

Galway



Eamon O'Boyle
and Associates

chartered fire engineers &
event safety consultants

Plan



1.1.1.1 SITE SAFETY & HEALTH PLAN

1.1.1.2

1.1.1.3 GALWAY RACES SUMMER FESTIVAL

1.1.1.4 BALLYBRIT

Prepared by	Eamon O'Boyle and Associates
Client	Galway Race Committee
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1 INTRODUCTION

1.1 SCOPE

This document sets out the Site Safety Management Systems to be put in place for the erection of temporary structures relating to the Galway Races Summer Festival taking place at Ballybrit Racecourse, Galway.

This Plan has been prepared with due regard to Regulation 16 (a), Part 2 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 as far as reasonably practicable given the temporary nature and short duration of the works. The document has been prepared in consultation with the Galway Race Committee, Event Safety Officer, and appointed site management team.

The information contained in this Developed Health and Safety Plan has been prepared prior to the commencement of the work on site. It does not take account of any matters or information, which may come to light after that time.

1.2 APPLICABLE REGULATORY REQUIREMENTS

As far as is reasonably practicable works will be carried out in compliance with all applicable safety laws and regulations within the region, most notably;

- Safety, Health and Welfare at Work Act, 2005
- Safety, Health and Welfare at Work Act (General Application Regulations, 2007 to 2016)
- Safety, Health and Welfare at Work Act (Construction) Regulations, 2013

1.3 ORGANISER/ CLIENT DETAILS

Name: Galway Race Committee
 Contact Address: Ballybrit
 Telephone: 091700100

1.4 DESCRIPTION OF WORKS

This project is for the erection of temporary structures for the Galway Races Summer Festival and the dismantling of the structures after the shows.

The main temporary structures consist of:

- Small performance stage installed by Castle Stage
- Marquee structures installed by Eventus
- Temporary toilets installed by McAvoy Group

1.5 PROJECT PROGRAMME

1.5.1 PROGRAMME

A detailed Project build schedule shall be provided by the H&S Co-Ordinator.

- Start Date on Site: 10th June
- Erection of Main Tents 23rd June
- Erection of Stage 24th July
- Completion of works / Show Day 28th July

- Final Show Day/start of De-Rig 3rd August
- Completion of load-out works 22nd August

1.5.2 HOURS OF WORK

Works will take place between 07:00 – 22:00 each day except show days as the site operates on a 24hr basis

1.6 SAFETY POLICY

GRC attaches the greatest importance to the Health & Safety of all persons employed on the project. To this end, all reasonable, practicable efforts will be made for the duration of this project to provide a safe and healthy working environment, so as to ensure the safety and health of company employees, contractors and subcontractors, plant operators and all visitors to site.

GRC have set a goal of zero accidents. This goal has been set following preparation of a comprehensive Safety Management System (SMS). In summary our SMS will ensure that all tasks are risk assessed, all tasks are coordinated and compliance with all tasks will be monitored. A strict non-compliance disciplinary code will be applied to this project. Refer to Appendix C

Additional precautions will be taken to prevent fire, accidental damage to property and equipment, and to minimise interruption to the client and the environment in general. Safety will be an integral part of the Project Management Strategy and effective safety policies will be prepared and implemented to prevent accidents and incidents occurring. All employees, sub-contractors, self-employed persons, suppliers and visitors will be obliged to co-operate with and comply with the provisions of this safety plan.

Contractors must accept and agree to comply with the details set out in this Health and Safety Plan. However, the contractor may also have special additional Safety Requirements for their specific work. Therefore, they must submit details of their health and safety policy, programme of works, proposed health and safety plan for the site, training records and qualifications of proposed operatives to the Site H&S co-ordinator before commencement of works. Failure to abide with the provisions of this plan will result in cessation of work.

If work cannot be completed safely, it will not be given permission to commence.

2 EVENT MANAGEMENT TEAM ORGANISATION AND RESPONSIBILITIES

2.1 INTRODUCTION TO ORGANISERS

Refer Appendix B for a full contact list.

2.2 MANAGEMENT TEAM

EVENT ORGANISERS	Galway Race Committee
VENUE / SITE OWNERS	Galway Race Committee
SITE H&S COORDINATOR	Michael Moloney

2.3 CONTRACTORS APPOINTED

MAIN CONTRACTORS	
Main Marquee	Eventus
Bar Marquee	Lydon House
Stage	Castle Stage
Fencing & Barriers	HSS Hire
Other Marquee erection	N/A
SUB-CONTRACTORS ON SITE	
Site electrical installations	J P Cunningham Electrical
Signage	GRC/SignFab
Cabins / Toilets	GPT/MaAvoy Group
Small Marquees	N/A
Cleaning/Waste Management	Ryans Cleaning
Forklift Hire	GPT
Cherry Pickeres	GPT
Water services	JC Heating Services
Fire extinguisher suppliers	Joe Finch
Catering	Lydon House
Drapes	Eventus
Medic	Medilink

2.4 LIAISON BETWEEN PARTIES

Safety & Health matters shall be reviewed at regular site meetings. Attendance at these meetings will be obligatory for the principal contractors.

Site safety issues shall be co-ordinated by the organisers Site Safety Co-ordinator.

Contractors shall consult with their workforce on all matters relating to safety and health on the site, and the results of these consultations shall be passed to the project manager, and, where deemed

necessary, minutes will be issued to the appropriate parties. The results of risk assessments and investigations of accidents shall be reported to the workforce by induction training and toolbox talks. Site Safety Co-Ordinator will notify the Safety Consultant of any planned temporary design works.

2.5 RESPONSIBILITIES

2.5.1 ORGANISERS RESPONSIBILITIES

The duties and responsibilities of GRC with respect to site safety and health are as follows:

- Promoting a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- Implementing the Company health and safety policies and procedures.
- Administering the health and safety policies throughout the Company by appointing a director to be responsible for health and safety.
- Ensuring the policy is reviewed regularly with the health and safety director and updated, as necessary.
- Making adequate financial provision for implementing the health and safety policies.
- Appointing Site Safety Co-Ordinator(s)
- Co-operating with the Site Safety Co-Ordinators to supply necessary information.
- Providing a copy of the safety and health plan to each contractor working onsite

Note, works are not expected to take more than 500-person days or 30 working days, therefore there is no requirement to notify the Health and Safety Authority.

2.5.2 SITE SAFETY MANAGERS

GRC will act as Site Safety Managers for this project. The duties of GRC are to

- Understand the main requirements of the Safety, Health and Welfare at Work Act, 2005; Safety, Health and Welfare at Work Act (General Application Regulation 2007- 2016); Safety, Health and Welfare (Construction) Regulations 2013 and all other applicable regulations / codes of practice etc.
- Ensure the Site safety & health plan is prepared, approved and copied to each contractor.
- Ensuring all contractors appointed by GRC are in compliance with relevant health and safety legislation.
- Ensuring that the organisational structure is appropriate to manage health and safety on site.
- Ensuring that the safety management system is understood and implemented at all levels.

2.5.3 SITE MANAGEMENT TEAM

GRC has selected a team who have vast experience with this type of project covering all disciplines which will be deployed in order to achieve the project goals. The site management team will endeavour to organise safety on site by ensuring:

- A minimum level of competence: All staff, self-employed and contractors, will have the necessary training and experience to carry out their work safely. All subcontractors will be

required to ensure that they observe proper safety management practices.

- Control: All persons working on site are required to observe the provisions outlined in this document. They must observe the chain of command, and comply with the instructions of the Organiser, Project manager and Site Safety Co-Ordinator.
- Co-operation: It is the duty of all persons on site to co-operate with the safety measures on site.
- Communication: It is the duty of all persons to make themselves aware of the content of this document.
- Reporting any deficiencies or potential hazard to his/her immediate supervisor

The Site Management Team will include the following personnel:

- Site H&S Co-Ordinator - Michael Moloney
- Site Manager - Michael Moloney

Each of these will have responsibility over the management of monitoring of health and safety practices of the contractors and crew in their assigned area.

2.5.4 HEALTH & SAFETY CO-ORDINATOR RESPONSIBILITIES

H&S Safety Co-Ordinator will have overall responsibility for Site Safety. His duties will include:

- Establishing, monitor and maintaining the site safety management system set out in this document.
- Ensuring that the safety management system is understood and implemented at all levels.
- Ensuring Co-ordination and co-operation between contractors on site
- Arranging / chairing H&S meetings with Site Management Team, and appointed contractors as required
- Advising Contractors as to the requirements of the Safety & Health plan
- Advising contractors of any site issues and ensure they are briefing their personnel on current risk assessments and method statements.
- Requesting that contractors issue a copy of their Safety Statement, Method Statement and Risk Assessments where applicable and are aware of the Company Safety Statement and responsibilities to be complied.
- Ensure contractors and sub-contractors appointed have appropriate training and certification.
- Reviewing contractor safety statements, method statements and risk assessments.
- Preparing site safety induction programme and update as required as the project progresses.
- Informing all contractors that they must participate in GRC safety induction process.
- Co-ordinating measures to restrict entry on to the site.
- Co-ordinating the provision and maintenance of welfare facilities.
- Ensure checks of plant and equipment are carried out and operatives have required training qualifications
- Ensuring systems are in place for to stop any unsafe practices on site.
- Implement project disciplinary code as detailed in appendix C

- Report all non-compliance, near misses, dangerous occurrences and accidents to the safety officer.
- Assist in accident and incident investigation when requested to do so.
- Collate the findings of observations reports and site statistics.
- Ensure emergency procedure information is maintained in visible position on site.
- Consult with the HSA when required and co-ordinate the reporting of accidents to the HSA.
- Notify the Authority and the client of non-compliance with any written directions issued.
- Retain and make available the Safety File

2.5.5 SITE MANAGER RESPONSIBILITIES

The Site-Managers will have responsibility over the management and monitoring of health and safety practices in their assigned areas

Their duties include:

- Attending and contributing to team meetings to ensure all works are planned, notified and co-ordinated and any accidents or near misses are reported.
- Compliance with on-site safety, health and welfare requirements (PPE Compliance etc).
- Monitor the compliance of contractors and others and take corrective action where necessary.
- Acquire a full and accurate knowledge and understanding of the contractors Site Specific Safety & Health Plans and Method Statements.
- Liaise with contractors in relation to any works where precise preparation of the site or plant are required. Ensure site / plant is prepared before works are commenced
- Ensure the contractors maintain a clean and tidy site
- Ensure that exit routes are kept clear.
- Assist with accident investigation, reporting and follow up.
- Alert contractors in advance of site requirements – training, risk assessment etc.
- Understand and implement a project Disciplinary Code. Refer to Appendix C

2.5.6 CONTRACTORS & SUB-CONTRACTORS

The duties and responsibilities of contractors include the following:

- Ensure that their staff, agents, employees and/or subcontractors are aware of the safety and security requirements contained within this document and other supporting documentation as well as relevant legislation requirements relating to their employment and workplace
- Provision of safety statement and any site-specific information such as risk assessment, method statement to the H&S Co-ordinator.
- Co-operation with the H&S Co-Ordinator, Site Manager,
- Plan and organise all work activities to minimise risks and ensure adequate supervision at all times.
- Ensure that relevant workers have relative training for the tasks they are to perform
- Be proactive in risk prevention through Identifying hazards, eliminating the hazards, and reducing risks during the works

- Ensure all workers have taken the site specific induction
- Monitor compliance and take corrective action.
- Report all accidents, incidents, near misses and dangerous occurrences to the Site H&S Co-ordinator
- Collection and disposal of their own waste material, of every kind. Suitable, recognisable waste containers should be provided and removed from site when full.
- Make all necessary Personal Protective Equipment available to personnel. Records should be kept of its issue and condition. Employees should be trained in the correct use of PPE in accordance with statutory regulations, manufacturer's instructions and company rules
- Consult with H&S Co-ordinator before commencement of works involving particular risk or requiring site clearance.
- Where applicable
 - Ensure that lifting appliances are thoroughly examined before use and after substantial alteration or repair. This examination must be carried out by a competent person and results of such examinations entered in register GA 1.
 - Ensure that chains, ropes and lifting gear are thoroughly examined by a competent person before use and when otherwise necessary. All must have clear clarification marks (Form GA1).
 - Ensure that all lifting appliances and equipment have the necessary test certificates before arriving on site. These include:
 - 12-month test certificate for cranes (Form GA1).
 - 6-month test certificate for goods hoist (Form GA1).
 - 6-month test certificate for chains, ropes and lifting gear (Form GA1).

All Contractors who are employing staff either directly, through an agency or sub-contractor must ensure these individuals are vetted and suitable for the particular work or trade they will be performing on site.

2.5.7 ALL SITE USERS

It is the responsibility of all site users to:

- Take reasonable care to protect their own safety, health & welfare and that of any other person who may be affected by their acts or omissions at work.
- Not to be under the influence of alcohol or drugs or a combination of both. There is a strict policy prohibiting the use of intoxicating substances on site. Anyone found to be under the influence of intoxicating items will be removed from site and appropriate disciplinary action taken. Refer to Appendix C
- Co-operate with their employer or any other person, as necessary, to assist in compliance with safety health legislation as appropriate.
- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or their safety, health & welfare.
- Attends and undergo, as appropriate, any reasonable assessment or training required by their employer or as may be prescribed in regulations.
- Take account of the training and instruction given by the employer.
- Correctly use any article or substance, protective clothing and equipment provided for use at

work or for their protection.

- An employee is required to report to the employer, or other appropriate person, as soon as they become aware of any instance:
 - Where work being carried on or likely to be carried on, in a manner which may endanger their safety, health & welfare or that of another person.
 - Of any defect in the place of work, the systems of work or in any article, substance or equipment likely to endanger him or her or another person, and
 - A breach of safety and health legislation likely to endanger him or her or another person which comes to their attention.
- All site users are required to comply with the:
 - Safety, Health & Welfare at Work (Construction) Regulations 2013 (and amendments)
 - Safety, Health & Welfare at Work (General Applications) Regulations 2007 – 2016
 - Safety, Health & Welfare at Work Act 2005
 - all other relevant Health and Safety legislation.
- Report without unreasonable delay any defect, discovered by the person, in the plant or equipment to which these regulations apply, which might endanger safety, health and welfare, to the person's employer or immediate supervisor, or to the contractor responsible for the plant or equipment.
- Ensure proper use of any safety helmet, harness or any other personal protective equipment provided for the person's safety and health.
- Make proper use of any work equipment supplied.
- Must show relevant registration and training cards when requested by the person's employer or the H&S Co-Ordinator

3 INFORMATION ON RESTRICTIONS

3.1 SITE

3.1.1 OCCUPATIONAL NOISE LEVELS

It is accepted that during the course of the works there will be sound emissions that may affect residents in the direct environs of the event, and those working directly on the project.

Noise levels, within the site shall be limited to a level of 85 dB(A) over the working day, and a maximum value of instantaneous sound pressure level of 130 dB(A). Ear protection shall be worn where local levels exceed this.

Works will take place between 07:00 – 22:00 each day except show days as the site operates on a 24hr basis.

3.1.2 EXISTING SERVICES

Contractors will ensure that they are familiar with existing services by liaising with the site co-ordinator, referring to the relevant services drawings where available, and/or familiarising themselves with the site locations of all such hazards.

There are no overhead cables and no excavations are proposed.

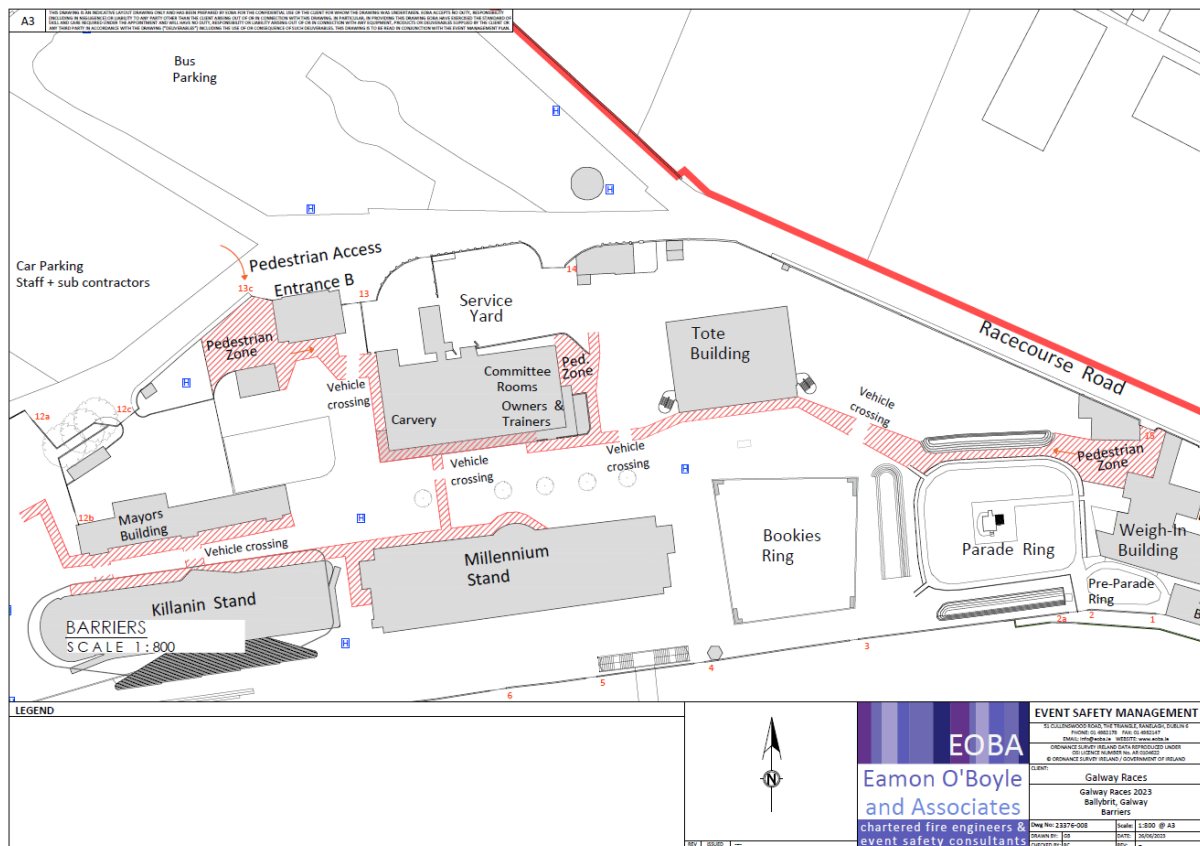
3.1.3 FIRE SAFETY ISSUES

GRC will provide fire extinguishers to cover temporary structures and electrical installations.

Electrical equipment and generators will be certified by a qualified electrical engineer.

No hot works are proposed. The site shall be a no-smoking site, except for the designated areas.

1.2 ACCESS AND EGRESS



3.1.4 PERSONAL ACCESS

Access to the site is via Gate 13 and Entrance A.

All visitors and workers will undergo site specific safety induction prior to gaining access to site. No unauthorised personnel will be granted access to the site.

3.1.5 VEHICLE ACCESS

Access for cars and most deliveries, plant and equipment shall be via Gate 13.

Speed limit on site is 15KPH.

The use of mobile phones will be strictly prohibited while operating plant, machinery or driving any vehicle onsite.

3.1.6 DELIVERIES

Deliveries will be managed to run with the progress of works so that storage is kept to a minimum.

To preserve travel areas within the site, deliveries will be phased to reduce the number of vehicles unloading at any given time.

Vehicle engines must be switched off when not in use. Vehicles must not be allowed to idle.

3.1.7 PARKING

Parking will be available in the car park at Entrance B and Entrance A for the duration of the build.

Limited parking will be permitted onsite.

3.1.8 SECURITY

H&S Co-ordinator and Site Manager will be responsible for maintaining security to works areas as required.

4 RISKS AND HAZARDS

4.1 PARTICULAR RISK

Particular Risks to the Safety, Health and Welfare of Persons at Work:

Particular Risk	Risk present Y/N
1. Work which puts persons at work at risk of:	
(a) falling from a height.	Y
(b) burial under earthfalls.	N
(c) engulfment in swampland, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work	N
2. Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a statutory requirement for health monitoring including asbestos.	N
3. Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom.	N
4. Work near high voltage power lines.	N
5. Work exposing persons at work to the risk of drowning.	N
6. Work on wells, underground earthworks and tunnels.	N
7. Work carried out by divers at work having a system of air supply.	N
8. Work carried out in a caisson with a compressed-air atmosphere.	N
9. Work involving the use of explosives.	N
10. Work involving the assembly or dismantling of heavy prefabricated components.	Y

4.1.1 WORKING AT HEIGHT – FALLS FROM HEIGHT

This project will involve significant work at heights

- erection and dismantling of Marquee,
- erection and dismantling of Staging,
- erection and dismantling of Seating Rigs
- installation of signage
- installation of drapes
- erection and operation of lights, speakers, pa equipment,

Type of working at height systems that **may** be required to use on this project:

- Scaffolding systems
- Guard-rails
- MEWP's
- Fall arrest systems
- Use of Ladders

– Roof work

All work at heights must be carried out in accordance with the Safety Health and Welfare at Work (General Application) Regulations 2007; Part 4 Work at Heights

Contractors will be expected to ensure that any work at height is properly planned, appropriately supervised and can be carried out in a manner, so far as is reasonably practicable, safe without risk to health. Contractors must also prepare a detailed method statement with hazard and risk assessment in advance of all work at height.

Areas where working at height is to take place will be checked prior to commencement of work for stability. Areas will also be checked at intervals for continued suitability.

Weather conditions will be continually monitored. Work at height will only be carried out when weather conditions do not place the safety and health of employees at risk.

Contractors are required to ensure the correct equipment is used for all working at height tasks.

H&S Co-ordinator will ensure that adequate fall prevention measures are put in place and any worker who may be working at a height must make full and proper use of any control measure such as a harness, fall arrestor as identified by an appropriate risk assessment.

Exclusion zones to be established and adhered to around areas where work at height is being carried out, or where overhead loads are being slung.

The contractor should prepare a site-specific method statement. Contractors must have personnel trained in working at height rescue protocol on site during working at height tasks.

4.1.2 BURIAL UNDER EARTHFALLS

NA

4.1.3 ENGULFMENT IN SWAMPLAND/ UNSTABLE GROUND

NA

4.1.4 CHEMICAL OR BIOLOGICAL RISK

NA

4.1.5 IONISING RADIATION

NA

4.1.6 HIGH VOLTAGE POWERLINES

NA

4.1.7 RISK OF DROWNING

NA

4.1.8 UNDERGROUND SERVICES – WELLS, EARTHWORKS & TUNNELS

NA

4.1.9 DIVERS AT WORK USING AIR SUPPLY

NA

4.1.10 WORK IN A CAISSON WITH A COMPRESSED AIR ATMOSPHERE

NA

4.1.11 WORKING WITH EXPLOSIVES

NA

4.1.12 ASSEMBLY OR DISMANTLING OF HEAVY PREFABRICATED COMPONENTS.

The preparation and installation of the Marquee will require the lifting and moving of heavy components.

The structure have been designed and supplied by specialists in temporary marquee design and their erection. Refer to Risk Assessment and Method Statement provided by installers

4.2 RESIDUAL RISK

4.2.1 WEATHER

Weather conditions will need to be monitored on an ongoing basis. The possibility of materials falling and coming loose due to wind must be considered by the contractor, all materials must be tied down. This is particularly important for the erection of the stage canopy and screens, work at roof areas, external storage areas and skips.

Site Safety Co-ordinator and Site Manager to instruct all contractors to cease work in high winds or severe weather conditions.

Work at Height will not be permitted during periods of high winds and rainfall.

All structures to undergo Immediate inspection in the event of adverse weather conditions.

4.2.2 TEMPORARY STRUCTURES AND TENTS

Contractors providing temporary demountable structures will be required to submit structural drawing and calculation to the Site Manager prior to commencement of works. These will be reviewed by competent structural engineer.

Temporary platforms will be designed and constructed to be fit for purpose and constructed by competent personnel.

All temporary structures are to be visually inspected by a Chartered Structural Engineer upon completion and certified as appropriate and shall be inspected by the Safety officer prior to the event.

Marquees to have structural validation and be provided with fire test certificates. Exit arrangements and exit signposting / emergency lighting (if relevant) to be provided.

Safety Officer to be aware of wind impact and aware of permissible wind conditions.

4.2.3 ELECTRICAL INSTALLATIONS

All temporary electrical installations to be installed, commissioned and certified by a competent electrical contractor as per IS 10101 and RECI regulation requirements.

4.2.4 PLANT AND EQUIPMENT

All plant and equipment must be inspected, tested and maintained as per statutory requirements and manufacturer's instructions. A register of inspections and maintenance should be maintained for each piece of equipment and made available for inspection if required.

All operatives are to have sufficient training and hold appropriate certification to operate plant and equipment. Proof of training and certification must be submitted to the Site Safety Co-ordinator prior to going onsite.

4.2.5 CABLING

Close attention must be paid to the installation of cables. Where cables are at ground level they must be matted, ramped or run close to the wall to minimise trip hazards

At no time should overhead cables be tied off to anything other than the supports installed for this purpose. At no time should cables be secured to bus bars or other electrical services.

Where cables run at pitch level the access covers must be replaced so as not to present a trip hazard

Cables must be secured by cable ties or by other suitable means, no string or chord must be used.

4.2.6 MANUAL HANDLING EFFORT

The project will require a variety of equipment, tools and materials to be handled manual throughout the site.

- Each activity will be planned and accesses with safety in mind.
- Where applicable contractors will eliminate the requirement for human effort through the use of mechanical aids such as fork-lifts, pallet trucks and dollys.
- When it is not possible to eliminate human effort, those undertaking the work must have sufficient training in manual handling and where applicable seek help from other workers.

4.2.7 HOUSE KEEPING

- The site is to be kept in a clean and tidy manner so as to reduce risks of slips, trips and falls.
- All workers will be required to monitor housekeeping in their area and remove waste in a timely manner.
- All access/egress routes are to be kept clear at all times.
- It is the intention of the Organiser to return the site to the "as found" condition after the event. Facilities will be in place to ensure that there is no build-up of refuse in the event site or surrounding area before, during or after the event.

5 PROJECT PROCEDURES

5.1 REVIEW OF SAFETY STATEMENTS AND METHOD STATEMENTS

All contractors to issue safety statements to Site Safety Co-ordinator for review prior to commencement on site. Contractors must ensure that all safety statements are in compliance with S.19 and S.20 of the Safety, Health and Welfare at Work Act 2005.

All contractors must issue task-specific method statements / risk assessments for review by H&S Co-Ordinator prior to commencement on site. H&S Co-Ordinator may refuse permit to work if a satisfactory method statement has not been provided.

All contractors must comply with method statements / risk assessments written for their activity and comply with the arrangements described there-in.

All contractors must provide GRC a copy of current insurance certification.

5.2 SAFETY STAFFING AND COMMUNICATION

All contractors to report to GRC H&S Co-ordinator and/or Site Managers with any safety queries/issues and for co-ordination of works.

5.3 SAFETY FILE ARRANGEMENTS

A live Safety file will be compiled and maintained by the H&S Co-ordinator and event Safety Officer. An electronic will be available for inspection in the site office.

The following information will be contained in the safety file:

- All drawings & specifications
- Details of design criteria, e.g. design loadings for structures
- Safety Statements, Risk Assessments, Method Statements from contractors
- Accident and Incident Reports
- Induction records

5.4 ARRANGEMENTS FOR MONITORING HEALTH AND SAFETY PERFORMANCE

5.4.1 MONITORING

The Site Managers will carry out daily inspections of the works on site and will highlight to the H&S co-ordinator any breaches of regulations, or bad practice that may pose a danger.

Management of site health and safety will be discussed at daily production team meetings.

All contractors, consultants and visitors have a responsibility to comply with site specific rules and statutory regulations.

5.4.2 HEALTH AND SAFETY INFORMATION

All persons visiting or working on the project will be required to sign-in / sign out before proceeding on site. Site induction training shall be obligatory prior to all contractors/workers commencing on site.

Visitors to site must be accompanied at all times.

Site safety notices will be erected on site. Signage will be provided for specific hazards which have been identified.

5.4.3 REVIEW OF CONTRACTORS

All contractors to ensure their staff are sufficiently trained and competent to carry out the works. Contractors to provide the following to the H&S Co-ordinator:

- Safety Statement
- Insurance Details
- Management Structure
- Risk Assessments
- Method Statements
- Up-to-date literature, data-sheets, where relevant. for safety file
- Confirmation of competency and training of plant / equipment operators
- Confirmation that plant/equipment has been properly maintained and inspected

5.4.4 NOISE MONITORING

Operations shall be subject to noise assessment and control measures implemented.

- All contractors will be instructed to implement best practices to minimise noise. Where necessary, contractors to include within their method statements a noise assessment.
- Noise monitoring shall be implemented, and the project manager will instruct the stoppage of any operation that they deem unreasonably noisy.
- Noisy works will only be allowed between 08:00 and 22:00.
- Contractors are to provide adequate auditory protection for all employees where necessary.
- Noise levels, within the site shall be limited to a level of 85 dB(A) over the working day, and a maximum value of instantaneous sound pressure level of 130 dB(A). Ear protection shall be worn where local levels exceed this.

5.5 TRAINING

- All contractors are required to provide evidence of suitability and training undertaken by their operatives as part of their safety statement, including any specialist training requirements, including abrasive wheels, cartridge tools, forklift, manual handling etc.
- Site induction training is obligatory prior to all contractors/workers commencing on site.
- Toolbox talks shall be provided for general health & safety matters regularly and as requested.

5.6 SITE INDUCTION AND TOOLBOX TALKS

- Site induction training is obligatory prior to all contractors/workers commencing on site.
- Contractors may be asked to carry out toolbox talks with their own workers on key points on health & safety, and to ensure their own method statement/risk assessment is understood.

5.7 PERMITS TO WORK

Personnel must consult the H&S co-ordinator prior to commencement of any tasks where precise preparation of the site or plant are required. These may include

- Noisy works
- Crane lifting

- Hot works
- Works on Roads

5.8 SECURITY ARRANGEMENTS

To reduce the risk of potential hazards created as a result of the works, all areas of the site will be restricted access only.

Adequate safety and directional signage will be erected at the entrance and around the site to provide adequate warning of the works and notify public of access arrangements.

Security will be deployed as required at entrances to work areas to restrict access and monitor for unauthorised persons.

5.9 EMERGENCY PROCEDURES

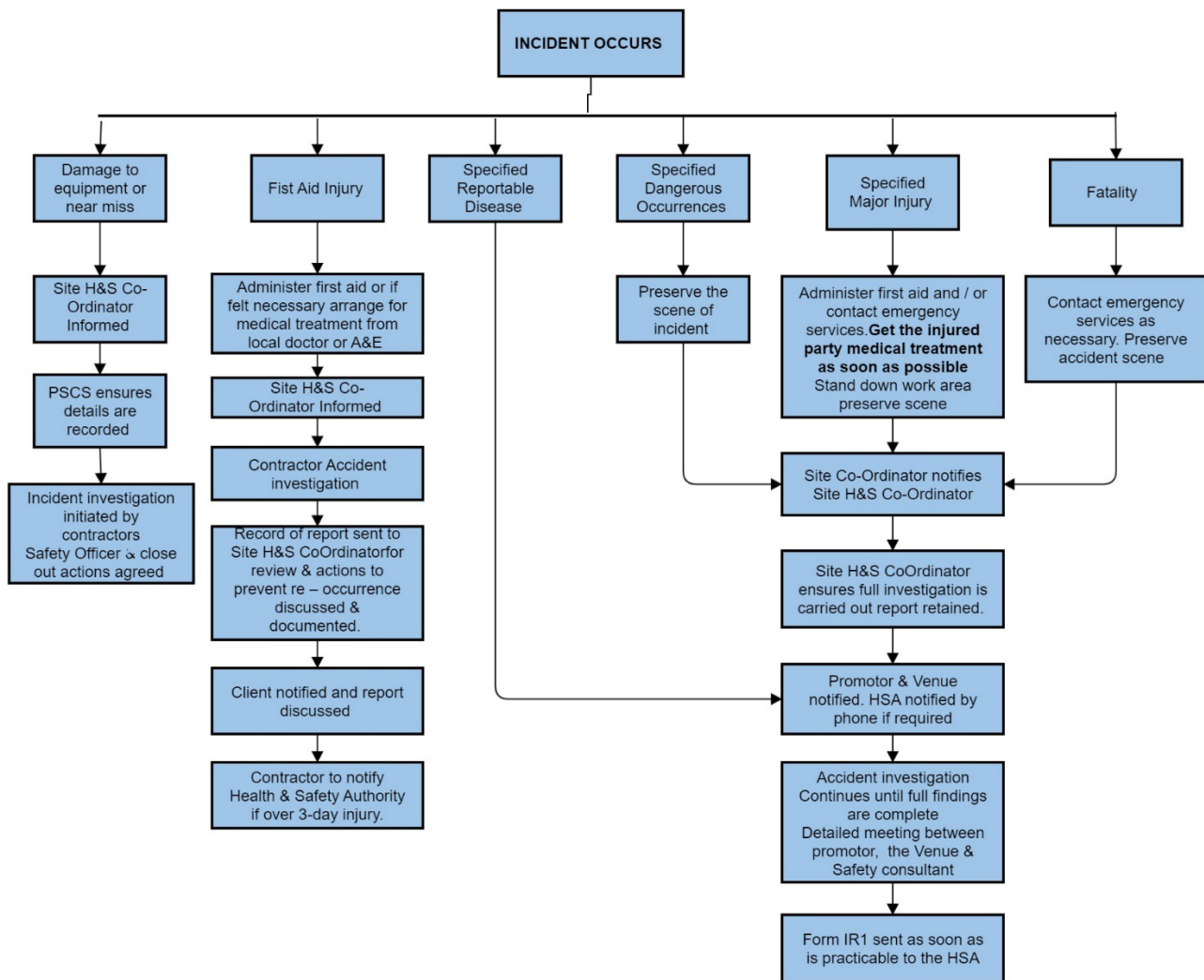
Refer to section 6 of this document.

5.10 ACCIDENT REPORTING PROCEDURES

Under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016) all employers are required to report fatal and non-fatal accidents, dangerous occurrences and injuries resulting in the injured party being unable to attend work or to carry out their normal duties for more than three consecutive days. For this reason, the following procedure have been adopted in relation to accident reporting procedures:

- All accidents, incidents, near misses and dangerous occurrences which occur onsite or occur as a direct result of activities onsite must be reported to the Event Safety Officer, H&S Co-ordinator and/or Site Manager(s), even if no medical attention is given. This includes accident or incidents involving visitors and delivery personnel.
- Any person discovering an accident should immediately raise an alarm verbally, through 2-way radios, or by mobile phone.
- In the event of an accident / dangerous occurrence, all personnel should assemble at their designated assembly point if a warning signal is given.
- Each contractor shall take a headcount of their own personnel and report to the H&S Co-ordinator when all personnel are accounted for.
- The H&S Co-ordinator will, as necessary, mobilise the emergency rescue services.
- The H&S Co-ordinator shall organise safe access / egress for emergency services to the scene of the accident / incident.
- If the emergency services are not required, the injured party should be seen by the site first aider who will assess the injured party's ability to return to work.
- Following an accident / incident, the contractor shall report to the Site Safety Co-Ordinator who will, where appropriate, issue an IR1 or IR3 form to the HSA.

See diagram below:



5.11 WELFARE AND FIRST AID

Welfare and first aid facility will be available onsite for the duration on the works period and also through the break down.

The following facilities shall be available on site for all workers:

- Toilets facilities with wash hand basins with hot and cold water
- Rest area with seating with back support
- First aid box
- Sufficient and suitable fire-fighting equipment

The organiser will provide a qualified occupational first-aider onsite.

5.12 BEHAVIOUR ON SITE

Offensive behaviour by any party will not be tolerated by GRC.

Offensive behaviour includes: All behaviour and language that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, disability, sexual orientation, transgender status of marital status and behaviour such as whistling, unsolicited remarks of a sexual nature and swearing.

5.13 CONSULTATION WITH WORKFORCE AND SITE SAFETY REPRESENTATIVES

The H&S Co-ordinator will consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed at the site

The contractors shall ensure consultation on the site with their employees, their safety representative, the Site Safety Co-ordinator with a view to promoting and developing measures for protecting safety, health and welfare of persons at work on the site.

5.14 NON-COMPLIANCE DISCIPLINARY PROCEDURES

A 3-strike disciplinary procedure shall be in place for workers. Details of the procedure can be found in Appendix C.

5.15 TRAFFIC AND PEDESTRIAN MANAGEMENT

Every effort, as far as is reasonably practicable, will be made to prevent cross over of pedestrian and vehicle traffic.

Barriers systems will be put in place to delineate vehicle and pedestrian pathways.

Adequate and clear signage will be erected to advise workers of traffic and pedestrian areas.

5.16 COMMUNICATION OF DOCUMENTATION TO CONTRACTORS

The H&S Co-ordinator shall issue the following documentation to contract staff:

- Site Safety and Health Plan
- Any relevant plans / layouts required to compete the works
- Site Safety Rules
- Site Induction Plan

5.17 PROJECT MEETING SCHEDULES

The following personnel are requested, where available, to attend site meetings where safety and health issues will be included on the agenda:

- H&S Safety Co-Ordinator
- Site Managers
- Contractor Representatives, as requested

The following personnel are requested to attend disciplinary meetings (Refer to Appendix C) where applicable:

- H&S Safety Co-Ordinator
- Worker under review
- Employer representative of the worker
- Any witnesses to the event

5.18 LEGAL AND OTHER REQUIREMENTS

The Project will be carried taking account at a minimum the following list of health and safety legislation.

- The Safety, Health and Welfare at Work Act 2005
- The Safety, Health and Welfare at Work (Construction) Regulations 2013
- The Safety, Health and Welfare at Work (General Application) Regulations 2007
- Code of Practice for safe use of Cranes

5.19 SITE HEALTH AND SAFETY RULES

To ensure that the highest standards of health and safety practices are maintained, the following site rules will apply and will be displayed in the site office for reference.

- No access to site without permission of the GRC
- Personal Protective Equipment (PPE) such as hard hats, hi-vis vests, ear protection, safety footwear, gloves, suitable clothes for the working environment, etc. to be worn when required. All contractors to supply their workers with any necessary Personal Protective Equipment.
- Hi-vis vests with company name and logo to be worn by all workers.
- Individuals are not to use lifting equipment of any description unless they have undergone the relevant training. In the case of mobile lifting equipment all persons wishing to use such equipment must first have demonstrated their competence to GRC Site Safety Co-ordinator or Project manager i.e. by production of a valid certificate of training.
- All lifting equipment to be accompanied by current certificate of inspection or be subject to a provable audit trail.
- Individuals are not to carry out duties or use equipment for which they have not been deemed competent to use and have received the relevant information, instruction and training to carry out such duties.
- All tools and equipment to be kept in good working order and only to be used for the purpose for which they were intended, any defects in tools or equipment should be reported to your supervisor immediately.
- All equipment and tools not in use must be safely and securely stored so that they may only be accessed by authorised persons and do not pose any danger to other workers or members of the public.
- All walkways, access points and emergency exits to be free from obstruction at all times.
- Individuals to be familiar with procedures to be followed in the event of an emergency or major incident.
- All incidents resulting in injury and any near misses or conditions that may be detrimental to the health, safety and welfare of any person to be reported to your supervisor as soon as reasonably practicable.
- Deliveries and collection to the site must follow a safe system of work specified by GRC.
- No reversing without a banksman of trucks, plant or machinery.
- Individuals who may be working at height must make full and proper use of any control measure such as a harness, fall arrestor, etc. as identified by an appropriate risk assessment.
- Exclusion zones to be established around areas where work at height is being carried out, or where overhead loads are being slung.

- Individuals found, or suspected to be, under the influence of alcohol or illegal drugs will be asked to leave the site.
- No smoking around flammable material. Smoking only permitted in designated area
- Each contractor is responsible for the supervision of their employees.
- Use of mobile phone while driving or operating plant and machinery is strictly prohibited.
- Site to be kept in in good order and in a satisfactory state of cleanliness.

All workers will be made aware that infringement of the site Health and Safety rules may lead to them being asked to leave the site.

5.20 PERSONAL PROTECTIVE EQUIPMENT

All persons, including visitors are required to wear appropriate PPE as required.

Minimum requirements of PPE on site are High visibility vests and steel capped footwear.

The following additional items of PPE should also be worn as appropriate:

- Hard hats
- Safety glasses/goggles
- Gloves appropriate to the task
- Ear defenders
- Harness for riggers
- Respiratory Protective Equipment (RPE)

Employees reporting to site without appropriate PPE will not be admitted on site. Failure to use PPE correctly will result in removal from site. A spare supply of PPE will be available at the site office for visitors.

Contractors and sub-contractors will be responsible for monitoring the wearing of PPE by their respective employees. GRC Safety Coordinator will monitor the wearing of PPE by all on site. All PPE must carry the CE mark and comply with relevant European standards and regulations.

5.21 CONTRACTORS APPOINTING SUB- CONTRACTORS

The organiser is responsible for ensuring competent workers are employed to carry out works onsite.

- All contractors and sub-contractors will be vetted using a pre-qualification to ensure competence prior to their start on site.
- A 'pre-commencement' meeting with appointed contractors to be held prior to commencing works.
- Site Safety Co-ordinator and Project manager to be made aware of all appointments of contractors and sub-contractors.
- Main contractor should ensure that all sub-contractors receive a copy of the Site Safety & Health Plan.
- Sub-contractors to provide the main contractor / Site Safety Co-ordinator with safety statements, risk assessment and method statements that are in compliance with S.19 and S.20 of the Safety, Health and Welfare at Work Act 2005.
- Consult with H&S Co-ordinator before commencement of works involving particular risk or

requiring site clearance.

5.22 SITE SPECIFIC SAFETY RULES

5.22.1 USE OF LADDERS / STEP LADDERS

Ladders can be used if, after assessing the risks, the use of more suitable work equipment is not justified because of the low risk and short duration.

Short duration is taken to be between 15 and 30 minutes depending upon the task.

Ladders can also be used for low risk work where there are features on the site that mean a ladder must be used.

5.23 DELIVERY OF MATERIAL TO SITE AND TRANSPORTATION OF MATERIALS ACROSS SITE

The contractor is to ensure that an adequate traffic management plan is prepared to cover deliveries, plant movement and management of materials to/from the designated site areas.

Delivery of materials, access to the works area etc. must be clearly planned and coordinated with GRC Site Manager.

5.24 PLANT, TOOLS AND EQUIPMENT

Contractors shall ensure that proper plant and equipment (hired or company owned) is used for each job and is maintained in a good and safe condition and comply with the regulations.

Only qualified and trained operatives shall be allowed operate plant and machinery. All personnel to be in possession of appropriate training accreditation.

All equipment, including hire equipment, must be inspected and tagged prior to commencement on site. In addition to this, periodical inspections must be carried out following any impact or damage.

Scaffolding should be inspected weekly and following any design modifications.

Records of inspections to be issued to Site Safety Co-ordinator, detailing type and model of equipment, means of identification, location, date of inspection, personnel who carried out the inspection, extent of inspection, any faults found and remedial measures if required.

Note 110v tools and equipment only – plant tools greater than 110v must only be used with prior permission of GRC Site Safety Co-ordinator and must be Portable Appliance Tested PAT.

Any works involving welding, cutting and abrasive tools, or compressed gasses shall be required to have a Risk Assessment / Method Statement from specialist contractors.

No person at work on site shall ride, and no person supervising a person at work on site shall require or permit another person to ride, on the buffer, step, running board or any other insecure position on any transport vehicle, earthmoving or materials-handling machinery.

5.25 VULNERABLE WORKERS

Consideration will be made to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 1 of Part 6 and other relevant legislation in relation to young persons at work as required.

6 EMERGENCY PROCEDURES

6.1 EMERGENCY CONTACTS

See appendix B for all contact Numbers.

6.2 EMERGENCY ARRANGEMENTS

The emergency arrangements on site shall be explained as part of the site induction. Details shall be posted in the Check-In Hut and distributed to all contractors.

In the event of an emergency, all workers are required to proceed immediately to the nearest fire assembly point and remain there until they have been accounted for and given permission to leave. No workers should stop to gather tools or leave the site without notice.

All visitors should be accompanied at all times and informed of the emergency procedure.

In the event of the emergency services being called to site, the H&S Co-Ordinator should make available the layout of the site and current fire exits/evacuation routes.

6.3 ACCIDENT PROCEDURE

Please see section accident reporting procedure in section 5.10

6.4 FIRE ACTION PLAN

The overall responsibility for the prevention of fire, rests with the organiser. Refer to Appendix D of this report for the fire action plan and procedures.

6.5 FIRE PREVENTION AND EVACUATION

Please refer to Appendix D of this report for fire prevention and evacuation.

APPENDIX A – DRAWINGS

APPENDIX B – CONTACT REGISTER

Role/Service	Name	Company	Contact number
Organiser	Galway Race Committee Trust		
Venue	Galway Racecourse		
Site Managers	Michael Moloney		0876797706
Site H&S Co-Ordinator	Michael Moloney		0876797706
First Aid	Annette Feerick	GRC	
	Paul Mahoney	GRC	
	Paul Shaughnessy	GRC	
	Gerry Broderick	GRC	
	Patrick Keary	GRC	

EMERGENCY SERVICES

Ambulance	National Ambulance Service Control Centre	112 / 999
Hospital		112 /999
Gardaí		112/ 999
Fire Brigade		112/999
Electricity	ESB networks	1800 372 999 1800 372 757
HSA	Health and Safety Authority	1890 289 389
Trained First Aiders	Annette Feerick Paul Mahoney Paul Shaughnessy Gerry Broderick Patrick Keary	

APPENDIX C – DISCIPLINARY ACTION PLAN

A strict non-compliance disciplinary code will be applied on the site. The code will involve a 3-strike disciplinary procedure and will apply to all workers and visitors to the site.

STAGE 1 – VERBAL WARNING

Any personnel seen to violate the H&S procedures outlined in this plan and/or their own method statements shall be given a Verbal Warning on their first transgression.

The verbal warning can be issued by the H&S Co-Ordinator, Site Managers, Contractor Crew Boss, GRC representatives.

Any verbal warning to personnel should be reported to the H&S Co-ordinator and logged in the Safety File

STAGE 2 – DISCIPLINARY MEETING

If another transgression by the same person is witnessed, the H&S Co-Ordinator will call a disciplinary meeting. The following personnel are requested to attend disciplinary meetings where applicable:

- H&S Safety Co-Ordinator
- Worker under review
- Employer representative of the worker
- Any witnesses to the event

The minutes of this disciplinary meeting should be logged in the safety file.

STAGE 3 – REMOVAL FROM SITE

On a third transgression, the person may be ejected from the site if found guilty following another disciplinary meeting

- H&S Safety Co-Ordinator
- Site Manager for the area the transgression occurred
- Worker under review
- Employer representative of the worker
- Any witnesses to the event

GROSS OR SERIOUS MISCONDUCT

Gross or serious misconduct will result in immediate action of Stage 3 of the disciplinary code and may result in dismissal from the site. Gross misconduct includes, but is not limited to

- Dereliction of duty
- Theft
- Intentional damage to property
- Assault or Violent behaviour
- Serious sexual harassment, harassment, bullying
- Serious breach of health and safety procedure

- Falsification of records
- Abuse of company policies/procedures

If a person on site is accused of serious misconduct there should firstly be a preliminary gathering of the facts without delay, followed by an invite of the accused to attend a disciplinary meeting. The person should be told he can bring a colleague or union representative to this meeting.

Note, if the accusation involves criminal activity, An Garda Síochána may be notified and asked to attend the meeting.

APPENDIX D – FIRE ACTION PLAN

Site specific fire arrangements shall be briefed to all workers through initial site induction.

All combustibles to be kept to a minimum.

The site shall be a no-smoking site, except for the designated areas.

Additional fire extinguishers will be supplied by GRC to cover temporary works. Extinguishers to be used and maintained during the works.

PROCEDURES

The H&S Co-Ordinator will establish a site procedure for dealing with a fire emergency that takes into account the hazard involved and any special features in the area. The procedure shall involve:

1. Sounding a warning alarm
2. Dealing with a fire
3. Closing down of operations
4. Evacuation of the area
5. Assembly at marshalling points and carrying out of roll calls
6. Location of missing persons

The Site H&S Co-Ordinator shall:

- Provide and maintain in good working order, suitable and sufficient fire-fighting equipment
- Establish safe and adequate fire assembly points
- Maintain means of safe access and egress from all areas at all times
- Liaise with the client to secure permanent fire-fighting equipment be brought into service as soon as possible
- Update fire plans as the project progresses and inform all relevant persons.
- Provide secure storage for any flammable liquids / materials / compressed gas

All contractors / sub-contractors shall:

- Comply with all relevant statutory requirements relating to fire prevention and directives issued by the H&S Co-Ordinator
- Use, where possible, non-flammable materials for temporary works
- Ensure safe systems of work are carried out on site
- Advise the main contractor of any flammable /hazardous materials brought to site
- Obtain approval from the H&S Co-ordinator or Site Manager before erection/alteration/adaption of any temporary facilities
- Liaise with the H&S Co-ordinator or Site Manager with regards storage of flammable liquids / materials / compressed gas
- Notify H&S Co-ordinator before commencing any hot works
- Examine at short intervals all hot work involving naked flames and sparks, both during the works and after the work has finished.

- Locate petrol/diesel equipment so that their exhausts are away from combustible materials. Shut off engines during re-fuelling.

The electrical sub-contractor appointed by the Organiser shall:

- Carry out regular inspections and tests on all electrical equipment and fittings

MEANS OF ESCAPE

- All workspaces must be designed and erected so that a safe route is always available to a place of safety.
- Emergency routes and exits will remain clear of obstruction and lead as directly as possible to a place of safety
- All works must be designed and erected to not compromise means of escape for staff and visitors
- Doors on escape routes fitted with self-closers must not be wedged open.
- Fire escape routes to remain unobstructed and illuminated at all times.
- The number, distribution and dimensions of emergency routes and exits must be adequate, taking into account the use, equipment and dimensions of the site and of the rooms and the maximum number of persons that may be present,
- Specific emergency routes and exits are indicated by signs in accordance with the relevant statutory provisions applying to safety and health signs at work
- Emergency routes and exits, and the traffic routes and doors giving access to them, will remain free from obstruction so that they can be used at any time without hindrance
- Emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in case the lighting fails.

FIRE FIGHTING

- All fire extinguishers shall conform to the requirements of IS 291 or other standard approved by the Site Safety Co-Ordinator.
- The GRC will arrange for adequate portable extinguishers of a suitable type to be available and maintained and tested.
- When works require naked flames, a portable fire extinguisher should be readily available. These works should not commence without notification to the H&S Co-Ordinator or Site Manager.

FIRE EMERGENCY PROTOCOL

In the event of the discovery of a fire, the nearest local fire alarm will be activated by the discoverer of the fire and the following procedures activated:

- All personnel within audible distance should immediately evacuate the area and report to the assembly point.
- The Production site office must be notified immediately either by way of telephone, 2 way radio or in person.
- The Production site office personnel will establish, where possible:

- The exact location of the fire
- The extent and nature of the fire
- Whether there are any casualties
- The evacuation status
- Whether the fire can be extinguished by local means or if the emergency services are required
- If it is reasonably safe to do so, an attempt may be made to extinguish the fire by trained personnel using the nearest appropriate fire extinguishers
- Upon hearing the sirens/bells –
- All hot work should be stopped and flames extinguished
- All machinery, vehicles to be switched off
- All machinery blocking access routes to be moved to facilitate access by emergency services
- All personnel to proceed to assembly points where each supervisor will confirm the attendance of their workers and report to site safety officer
- If the emergency services are required, office personnel should immediately:
 - Activate the fire alarm
 - Contact the emergency services
 - Ensure all areas are evacuated by way of sweeps
 - Ensure all site personnel are at assembly points – a name call should be carried out at this point using the site check-in register
- The H&S Co-Ordinator shall liaise with the emergency services upon arrival. They should arrange for emergency services to be met at the gate to brief the officer in charge, issue them with copies of floor plans, and guide them to the incident.
- If, after an assessment of the situation has been made, a complete evacuation of the site is warranted, this will be authorized by the Site Manager and the warning system for evacuation should be activated.
- No personnel will be readmitted to site until the emergency services have given the 'all clear'.
- A thorough investigation into the cause of the fire will be carried out by the GRC and the Safety Officer in conjunction with the emergency services.

APPENDIX E – INCIDENT REPORT FORM

SECTION A: GENERAL INCIDENT DETAILS	
Event Name	
Date of the incident	
Time of the incident	
Location	
Specific Location	
Has the accident been reported	

SECTION B: PERSON AFFECTED DETAILS	
First name	
Surname	
Date of birth	
Gender (if relevant)	
Address	

SECTION C: STATUS OF AFFECTED PERSON	
Event Crew	
Concession Staff	
Attendee	
General Public (Non- Event)	
Other	

SECTION D: WITNESS DETAILS	
First name	
Surname	
Date of birth	
Address	

SECTION E: DESCRIPTION OF THE INCIDENT

SECTION F: CIRCUMSTANCES OF THE INCIDENT
<i>[Lighting, Ground condition, Weather, intoxicants taken, the work/activity being carried out when the accident occurred, the equipment in use (if any)]</i>

SECTION G: IMMEDIATE ACTIONS

SECTION H: WITNESS STATEMENT	

SECTION I: TYPE OF INCIDENT	
	TICK
Injured/Damaged by a person	
Struck by/contact with	
Caught in/Under	
Slip/Trip/Fall	
Sharps	
Road Traffic Accident/Crash	
Exposure to substances/envirolements	
Manual Handling	
Property Damage	
Near miss/Good Catch	

SECTION J: SUSPECTED TYPE OF INJURY			
	TICK		TICK
Fatality		Frostbite	
Bruise		Injury not ascertained	
Concussion		Trauma	
Internal Injury		Occupational disease	
Abrasion, graze		Other (Please specify)	
Fracture			
Sprain			
Torn Ligaments			
Burns			
Scalds			

SECTION K: PART OF BODY INJURY	
	TICK
Head (except eyes)	
Eyes	
Face	
Neck	
Back	
Spine	
Chest, abdomen	
Shoulder	
Upper arm	
Elbow	
Lower arm, wrist	
Hand	
Finger (one or more)	
Hip joint, kneecap	
Knee joint	
Lower leg	
Ankle	
Foot	
Toe (one or more)	
Multiple injuries	
Trauma shock	
Other (Please specify)	

SECTION L: PROPERTY DAMAGE	
	TICK
Vehicle Damage	
Plant and Machinery damage	
Venue Damage	
Residential Property Damage	
Public Property Damage	

SECTION M: MEDICAL TREATMENT	
	TICK
Yes	
Not required / refused	

SECTION N: RESULT	
	TICK
Transfer to Hospital	
Returned to the event	
Returned to work	
Left site unaccompanied	

SECTION O: ANTICIPATED ABSENCE	
	TICK
1-4 days	
4-7 days	
8-14 days	
More than 14 days	
None i.e. no anticipated absence resulting from the accident and incident	