each event/activity will have first aid and emergency arrangements in place to cover fire, accidents, bomb threat or other emergency to ensure a prompt response and safe evacuation of all staff, volunteers and participants.

At indoor venues the procedures adopted will be those of the venue itself e.g. use same Evacuation procedures and Assembly points, etc

See emergency plan template on next page

Emergency plan template

Contact numbers in case of emergency

It is the responsibility of the Steward on duty to contact the relevant authority in the event of an emergency incident.

Skerries Garda Station 01 849 1211

Ambulance Emergency 112

**xxxxxxxxx mobile number
(Event/activity Key Contact)**

**xxxxxxxxx mobile number
(H&S Co-ordinator)**

Incident involving casualties and emergency services in attendance

1. Steward to contact the Ambulance services
2. Steward to contact the Garda if necessary
3. Steward to contact xxxxxxxxxxxx (event/activity Key Contact) to inform her of the incident
4. xxxxxxxx (event/activity Key Contact) to inform xxxxxxxx (H&S co-ordinator) within 24 hours of incident so that it can be documented appropriately
5. At the time of incident Steward to complete the Incident Report and return to H&S co-ordinator within 24 hours

Disorderly behaviour by spectators or those trying to gain entrance

1. Steward should attempt to control the situation adopting a calm and rational approach.
AT NO TIME SHOULD THE STEWARD PUT THEMSELVES IN ANY PHYSICAL DANGER
2. If the situation is still not resolved then the Steward should call the Garda
3. Steward should then contact xxxxxxxx (event/activity Key Contact) to inform her/him of the incident
4. An SCA officer should be officially informed about the incident on the next working day and given a copy of the completed incident report form.

Lost children (Emergency Plan Continued)

If a lost child is found during an event/activity,

1. The steward should make the following announcement:
(note: Public Address announcements about lost children should be general in nature not giving any specific information about particular children)

"Any Parents and Guardians who have become or who may find themselves separated from young children in their care should contact the exhibition/event/activity organisers office or a member of the venue security staff."

2. Only in exceptional circumstances should it be necessary to make a Public Address announcement to contact a lost - child:
"If (name) is present will they please identify themselves to member of the event/activity organisers for assistance"
3. During the event/activity the child should remain with a volunteer / staff of the organising committee.
4. If the parents/guardian are still not located when the event/activity is finished then the child should be taken to Skerries Garda Station
5. The steward should then notify the event/activity Key Contact that the lost child is at the Garda Station

If a parent / guardian inform a steward that they have lost their child:

1. The steward should take the basic details from the parent / guardian and pass them on to the other event/activity staff
2. The steward should take a mobile phone number for the parent
3. The steward should inform the parents to make their way to the Skerries Garda station to give them a full description.
4. The steward should then contact the event/activity Key Contact to inform her of the details of the lost child so that other volunteers can help to locate the child.

8. Event/Activity Key Contact (Project Leader)

a. Role of Key Contact

The event/activity Key Contact (Project Leader) will be responsible for the following activities in the respective events/activities:

1. Ensure all volunteers are familiar with their venue and all the safety aspects, e.g. fire exits, toilets, first aid facilities, etc.
2. Ensure the safety announcement is made at the beginning of their event/activity – this can either be made by themselves or by the MC of the event/activity
3. Complete the event/activity Record Sheet and return it to the Health & Safety Co-ordinator
4. Ensure that there is the minimum required number of stewards throughout the event/activity.
5. Report and record any incidents immediately to the Health & Safety Co-ordinator.

b. Event/activity Record Sheet

This should be provided by committees of the SCA to their Key Contact to document the procedures they followed during their event/activity.

See Form 4 – Health and Safety record sheet.

c. Event/activity H&S checklist

This should be provided by each event organising committee to their Key Contact for any event/activity. It lists Safety Announcement items and key procedures to follow in the event/activity of an incident.

See Form 5 - Safety Announcement checklist for each event/activity.

Note:

It is important that each Key Contact have a mobile phone and a camera with them (disposable camera, phone camera or digital camera all suitable)

Please speak to your event/activity H&S coordinator if this is not possible.

9. Briefing Staff & Volunteers

All committees of the SCA organising events/activities must ensure that all staff, volunteers and participants in the event/activity will be briefed on their individual responsibilities regarding Health & Safety procedures

This information will include:

- General Health and safety information;
- Information about the event/activity & relevant venues including emergency arrangements, first aid and fire procedures;
- Specific training for the event/activity, if relevant

How this is achieved will be in proportion to the size of the Event/activity but may take the form of a small leaflet of relevant information for all those attending the event/activity, during all its phases, plus a verbal briefing.

Throughout the event/activity the Health & Safety co-ordinator will be the main point of contact for any communication regarding issues of safety that may arise.

Records of the briefing and the content of the session will be kept in the event/activity Safety file.

Use **Form 6** to record that briefing has taken place.

10. Communication with Venue

The Health & Safety co-ordinator for any event/activity will liaise with the relevant venue manager to establish and agree:

- a. The rules and arrangements particular to the site [particular hazards and controls, restricted areas, behaviour, use of mobile phones etc]
- b. The welfare arrangements [toilet, catering, parking facilities & information points]
- c. Access / egress and facilities for disabled, committee workers, volunteers, participants, audience etc
- d. The emergency arrangements [emergency exits, assembly points, first aid, fire and security alarm system]
- e. Security arrangements
- f. Power arrangements e.g. electrical supply

Most venues should have risk assessments that set out the arrangements in place for capacity, seating, fire exit routes and the types of performance allowed in the facility. The information is agreed with the local authority which provides the consents and licences needed.

11. Communication with the Local Authorities

It is likely that multi-agency meetings will be held to discuss various aspects of the event/activity. This may include the Local Authority, Garda Síochána and other emergency services etc. Any formal meetings between members of the Organising Committee, occupier / venue owner, event/activity managers and other agencies, which relate to safety, should be minuted and a copy kept in the Safety File.

It would also be worthwhile to keep a brief note of any informal meetings or discussions that might occur with these parties.

<u>Authority or organisation</u>	<u>Contact name (if any)</u>	<u>Contact number</u>
Garda Síochána		
Fingal County Council		
Skerries Community Assoc.		
Fire Brigade		
Insurance Company		
First Aid(e.g. Order of Malta)		

12. Minutes & meetings

All meetings relating to Health & Safety issues whether within the Organising Committee or with other organisations /authorities will be minuted and kept in the event/activity Safety File.

13. Comments or Complaints

- a. Any written comments or complaints they will be responded to in writing by the Organising Committee.
- b. Any verbal complaints or comments will be logged and responded to as appropriate by the Organising Committee.

14. After the event/activity

- A safety 'wash up'/ review may be held, after the event/activity, to discuss performance and compliance against legislation and local council standards.
- If there are any lessons learned or changes required for similar future events/activities make a record of them ready for next time. These notes will be kept in the event/activity Safety File.
- Records of contractors / specialists performance will be held on record for future reference.

Skerries Community Association Health & Safety Policy and Procedures

2017

Hazard= anything that can cause harm.
Risk= Chance (high or low) that somebody will be harmed by the hazard.

FORM 1

Risk Assessment for Event/ Activity: Name of Organising Committee:

Event: _____ Co-ordinator: _____ Assessment Written By _____
Venue for Event: _____ Other Volunteers: _____ Date _____ Written: ____/____/____

List Significant Hazards Here: (Slip/ trip, fire, chemicals, equipment, height, vehicles, electricity, lifting/ handling, noise, lighting, temperature, glass, sharps)	Groups of people who are at risk from the hazards listed: (Volunteers, participants, people with disabilities, pregnant women, young people, untrained people)	List existing ways of reducing the risks: (Training, Procedures, Information, Signs, Protective Equipment/ Clothing)	Is the risk adequately controlled? (Yes/ No)	Action needed – if necessary (Be specific!)

Checked by:

Adequate?

Date: / /

Skerries Community Association

Health & Safety Policy and Procedures

2017

FORM 2 PARENTAL CONSENT

ORGANISING COMMITTEE:.....

EVENT/ACTIVITY DATE(S) VENUE.....

All participants who are under the age of 16 on the date of the event/activity must hand in a fully completed

Parental Consent Form in advance to:

To be completed by the parent/guardian of any participant who is under 16

Full name of participant:

Date of birth:

Address:

Home telephone number:

Parent/ Guardian's Name:

Parent/ Guardian's emergency contact telephone number:

Photography and images of children

During your child's participation in the event/activity we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us or by the media.

When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. You can ask to see images of your child held by **xxxxx**. You may withdraw your consent at any time.

I understand that

- the media may take images of activities that show the event/activity, and its participants in a positive light;
- photographers acting on behalf of the Skerries Community Association may take images for use in displays, in publications or on a website;
- embarrassing or distressing images will not be used;
- children will only be named if there is a particular reason to do so (e.g. they have won a prize),

Permissions

- *I authorise my child to take part in (name of event/activity)*
- *I give my consent for photographs or video of my child to be taken and used as outlined above.*

Signature of person responsible for the child:

Name (printed):

Relationship to the participant:

Date:

Skerries Community Association

Health & Safety Policy and Procedures

2017

FORM 3 ACCIDENT/INCIDENT REPORT FORM (2 PAGES)

ORGANISING COMMITTEE:.....

An accident or incident is an unplanned event/activity that results in an injury or could have resulted in an injury or results in damage to equipment or property. Anyone can complete an accident report form. Once completed the form should be given to the relevant Health & Safety Co-ordinator.

Confidentiality - This form will be held securely by the Organising Committee for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

Details of person completing this report

Full name.....

Staff / Volunteer / Performer / Audience /Contractor (circle relevant category)

FullAddress.....

.....

Telephone contact Number.....

Signature..... Date.....

Details of accident/incident

What happened. Give cause (how and why) if known.

.....

.....

.....

.....

.....

.....

..... When

it happened: date..... time.....

Where it happened.....

Accident/Incident Report Form (contd)

Details of any persons injured

Full name.....

Volunteer/ Performer / Audience / Contractor (circle relevant category)

Event/activity attended:.....

Full address.....

.....

Telephone contact number.....

Nature of injury.....

.....

.....

Treatment given.....

Treatment given by.....

Taken to hospital - Yes/No

If yes, which hospital and how taken.....

Off work as a result of accident/incident? - Yes/No..... If yes - for how many days?.....

For completion by the Health and Safety Officer

Accident/Incident investigated - Yes/No

Written investigation report necessary - Yes/No

Written investigation report completed -Yes/No

Reportable to Local Authority? - Yes/No. If Yes, date
reported.....

Continue report on separate page if more space needed.

FORM 4

Health & Safety Record Sheet:

Organising Committee:.....

Event/activity:	
Date:	
Time:	
Project Leader:	
No of Stewards required:	
Stewards attending:	
Special Remarks:	
Safety Announcement Completed:	(please tick and sign)
Comments: (used by key contact during/after event/activity)	

FORM 5

<u>Safety Announcement Checklist for each event/activity</u>	
	No Smoking (Mobile phones off**)
	Toilets
	Location of Exits
	In case of Incident
	<ul style="list-style-type: none"> • Point out the person responsible for the event/activity (e.g. event/activity volunteers/organisers)
	<ul style="list-style-type: none"> • Explain that any incident must be reported immediately
	In case of Emergency
	<ul style="list-style-type: none"> • Explain the alarm notification - bell or announcement
	<ul style="list-style-type: none"> • Proceed to the nearest exit in a calm and orderly fashion
	<ul style="list-style-type: none"> • Point out the gathering location outside
	Any remarks particular to the event/activity
	** Event/activity dependant

FORM 6

Organising committee:.....

Briefing Staff & Volunteers

Name	Role	Date briefed	By Whom	Initials