

# SITE SAFETY STATEMENT



**Eur Occasion Hire Ltd T/A Total Event Rental**

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## PART I RESPONSIBILITIES

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## 1.1 Responsibility of the Managing Director

He shall:

1. Ensure that an effective Safety Statement exists in the workplace and take responsibility for its implementation.
2. Provide information, instruction, training and supervision regarding safety and health to employees.
3. Ensure that adequate resources are available for the effective implementation of the Safety Statement.
4. Make safety a priority and show a good example by having it high on the agenda at management meetings and when visiting or supervising work.
5. Make all provisions for safety at planning, estimating and preproduction stages.
6. Ensure that adequate arrangements exist for employees to make representations on matters of Safety, Health and Welfare.
7. Ensure all accidents and dangerous occurrences are thoroughly investigated, cause identified and prevention procedures put in place.
8. Inform the insurance company of any accidents likely to lead to a claim.
9. Inform the Health and Safety Authority (HSA) of any accident where an employee is off work for more than three days.
10. Ensure that all risks are insured especially in relation to injuries to employees, members of the public and loss or damage to company property.
11. Review insurance and claims records periodically and make any changes deemed necessary.
12. Ensure that an evaluation of the extent to which the Safety Statement was put into effect is included in the company's Annual Report.
13. Obtain, where necessary, the services of a competent person to advise on Safety and Health, if such expertise are not available in the company.
14. Review the effectiveness of the company Safety Statement annually and ensure that it is modified as necessary.

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## 1.2 Responsibilities of the Project Manager

They shall:

1. Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all employees, self-employed and sub-contractors are made aware of their responsibilities under it.
2. Prior to commencement of work, assess whether the work can be carried out in a safe and efficient manner, with regard to site conditions, layout and hazardous surroundings.
3. Ensure all sub-contractors make available a copy of their Safety Statement and insurance details and agree to operate under the requirements of the Safety Statement while operating on site.
4. Ensure so far as reasonably practicable that safe systems of work are in place and adequate supervision is provided at all times.
5. Ensure that any additional hazards that apply to the site that are not included in the main body of the Safety Statement are identified and inserted in Appendix 1 attached to of this document.
6. Ensure that an adequate resource of equipment is made available to carry out the scope of work safely.
7. Ensure that all approved systems of work are followed as far as reasonably practicable.
8. Ensure that adequate supervision is provided by sub-contractors at all times whilst work is going on.
9. Design, provide and maintain a safe place of work that has safe access and egress, and uses plant and equipment that is safe and without risk to health. Ensure that all access routes, walkways and doorways are free of trip hazards by sub-contractors.
10. Monitor sub-contractors' activities to ensure compliance with their own safety systems and method statements.
11. Ensure all accidents are recorded and persons receive proper medical attention and/or First Aid.
12. Liaise with sub-contractors as regards any hazardous activities due to be carried out on a project which may affect other workers or members of the public.
13. Manage and conduct all work activities so as to ensure as reasonably as practicable the safety, health and welfare of people at work.

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### 1.3 Responsibilities of Employees

Employees shall:

1. Take reasonable care of their own safety, health and welfare and that of any other person that may be affected by their acts or omission while at work.
2. Familiarise themselves with and always conform to, the company Safety, Health and Welfare Policy as detailed in the Safety Statement.
3. Observe all safety rules and co-operate with their employer to comply with any of the relevant statutory regulations and directives.
4. Use any protective clothing or equipment in such a manner so as to provide the protection intended for securing their Safety, Health and Welfare while at work.
5. Conform to all instructions given by the Safety, Health and Welfare Officer and others with responsibility for Safety, Health and Welfare.
6. Use only as intended the correct tools and equipment for the jobs, with all appropriate safety devices and keep tools in good condition.
7. Report any work being carried out in a manner that may endanger the Health Safety and Welfare at work of themselves or any other person; any defect in the place of work, the system of work, any article or substance which might endanger themselves or any other person.
8. Report all accidents and damage to their Supervisor without delay, whether persons are injured or not.
9. Direct any suggestions or concern on matters of safety and health to their Supervisor.

Employees shall not:

1. Intentionally or recklessly interfere with, or misuse any appliance, protective clothing, convenience, equipment or other means or things provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the Safety, Health and Welfare of persons arising out of work activities.
2. Carry out any tasks that they feel they are not competent to carry out or which involve unreasonably high risks.
3. Misrepresent himself/herself to an employer with regard to his/her level of training.
4. Place at risk the Safety, Health and welfare of persons in connection with work activities.

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## 1.4 Sub-Contractors

Sub-contractors and self-employed persons are obligated under the same Safety, Health and Welfare Regulations. They are legally and morally obliged to safeguard the health and safety of themselves and of others affected by their activities.

All sub-contractors, whether providing materials and labour or labour only, are considered to be self-employed and have the following legal and moral responsibilities.

1. To take all precautions, so far as is reasonably practicable, to avoid any risk to themselves or anyone else who may be affected by their acts or omissions.
2. Provide full and clear information to those who may be exposed to a dangerous situation resulting from their activities.
3. Provide their Safety Statement, familiarise themselves and comply with the Client's Safety Statement and co-operate on all Safety, Health and Welfare matters.
4. Produce evidence, when requested, showing Employers Liability and Public Liability Insurance appropriate to the scope of work is in place.

## 1.5 Safety Coordinator

### Mr Phillip Daly

1. The Safety Coordinator will supervise the Company Health and Safety programme.
2. The Safety Coordinator will regularly inspect the production areas and storage areas to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
3. The Safety Coordinator will get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
4. The Safety Coordinator will review all safety rules on a regular basis and, where necessary, recommend suitable changes.
5. The Safety Coordinator will assist in the induction and safety training of new employees.
6. The Safety Coordinator will advise the Managing Director on all aspects of training in relation to safety.
7. The Safety Coordinator will investigate all accidents and damage to company property and recommend action.
8. The Safety Coordinator will maintain accident records and regularly inspect first aid records.
9. The Safety Coordinator will inspect and maintain records of hazards/near miss reports.
10. The Safety Coordinator will monitor the systems for ensuring that fire precautions are adequate.

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11. The Safety Coordinator will inspect all modifications and installation plant and equipment before commissioning.
  12. The Safety Coordinator will conduct regular inspections of the premises.
  13. The Safety Coordinator will liaise with the staff on all matters of Health, Safety & Welfare.
  14. The Safety Coordinator will investigate and report back on any safety representations made on behalf of employees.
  15. The Safety Coordinator will ensure that management and employees are regularly briefed in any changes in Health & Safety regulations, which affects the workplace.

## PART II ARRANGEMENTS



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## **2.1 Personal Protective Equipment (PPE)**

### **2.1.1 Supply and Issue**

Total Event Rental Ltd will supply personal protective equipment to its employees as necessary this will include helmets, hi-vis clothing, gloves, eye protection, ear protection, safety harnesses and other specialist safety apparatus as necessary to all employees. PPE will be supplied in good condition, it shall be clean and fit for purpose.

All sub-contractors will be responsible for themselves and their own personnel with the same.

All employees must wear eye protection, ear protection and other protective clothing as required for their particular jobs or tasks. This will be highlighted in the risk assessment process.

### **2.1.2 General Guidelines**

- (a) All employees and sub-contractors must wear clothing suitable for their work, sufficiently tight-fitting to avoid catching in objects or machinery, particularly in the workshop.
- (b) Always ensure that safety equipment is of the right type, of good quality, in good condition and to an approved standard.
- (c) All equipment and clothing are maintained in a hygienic condition, free of any defects and it will be the responsibility of the user to ensure this.

## **2.2 Arrangements for Accident Reporting and Investigation**

### **2.2.1 General**

An accident is defined as "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with the orderly progression of an activity." Accidents are the result of system failure either by equipment, people or the environment. An investigation will determine how an accident occurred allowing for solutions to be put in place to prevent re-occurrence.

Most accidents are caused by a combination of unsafe acts and unsafe conditions.

In the case of any injury, the most important action is for the affected person to receive medical help. The safety of people is of the highest priority.

### **2.2.2 Reporting**

All accidents must be reported to Total Event Rental Ltd either by reporting directly to the site manager or on the Total Event Rental accident report form. All serious incidents/accidents must be reported to Total Event Rental by the quickest possible means, if in doubt about what is a serious incident/accident Total Event Rental must be contacted for clarification.

### **2.2.3 Accident Reporting Procedures and investigation**

Why Report accidents?

It is important to report accidents and incidents as listed below for the following reasons:

- 
- To ensure that action is taken to prevent a recurrence of a similar incident.
  - To monitor and improve Safety Health and Welfare performance.
  - To provide accurate information for responding to claims made against Total Event Rental Ltd.
  - To meet statutory requirements.

All accidents must be reported immediately to the relevant supervisor or directly to Total Event Rental Ltd without unreasonable delay.

Total Event Rental will record all accidents and incidents in their accident book which shall be kept at head office.

Any accident, which disables a person for more than three days, is a reportable accident and will be notified to H.S.A. on the prescribed form by Total Event Rental or in the case of a sub-contractor, by the employees company.

Total Event Rental must report the injury of any employee as a result of an accident while at work where the injury results in the employee being unable to carry out their normal work for more than three consecutive days, excluding the day of the accident. In calculating the days, you should include weekends and other non-working days.

The following are examples of reportable accidents:

- An employee, which includes a trainee, who normally has Saturday and Sunday off work, is injured on Wednesday and returns to work the following Monday.
- A driver or a passenger is involved in a road traffic accident while driving or riding in the vehicle in the course of work and he is out of work for more than three days.
- An employee, while lifting boxes on Monday, hurts her back. She returns to work on Thursday but she can only do light duties for the next week. Even though she was not absent for more than three days, she could not perform her normal work for more than three days.

Total Event Rental must report any case where an employee dies as a result of an accident at work within one year of that accident, even if they had already reported the accident.

#### **2.2.4 Serious incidents**

Serious incidents and accidents include:

- Serious failure of equipment or machinery including overturning collapsing or overturning of lifting equipment/machinery
- Collapse or partial collapse of any building structure (including scaffolding) under construction, being used for work or in a place of work.
- Fatality
- Hospitalisation for more than 24 hrs as a result of an injury
- Unconsciousness

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- Reportable Occupational diseases
  - Fractures, Dislocations or amputations
  - Loss of site or eye damage
  - Injury or incident requiring resuscitation
  - Incident requiring defibrillation
  - Exposure to chemical agents or toxic/ dangerous materials
  - An event resulting in the symptoms that indicate exposure to biological, chemical or pathological agents
  - Contact with overhead or underground services including power lines, gas lines
  - Disruption of water mains
  - Pressure system failures that have potential to cause injury
  - Explosive injuries
  - Any incident involving a member of the public resulting in the hospitalisation as a result of Total Event Rental work activities

### 2.2.5 Serious Incident Procedures

When a serious accident occurs the site manager or other nominated person takes charge of the proceedings and the procedure is as follows:

1. Observe the accident location and status of the injured person.
2. If there is a risk of further injury, move the injured person to safety, otherwise **do not** move the injured person.
3. Call for immediate medical assistance or emergency service.
4. See that first-aid is administered as required.
5. If emergency services are summoned, ensure that they are given the exact location and they can access the site as near as possible to the injured person.
6. Appoint a suitable person to travel with the injured person and establish the location of the hospital.
7. Notify Total Event Rental management without delay.
8. Notify the family of the injured person and if required arrange for them to be transported to the hospital.
9. Ensure that the scene of the accident is not disturbed and if the H.S.A. are to inspect the scene do not move anything unless further serious risks have to be avoided.
10. Gather all information immediately about the accident and what led up to it.
11. Take photographs or draw sketches of the scene to include measurements.
12. Obtain signed statements from all witnesses; write them down as they are given. Complete Accident Report Form.

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13. Give every assistance to the H.S.A. Inspector if/when they carry out the investigation.
  14. The proprietor will notify Insurers if appropriate and forward copies of reports to them and will notify the H.S.A. on Form IR1 as required.

## 2.3 Welfare Facilities

Where practicable, taking numbers and duration into consideration, welfare facilities such as canteen, drying room and toilets will generally be provided by the company.

Facilities will be maintained to a high standard of cleanliness by the employees. Anti-Bacterial soaps, gels, barrier creams and sun cream will be provided and must be used.

Where Total Event Rental Ltd are involved in an on-site project as a contractor or sub-contractor, the project manager will ensure that such facilities are provided as appropriate.

## 2.4 First Aid

### 2.4.1 Definition

“First Aid” means:

- (a) In a case where a person requires treatment from a registered medical practitioner or a registered general nurse, treatment for the purpose of preserving life or minimizing the consequences of injury or illness until the services of a practitioner or nurse are obtained, or
- (b) In a case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse, treatment of that minor injury;

Occupational first aider means a person trained and qualified in occupational first aid.

*(Chapter 2 Pt 7, General Application Regulations 2007-21, Regulation 163)*

### 2.4.2 Work Place First Aid Kit

Total Event Rental will ensure that there is a workplace first aid kit on its work sites located in each working vehicle. This kit will be maintained to ensure that the contents are in accordance with the table in section 2.4.2 of the main company safety statement. The first aid box will be dark green with markings in White to include a white cross.

It shall be the duty of contractors to ensure that they carry a first aid kit for their employees. This shall be correctly maintained to contain equipment as listed below.

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## 2.6 Staff Training

### 2.6.1 Generally

Those employed by Total Event Rental Ltd are involved in high to medium risk tasks such as manual handling, use of forklifts, driving for work etc. This work is carried out by experienced employees who have experience in their areas of operation. Much of this will be carried out in the company's premises however, Total Event Rental is involved in the on-site installation of their projects.

## 2.7 Site Inductions

A site induction will be given to all staff that are attending or working on the premises and any sites away from the main premises. A site induction will include information on the following:

- The site and its environs.
- Security Issues/concerns.
- The name of the site manager and his/her representatives.
- PPE.
- Construction and non-construction zones.
- Details of emergency procedures.
- Exit and escape routes.
- Location of safety File.
- Location of site facilities.
- Location of welfare facilities.
- Location of the occupational first aider
- Contact details of the occupational first aider

Staff will be informed that prior to the commencement of any task, they should check the Risk Assessment section of the safety file to identify the risks and mitigation associated with the task. Additionally, staff should consult Standard Operating Procedures prior to using any power tools or equipment.

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## 2.8 Manual Handling

### 2.8.1 General

Manual Handling is a physical activity that takes place in every workplace. It can be a potential hazard when employees are required to handle heavy loads, which could result in Back Injury or musculoskeletal disorder. When considering Manual Handling there are three requirements:

1. Avoidance of Manual Handling
2. Reduction of Manual Handling
3. Risk Assessment of manual handling

1/3<sup>rd</sup> of workplace injuries are caused by poor manual handling practices.

### 2.8.2 Duties of employer

An employer shall:

Take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by the Employer's employees

### 2.8.3 Control Measures

The following control measures will be taken by Total Event Rental:

- Manual Handling will be avoided where possible.
- Good lifting techniques will be required.
- Sub-Contractors should have written proof of manual handling training.
- Information will be available to staff/ employees.
- A forklift or other equipment (hoist) will be used to prevent manual handling where possible.
- The work area will be kept clear of trip hazards.
- Up to three employees should be available at all times to assist in the transporting of heavy loads.
- In the case of Injuries caused by manual handling medical attention must be sought immediately.
- Signage will be placed in visible locations to remind staff/employees of the dangers of lifting heavy loads.
- Ramps will be used instead of steps.
- PPE will be provided to include steel toe capped boots, gloves etc.
- The employer is responsible for providing adequate training on manual handling. Employees must adopt the 8 principles of lifting. Project manager/crew boss must monitor the employees for safe lifting practices.

## 2.9 Noise & Vibration

### 2.9.1 Noise

When considering noise, the employer will:

- Identify a noise problem, carry out a risk assessment and assess the noise levels.
- Keep assessment records for at least 3 years.
- Take action to reduce the level of noise exposure to the lowest reasonably practicable level – reduce at source, reduce number of people exposed, reduce length of time of exposure

Under Chapter 1 Part 5 of the General Application Regulations 2007 - 2023 (Control of noise at work) the exposure (to noise) limit values are:

Exposure limit values	$L_{EX8h}=87dB(A)$ and $P_{peak}=140db(C)$ in relation to $20 \mu Pa$ .
Upper exposure action values	$L_{EX8h}=85dB(A)$ and $P_{peak}=137db(C)$ in relation to $20 \mu Pa$ .
Lower exposure action values	$L_{EX8h}=80dB(A)$ and $P_{peak}=135db(C)$ in relation to $20 \mu Pa$ .

In the case that workers will be exposed to noise above 85dB(A) the employer will:

- Display mandatory warning signs, in accordance with Chapter 1, Part 7 to convey information that;
  - The noise levels at those workstations are likely to exceed that upper exposure action value and
  - That hearing protection is available and must be worn
- Ensure that workstations are protected from unauthorised access by barriers or other suitable means that are technically feasible and justified by the risk of exposure.
- Provide a personal hearing protector to any worker who is exposed and ensure that it is used correctly and always within the designated zone in which such exposure can occur. All hearing protection is to be selected taking account of regulation 129 of the General Application Regulations.

In relation to workers being exposed to 87dB(A) an employer shall ensure that:

- The employees are not exposed to noise above the exposure limit value, or
- if, despite the measures taken to comply with this Chapter, exposure above the exposure limit value is detected:
  - immediate action is taken to reduce exposure to noise to below the exposure limit value,
  - the reasons for that limit being exceeded are identified, and
  - the organisational and technical measures taken in accordance with Regulation 125 are amended to prevent the exposure limit value being exceeded again.

### 2.9.2 Vibration

The level of vibration associated with the use of equipment is dependent on several factors:

- Size and use of tools / audio equipment
- Ground Conditions
- Site Layout

When assessing the risk from vibration on client sites, the above have to be taken into account with relation to the following:

- Condition of adjacent Structures, this includes Buildings, structures (temporary or permanent) walls, roads, pavements, embankments, waterways, excavations.
- Location of adjacent structure.
- Nature of business within Structure (if any)

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Each site has to be assessed on an individual basis due to the factors required above. This information should be provided by the client/main contractor. The project manager will make an initial assessment of the risk from vibration at tender stage.

## **2.10 Sub-Contractors**

### **2.10.1 General**

The nature of the business Total Event Rental Ltd conducts gives a reliance on sub-contractors who deliver a range of skills on a job-to-job basis. For Total Event Rental Ltd, “Sub-Contractors” would typically include construction and other specialist trades as may be required during the life of the company.

### **2.10.2 Communication with Sub-Contractors**

Total Event Rental uses the term “Sub-Contractor” to describe anyone who is not permanently employed but is engaged in a short term or fixed term contract to provide services in a personal capacity.

The nature of the business will put contractors working with staff, often working with many different people, not all of whom are familiar with the workplace activities which can also vary greatly from project to project. As a result of this, it is important that the coordination of the staff and contractors is well organized and that:

- All staff and sub-contractors are correctly inducted to site where possible.
- Risk Assessment findings are made known to all involved including sub-contractors
- Any work situation requiring specialist skills should be highlighted to all involved including Sub-Contractors
- There is a co-operation between all those working on-site, that responsibilities are allocated in advance and that it is ensured that one person's work does not adversely affect another's.

### **2.10.3 Competence of Sub-Contractors**

Total Event Rental must take reasonable steps to ensure that Sub-Contractors who are employed are competent and capable of the tasks. Before selecting a sub-contractor Total Event Rental Ltd must ensure that they:

- Have suitable knowledge and experience.
- Have all of the appropriate information relating to the work that they have to do.
- Know exactly what they have to do.
- Are not asked to or expected to carry out work beyond their capabilities

Total Event Rental Ltd should have a record of the previous experience, training and health and safety training of the sub-contractors whose services are being used, by checking this training a decision can be made as to their suitability and competency to do the task that is required by Total Event Rental Ltd.

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#### **2.10.4 Training Sub-Contractors**

Sub-Contractors are generally skilled and carry expertise in their particular field however no matter how experienced they are they may need training if they are to work with new or different equipment or in unfamiliar surroundings.

Total Event Rental Ltd should establish, prior to engaging a sub-contractor, if they are fully trained for the work or if training is required. If training is required, this should be provided and records of all training retained in head office.

#### **2.10.5 Induction of Sub-Contractors**

Sub-Contractors require an induction, this will need to inform them about:

- Who is in charge of them and their work
- Who to seek advice from regarding safety matters
- The risks of their work and how they are being controlled
- Health and safety arrangements – accident reporting, emergency procedures, how their work affects others
- Welfare Provisions

#### **2.10.6 Sub-Contractors & Plant and Equipment**

Total Event Rental Ltd must ensure that any plant or equipment supplied by them or rented by them for the use of sub-contractors is in good working order and that there are records of maintenance and inspection. Sub-contractors should be provided with training and information on how to use plant and equipment.

Where a sub-contractor provides his/her own equipment, they should provide evidence that it is fit for purpose, and well maintained before it is used. This should include CE marking and records of maintenance (where this would be required for a piece of equipment). If a sub-contractor is unable to provide this information relating to a piece of equipment it should not be used.

#### **2.10.7 PPE for Sub-Contractors**

A risk assessment will dictate what PPE is required, where it is deemed necessary PPE must be used. Prior to engaging a sub-contractor, the PPE required to be provided and worn by them must be identified. If PPE is identified as required but is not supplied by a sub-contractor it will be supplied by Total Event Rental Ltd.

#### **2.10.8 Accidents involving Sub-Contractors**

In the case of an accident involving a sub-contractor, the site manager must ensure that it is reported and investigated in accordance with the procedures set out in this document.

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## 2.11 Evacuation Procedures

### 2.11.1 In the event of a Fire

If a fire or smoke is discovered on site inform site personnel/designated safety personnel immediately and evacuate the site. Call 999/112 (Republic of Ireland) and ask for the fire service. Only tackle small fires if it is safe to do so with appropriate fire extinguishers.

Should a fire occur staff should:

- Call the Fire Brigade
- Leave the site
- Tackle the fire only if it is safe to do so
- Close all doors on the way out
- Assemble at the assembly point

In the event of hearing the Fire alarm staff should:

- Evacuate the premises
- Do not re-enter the site
- Assemble at the agreed assembly point

## 2.12 Emergency Procedures

### 2.12.1 Generally

A serious incident can occur at any time and in any area of a site. Serious incidents will generally involve a serious injury but could involve a death. Physical factors included could include electricity, falls from height, accidents involving machines or incidents such as heart attack, asthma attack or other medical conditions. Personnel must minimize the risk of further complications to the casualty and preserve the scene of the accident for the HSA and the Gardaí who may have cause to investigate an incident, particularly if the incident has resulted in a death.

It is necessary to outline the emergency procedures in the site induction.

### 2.12.2 Minor Accidents

Minor incidents can occur on-site at any time and at any part of the site. In the case of minor injuries, the following actions must be taken:

- Seek First Aid assistance
- Assess the area
- Make the area safe
- Apply ABC if required

- 
- If possible move casualty to First Aid treatment area
  - Give first aid to the casualty
  - Call for medical assistance

### **2.12.3 Serious Injury**

In the case of a serious injury the following actions must be taken:

- Call the Occupational First Aider
- Call the emergency service Ambulance and fire brigade
- Check for signs of life
- Do not move the casualty
- If unconscious give ABC
- Keep the casualty warm
- Open all doors/gates for access to the Emergency crew
- Take Statements and reports

### **2.12.4 Incident involving a death**

In the case of a Death, the following actions must be taken:

- Assess the area, make the area safe
- Contact the emergency services, HSA & Gardaí
- Shut down all operations, vacate the area of all non-essential staff
- Preserve the scene for evidence

## **2.13 Electricity**

All electrical systems and portable electrical equipment will be installed, periodically inspected, tested and maintained so as to prevent danger in accordance with the Electrical Regulations and standards. As per Section 4.7 of main safety statement.

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## **2.14 Driving for Work and Working on Roads**

### **2.14.1 Generally**

Driving for work includes any person who drives on a road as part of their employment (not including driving to and from their work) in either:

- a company vehicle
- their own vehicle, with mileage reimbursement from their employer

Although working on roadways is not a primary part of the work that is carried out by Total Event Rental Ltd there may, from time to time, be occasion when work is carried out on a roadside. Working on roads involves high risk as there is an interaction with the public in commercial and private vehicles, on bicycles, motorbikes and pedestrians.

### **2.14.2 Work-related road collisions, incidents and near misses**

All work-related collisions incidents and near misses must be reported using the Incident Report Form. Total Event Rental Ltd will investigate all incidents and in the case of near misses will provide training to assist in preventing a reoccurrence.

### **2.14.3 Vehicle Defects**

Drivers who are using their vehicles for work must inspect their vehicle and record their findings in a vehicle log. Any faults should be remedied immediately bearing in mind that some faults may render the vehicle unroadworthy.

Drivers must be aware of their vehicles and investigate any noises, vibrations or other sensations that could indicate a vehicle fault.

Particular attention must be paid to the condition of Tyres, wheel fixings, suspension, brakes and lights.

### **2.14.4 Licensing**

All vehicles must be taxed, have a current NCT or DOE, and all drivers must have a full license suitable for the work in hand and the vehicle type in use. Drivers using a trailer must have a license to tow a trailer.

### **2.14.5 Insurance**

All Vehicles/Drivers should be Insured and that Insurance should cover the nature of the work being carried out. Sub-Contractors must provide evidence of this cover, this should be copied and kept on file. If in doubt this should also be verified with the provider of the insurance. All confirmations must be in writing and held on file.

### **2.14.6 Driver Procedures when driving for work**

Driving becomes routine and basic safety steps are easily forgotten. those driving for work should:

- ensure your vehicle is in a roadworthy condition: That means properly taxed, has valid insurance for business use, has a valid NCT certificate and is serviced according to the manufacturer's recommendations.
- Plan ahead: plan routes before setting off to avoid having to consult maps or satellite navigation systems whilst driving.

- 
- Schedule time for regular breaks.
  - Make sure your mobile phone is fully charged. You will need it in event of breakdown or emergency.
  - Check your vehicle: walk around your vehicle and look for any defects.
  - Check your driving position. You should be able to reach and operate controls without effort. Shoulder blades in good contact with the back of the seat.
  - Check your head restraint. Make sure that head restraint at least as high as the top of your head and as close to the rear of your head as possible.
  - Keep a Hi-Viz jacket in your cab/glove compartment.
  - Carry a torch, first aid kit and warning triangle.

### 2.14.7 Driver Do's and Don'ts

#### DO

Drive with your lights on at all times [Daytime running lights]

- Drive with your safety belt fastened. Make sure that all passengers are wearing their safety belts before driving.
- Limit conversations with passengers: don't get involved in any heated debates while driving.
- Obey road signs. In particular road signs warning of road works.
- Restrain all loads carried. this includes documents, samples, IT equipment, boxes.
- Reverse into parking spots and then drive out, where possible.
- Report any collisions or near misses to your employer.
- Stick to the speed limits.
- Stop driving if you are feeling tired or sleepy: find somewhere safe to rest straight away.
- Switch off your mobile phone while driving pick up messages during scheduled breaks.

#### DONT

- Carry loads for which the vehicle is unsuited.
- Consult maps or satellite navigation systems whilst driving
- Drink Drive:
- Drug Drive: remember that even small quantities of illegal drugs and certain medications can affect your judgement, coordination and reaction time.
- Drive too close to the vehicle in front. Keep your distance to allow you to safely stop.
- Drive if you are feeling tired or fatigued.
- Snack, drink or smoke at the wheel: schedule in suitable breaks for these activities.
- Speed: Keep to an appropriate speed suited to the road and weather conditions at any given time. Keep within the assigned speed limits.
- Stop on hard shoulders of motorways/dual Carriageways, unless in event of a breakdown

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## 2.14.8 Driver Fatigue and Scheduling

Driver Fatigue is a significant danger to all road users.

Total Event Rental Ltd will avoid fatigue caused situations by:

- Ensuring that drivers work reasonable hours and are not expected to drive when fatigued
- Providing overnight accommodation for drivers and crew where there is a risk of driver fatigue
- Train staff to stop when tired no matter what the implication on schedule

Other conditions may have an effect on journey times. Total Event Rental Ltd will:

- Consider road types when planning journey times
- Not put drivers under pressure to take risks on the road such as break safe speeds
- Warn drivers of potential risks relating to roads and fatigue
- Ensure that drivers driving over 2 hours at a time take breaks
- Take account of weather conditions when planning journeys

## 2.14.9 Breakdown procedure

### 2.14.9.1. What to do if you breakdown

- Try to pull off the road and park in a safe place.
- Put on the hazard warning lights and gather your thoughts before calling for help.
- Put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road. Always take care when putting a warning triangle behind your vehicle. Never use a warning triangle on a motorway.
- Keep your sidelights on if it is dark or visibility is poor.
- Lock the doors and call for help from your mobile phone or from a payphone.

### 2.14.9.2. What to do if you breakdown on a motorway

- Pull onto the hard shoulder as far away from the inside lane as possible.
- Turn your front wheels towards the hard shoulder.
- Try to stop near an emergency phone.
- Switch on your hazard warning lights.
- Do not deploy warning triangle on a motorway
- Do not attempt roadside repairs on the Motorway
- Wear a high visibility vest when on the hard shoulder
- Keep your sidelights on if it is dark or visibility is poor.
- Get out of your vehicle on the passenger side.
- Keep passengers away from the motorway and keep children under control.

- 
- Walk to an emergency phone on your side of the motorway (follow the arrows on the posts at the back of the hard shoulder). These phones are free and connect directly to the Gardaí who can work out where you are. The Gardaí may require information regarding your exact location.
  - Face oncoming traffic while on the phone.
  - After phoning, return to your vehicle and wait a safe distance from the road behind the crash barrier (not on the roadside).
  - If you're travelling alone and feel at risk, you may want to wait in the front passenger seat with the doors locked. If someone approaches, wind down your window a little to talk to them. Only unlock the door once you're sure that they are genuine.
  - Before you re-join the motorway after a breakdown, build up speed on the hard shoulder and watch for a safe gap in the traffic. Be aware that other vehicles may have stopped on the hard shoulder.

#### **2.14.9.3. Punctures**

As well as the above procedures drivers should be aware that they are at risk when changing a wheel on the driver (road) side of the vehicle. Drivers must ensure that they are in a place of safety before attempting to change a wheel.

#### **2.14.9.4. Recommended Equipment**

Drivers must carry breakdown-warning triangle, High Vis Jacket for each passenger and driver first-aid kit, fire extinguisher and spare bulb kit in your vehicle. If you wear glasses, bring a spare pair in the vehicle with you.

#### **2.14.10 Use of Mobile Phones and Satellite Navigation**

Drivers must not access information from a mobile device when driving. Satellite navigation systems must be programmed while the vehicle is safely parked. Headphones and hands-free kits are not legal and may not be used. Drivers may not dial out while driving. Drivers may not send or read text while driving. Drivers may not hold or support their mobile phone on their person while driving.

### **2.15 Keeping of Records**

All records of accidents and incidents must be documented and kept at head office for 10 years. All sickness and ill health resulting from activities on site must be documented and these records must be kept in the office for a period of 40 years.

## PART III POLICIES

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## 3.1 Breach of Safety Rules

Participating in any of the prohibited behaviours in the workplace as detailed below is considered to be a grave matter and any employee found to be in breach of these prohibitions is subject to disciplinary action up to and including dismissal from the company in line with our standard disciplinary procedures. Personnel/staff may also face criminal charges for more serious breaches of the prohibitions below.

Offences under the Safety, Health & Welfare Act 2005, the General application regulations 2007-23 and the Health Safety and Welfare at Work (Construction) regulations 2013-21. Employees must observe all of the contents of all safety legislation. Under no circumstances are employees to be under the influence of alcohol, prescribed or non-prescribed drugs, which may endanger their safety and that of others.

While on-site employees must wear PPE at all times in accordance with the risk assessment associated with their work. This may include Safety Boots, Hard Hats and High Visibility Vest, but must be adhered to at all times.

Employees must not intentionally recklessly or without cause interference with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety health and welfare of persons at work or place at risk the safety, health or welfare of persons in connection with work activities.

See section 3.13 of the Company Safety Statement on Disciplinary Procedures.

## 3.2 Smoke-Free Workplace

### 3.2.1 General

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) placed a ban on smoking at all enclosed places of work from 29/03/04 to protect persons at work from exposure to environmental tobacco smoke. This applies to all staff and while overall responsibility for the policy rests with the managing director all staff has an obligation to adhere to and facilitate the implementation of this policy.

### 3.2.2 Enforcement

Employees who break this rule will be dealt with, under the first instance under employee disciplinary procedures. Employees who contravene the law prohibiting smoking in the workplace are also liable to prosecution. An employee found smoking will be disciplined. Repeat offenders will be suspended and as a last resort dismissed.

### 3.2.3 Smoking and Sub-Contractors

Sub-Contractors are liable to cancellation of work contracts and employees of sub-contractors will be reported to their supervisor and in the case of repeat offenders will be asked to leave the place of work in question.

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### **3.3 Outdoor work**

All employees must observe the conditions of the weather when working outdoors. All employees must use the PPE provided to protect them from the weather conditions

#### **3.3.1 Exposure to UVA and UVB rays**

UVA and UVB rays are emitted by the sun and can penetrate cloud cover. As a result of this, there is a risk of exposure on both sunny and cloudy days. UVA and UVB rays are extremely damaging and can cause skin cancer or Melanoma, which is often fatal. All employees when working outside are advised to apply factor 30 sunblock and to periodically re-apply same during the working day. Those engaged in outdoor work should wear long-sleeved clothing and a brimmed hat & sunglasses.

UV rays can and do penetrate many types of cloud cover and therefore protective measures should be used on cloudy days.

### **3.4 Intoxicants at Work**

#### **3.4.1 Generally**

Intoxicants are defined in the act as including Alcohol and Drugs and any combination of drugs or of Drugs and Alcohol. It encompasses both legal and illegal substances, therefore prescribed and over the counter drugs is included. Please see Total Event Rentals Company Safety Statement section 3.10 for the Drugs and Alcohol policy.

### **3.5. Bullying and Harassment in the workplace**

Please see Total Event Rentals Company Safety Statement for copy of policy on bullying and harassment in the workplace. Sections 3.14 and 3.15.

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## 3.6 Stress in the Workplace

Total Event Rentals will take all necessary steps to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels. Employees must approach their manager if suffering from excessive stress levels, measures will be taken internally to relieve their workload and to identify the origin of the stress.

## 3.7 Pregnant Employees

Please see Total Event Rentals Company Safety Statement for the policy 3.11 on “New or Expectant Mothers”

## 3.8 Risk Assessment

### 3.8.1 Generally

The Risk assessment is fundamental to good Health, Safety and Welfare management. Total Event Rental Ltd is required under the act to prepare a Risk assessment as a part of its Safety Statement. This risk assessment will set out the safety measures for protecting the workforce and those who come into contact with the workplace. A separate risk assessment will be prepared for the workshop as well as a risk assessment on sites.

### 3.8.2 Methodology of the Risk Assessment

The Risk assessment will follow the three steps listed below

1. Identify the Hazards
2. Identify the level of risk for each hazard
3. Identify the controls or improvements that need to be put in place to avoid or reduce the risk

## SECTION IV GUIDELINES

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## 4.1 Training

### 4.1.1 Generally

Total Event Rental Ltd may use sub-contractors for specific works. These sub-contractors will be required to give evidence of the training of their staff/ themselves and their suitability to carry out the tasks for which they have been employed. They will also be required to have separate risk analysis and method statements for their works.

### 4.1.2 Induction

Total Event Rental Ltd works on multiple sites and Site induction is an important part of the training required for those working on projects. The Site Manager will use the induction as an opportunity to highlight not only aspects of the site but areas of specific risk and the controls and mitigation required resulting from these risks.

## 4.2 Access

### 4.2.1 Generally

The nature of Total Event Rental's work means that the issue of work at height may arise. When assessing workplace safety, the method of access should be addressed with the provision of the least hazardous means of access possible. In order of risk the means of access would be:

- Permanent Fixed Access to include stairs, fixed ladders with correct safety systems and lifts
- Temporary structures to include Ladders and Scaffold towers
- Mechanical Access including Aerial platforms, cherry pickers and scissor lifts
- Climbing Existing Structures using correct PPE for the task

### 4.2.2 Ladders

Ladders and Towers are used up to a height of 10 meters. Most fatal falls happen from a height of 4 meters or less and falls from ladders account for up to 2 fatalities and 220 injuries per year therefore great care must be taken to ensure correct working procedures when working on ladders and scaffolds.

When selecting to use a ladder staff must comply with the Work at Height Regulations. Ladders should only be used as work equipment where a risk assessment shows the use of other work equipment is not justified. Ladders should only be used:

- Where the work is of short duration- ladders should not be in one position for 30 minutes or more
- Where the risk is low
- For Light Work
- For work that does not involve carrying heavy tools and or equipment
- Where a handhold is available for both climbing the ladder and in the working position
- Where you can maintain 3 points of contact at the working position.

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When using a ladder, you must not:

- Overreach
- Overload yourself or the ladder
- Fail to maintain 3 points of contact
- Allow poor positioning of the ladder
- Not secure the ladder

The Health and Safety Authority “Using Ladders Safely’ Document is attached to this plan and details the correct usage of ladders. This sheet must be available on-site and be read by those using ladders. Records of those who have read this document will be maintained and kept at head office.

See the Total Event Rental Company Safety Statement section 4.9 on Work at Heights.

## SECTION V RISK ASSESSMENT

## 5.1 Risk Assessment Methodology

### 5.1.1 Risk Evaluation

The risk assessments give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given may be interpreted using the matrix below. It is necessary to ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given. For the avoidance of confusion – the columns of the risk rating sections are headed LxS = R. S is for “severity” and is given in the first column. L is for “likelihood” and is indicated in the second column.

Likelihood			Severity		
Value	probability	Description	Value	Effect	Description
10	Certain	Event is perceived as inevitable during the project if mitigation is not used, has happened in the past or is considered imminent	10	Catastrophic	Multiple deaths/life-threatening injuries
8	Very likely	Event is likely to occur and mitigation is required to reduce the likelihood	8	Major	A single death/life-threatening injury OR injuries to a number of persons requiring hospitalisation.
6	Probable	The event could be reasonably expected to happen in the foreseeable future.	6	Significant	A single injury which requires hospitalisation OR injuries to a number of people who require first aid treatment.
4	Possible	There are reasons to suggest it could happen.	4	3 Day Injury	Reportable 3-day injury or multiple injuries
2	Unlikely	Could occur under exceptional circumstances.	2	Minor	A Single injury that may require some first aid treatment: visitors feel anxious and are concerned for their safety
1	Very unlikely	There are no reasons to suggest it will happen	1	Negligible	No real harm; no more than an inconvenience, discomfort, frustration, etc.

### 5.1.2 Control Measures

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on the experience of similar activities.

### 5.1.3 Review

A review of the assessment must be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During work, a process of continuous assessment and reassessment must be undertaken to ensure appropriate risk controls are put in place should situations develop which are not covered in the risk assessments.

#### Risk Analysis calculation chart

		Score	Catastrophic	Major	Significant	3 Day injury	Minor	Negligible
			Severity					
			10	8	6	4	2	1
Certain	Likelihood	10	Extreme 100	Extreme 80	Extreme 60	High 40	Moderate 20	Moderate 10
Very Likely		8	Extreme 80	Extreme 64	High 48	High 32	Moderate 16	Moderate 8
Probable		6	High 60	High 48	High 36	Moderate 24	Moderate 12	Low 6
Possible		4	High 40	High 32	Moderate 24	Moderate 16	Moderate 8	Low 4
Unlikely		2	Moderate 20	Moderate 16	Moderate 12	Moderate 8	Low 4	Low 2
Very unlikely		1	Moderate 10	Moderate 8	Low 6	Low 4	Low 2	Low 1

60 – 100 Extreme	Extreme risk leading to immediate cessation of work on site.
32 – 60 High	Intolerable risk. Immediate action(s) must be taken to eliminate the hazard or to eliminate its source, regardless of the cost.
8 – 24 Moderate	Broadly acceptable risk. Should not be tolerated unless risk reduction is impracticable or if its cost is grossly disproportionate to the improvement gained.
1 – 6 Low	Trivial risk. But risk reduction should still be made if an inexpensive measure can be found.

**Notes:** The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level. 'Major Injury' shall be defined as an injury that involves death or serious injury leading to disability.

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## SECTION VI APPENDICES

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## Appendix 1 Supplementary Project Information

**PROJECT NAME:** Total Event Rental

**PROJECT ADDRESS:** Units 2, 3 & 12 Beechwood Buildings,  
Unit 3 C Grants Crescent  
Greenogue Business Park  
Rathcoole  
Co. Dublin

**MANAGING DIRECTOR:** Philip Daly

### EMERGENCY PHONE NUMBERS AND CONTACTS

**FIRST AID:** ENTER FIRST AIDER NAME AND NUMBER HERE

**GARDA:** 999/112

**FIRE BRIGADE:** 999/112

**H.S.A.:** 1890 289 389

## Appendix 2 Risk Assessment

Hazard Type	Risk	To Whom	Pre-mitigation risk level			Mitigation	Post-mitigation risk level			Notes / Observations	Responsible
			S	L	R		S	L	R		
Manual Handling	MSD Injury	TER Crew	8	6	48	All crew required for lifting activities will have certified manual handling training. Loads which must be manually handled will be risk assessed where there is a risk of back injury etc. The method of handling shall take account of the TILE system. Where possible measures shall be taken to reduce the amount of manual handling to a minimum. Mechanical handling devices shall be supplied and used in so far as is reasonably practicable. Adequate crew to be available for team lifts.	6	4	24	Management will ensure that a supply of suitable gloves will be available for issue should they be required for the handling of materials which could cause injuries to the hand.	TER Crew Management
Dangerous Driving	Injury, Damage to goods, Dangerous Driving, Overloading	TER Crew, Other road users	8	6	48	Company vehicles are only permitted for use by trained, competent crew members with full clean driving licenses. All crew are required to obey rules of the road and drive carefully. Load ability of vehicles is never to be exceeded. Vehicles to be visually inspected before use. Any defects must be reported to management immediately.	6	2	12	First Aid Kit and Fire Extinguisher provided for all vehicles and inspected on a regular basis. Vehicles must be regularly inspected.	TER Crew Management
Loading and Unloading Vehicles	Injury, Damage to property, fall of goods, Manual Handling	TER Crew	8	6	48	All driving crew must observe site safety rules when working on client locations. Care must be taken when reversing into load areas for pedestrians and crew. Reversing siren must be in place. Driver must ensure adequate space to ensure correct positioning of vehicle to prevent damage to	6	4	24	Prioritisation of mechanical lifting methods is required over manual handling at all times.	TER Crew Management

Hazard Type	Risk	To Whom	Pre-mitigation risk level			Mitigation	Post-mitigation risk level			Notes / Observations	Responsible
			S	L	R		S	L	R		
					48	the vehicle, forklift or the creation of additional hazards. Adequate spacing for loading/unloading is required. Vehicles to be parked as close to unloading area as possible onsite to reduce manual handling distance but ensure emergency exits are not compromised. Loads in vehicles will be secured at all times e.g. ratchet straps, etc. All materials to be checked prior to manual handling. Entering the vehicle to be unloaded is only permitted as necessary and must wear appropriate ppe including safety boots and gloves. All plant and equipment used for unloading must be inspected prior to use and only used by certified personnel.			24		
Forklift	Injury, overturning, collision	TER Crew, Other crew on site.	8	6	48	Only certified crew will be permitted to drive forklifts. Forklift must have forward flashing warning lights and reversing siren. Crew must do a visual inspection of the forklift prior to use. Lift truck drivers must not under any circumstances carry passengers on their vehicles.  Crew are to be separated from forklift activities where possible e.g. barriers.	6	4	24	Twice yearly inspection of forklift to take place.	Forklift Operator Management
Housekeeping	Slips, Trips, Falls. Objects falling	TER Crew, Client, Other crew on site	6	4	24	All crew dropping or collecting stock from client sites will ensure they do not block access or egress routes and consult with client on best storage area. Items to be	4	2	8	Crew must get sign off from client prior to leaving stock on site.	TER Crew

Hazard Type	Risk	To Whom	Pre-mitigation risk level			Mitigation	Post-mitigation risk level			Notes / Observations	Responsible
			S	L	R		S	L	R		
						stacked will be stacked in such a way to prevent fall or injury of others.					
Work at height – Ladders	Fall from height	TER Crew	8	6	48	<p>Ladders will be inspected and tagged. No untagged ladders will be permitted on site. Damaged ladders will be taken out of use immediately. All ladder work will be planned, and risk assessed taking into consideration:</p> <ul style="list-style-type: none"> <li>The type of work to be done</li> <li>The equipment to be used</li> <li>The duration of the work</li> <li>The location of the work and the hazards there</li> <li>The stability of work surfaces</li> <li>The physical capabilities of the workers</li> <li>The work environment</li> </ul> <p>The most appropriate ladders will be chosen for the task to be carried out. Only competent people will carry out any work at height. All site crew who are using will be required to read the HSA USING LADDERS SAFELY document and will sign a register to indicate that they have read and understood same Where 3 points of contact are not possible a harness will be required Work at height will be supervised.</p>	6	4	24	Crew training on use of ladders will be completed.	TER Crew

Hazard Type	Risk	To Whom	Pre-mitigation risk level			Mitigation	Post-mitigation risk level			Notes / Observations	Responsible
			S	L	R		S	L	R		
Lone Working	Injury, Manual Handling	TER Crew	8	6	48	Lone working requirements will be kept to a minimum. Crew to contact management when arriving or leaving sites where lone working is being carried out. Where manual handling required two people is required, the object is to remain on the truck or at the client site until suitable assistance is available.	8	2	16	Consideration for lone worker alarms.	TER Crew, Management
Noise	Injury, permanent damage to hearing	TER Crew	6	4	24	Where personnel will be required to work in situations where levels of noise are likely to be encountered, the Management will ensure that full information is obtained, before work commences, on the levels and frequencies of noise from the client. Instruction and training will be provided to all personnel required to work with plant/equipment, which is likely to result in exposure to noise levels above the first action level in accordance with the General Application Regulations 2007 - 2023.	4	1	4	Ear defenders will be provided as required for Second Action level noise.	TER Crew, Management.

### Appendix 3 Accident Report

# Accident/Incident Report Form

*To be filed in the Accident/ Incident Register*

If you have been involved in or have witnessed an accident or an occurrence or a near-miss within your place of work, please fill in this form. The value of this information will depend on the extent to which it is completed. Its usefulness will be to make Total Event Rental Ltd aware of potential accidents thereby preventing other and possibly more serious occurrences.

Person submitting	
Date (dd/mm/yyyy)	

### Incident – General Details

Type		
Category		
Date (dd/mm/yyyy)		
Time (24-hour clock)		
When did the incident occur?		
Where did the incident occur?		
Description of incident:		

Contributory factors (if not covered above):

Action being taken to prevent a similar incident:

## Incident – Accidents only

Name of injured person																			
Severity of injury:																			
<i>Minor injury</i>										<i>Fatality</i>									
1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9	<input type="checkbox"/>	10	<input type="checkbox"/>
Major injury:		<i>Hospitalisation</i>		<input type="checkbox"/>		<i>Fracture</i>		<input type="checkbox"/>											
		<i>A&amp;E treatment</i>		<input type="checkbox"/>		<i>Concussion</i>		<input type="checkbox"/>											
		<i>Eye injury</i>		<input type="checkbox"/>		<i>Amputation</i>		<input type="checkbox"/>											
		<i>Dislocation</i>		<input type="checkbox"/>		<i>Burns</i>		<input type="checkbox"/>											
Other injuries:		<i>Unconsciousness</i>		<input type="checkbox"/>															
		<i>Strains or sprains</i>		<input type="checkbox"/>															
		<i>Bruising</i>		<input type="checkbox"/>															
		<i>Cuts</i>		<input type="checkbox"/>															
		<i>Other – see right</i>		<input type="checkbox"/>															

## Reporting of incidents

Responsible persons have a duty to report the following injuries or dangerous occurrences:

- *Any fatality (employee or non-employee)*
- *Major injuries to an employee*
- *Injuries to non-employees which require the injured person to be taken straight to the hospital for treatment (i.e. members of the public or contractor)*

Reporting must be done by the quickest means possible (usually by phone) and followed up in writing on the approved form within 10 days of the accident.

Accidents that cause more than three consecutive days' incapacity for work must also be reported. In calculating the three days, the day of the accident is not included. However, any days which would not normally be working days (such as Saturday and Sunday) are included.

Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_