



**Firkin Crane**  
THE HOME OF DANCE

# **FIRKIN CRANE CLG SAFETY STATEMENT**

Updated 06/03/17

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# **SECTION 1 HEALTH AND SAFETY POLICY**

## **1.0 HEALTH AND SAFETY POLICY**

We of Firkin Crane are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practical, that:

- Work activities are managed so as to ensure the safety, health and welfare of our employees
- The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually
- Identified protective and preventative measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required

## **BUSINESS/COMPANY INFORMATION**

Company Name	Firkin Crane CLG
Company Address	John Redmond Street, Shandon, Cork
CRO Number	113664
Managing Director	Paul McCarthy
Phone Number	021 4507487
Email	paul@firkincrane.ie
Website	www.firkincrane.ie

## **SECTION 2 SAFETY ARRANGEMENTS**

### **2.0 ROLES AND RESPONSIBILITIES**

#### **EMPLOYER'S RESPONSIBILITIES INCLUDE:**

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken)

#### **EMPLOYEE'S RESPONSIBILITIES INCLUDE:**

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others
- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health or welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare

## **2.0.1 PERSONS RESPONSIBLE FOR PERFORMING TASKS**

- We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- We shall record details in Form 1.5 – Responsible Persons Task Register in Appendix 1
- We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively

## **2.1 COMPETENCE AND TRAINING REQUIREMENTS**

Competence is determined by knowledge, training and experience, and, as an employer I/we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, my/our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of fire equipment
- Induction training
- Machine-specific training

We shall record details of training in relation to specific tasks, such as those listed below, in Form 1.3 Training Register in Appendix 1

### **2.1.1 INDUCTION TRAINING**

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements

When inductions have been completed, then we shall complete Form 1.1 Induction Register in Appendix 1. Typical topics which are discussed at induction are also covered in Form 1.2 Typical Induction Topics in Appendix 1

## **2.2 CONSULTATION AND PARTICIPATION**

We will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced

- When new substances or materials are introduced

Furthermore, should any of our employees raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised

## **2.3 THE SAFETY REPRESENTATIVE**

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task

The functions of our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace. Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is: TIM FEEHILY

## **2.4 CONTRACTORS' RESPONSIBILITIES**

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own Safety statement Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at our workplace.

**FURTHER INFORMATION:** To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my/our workplace.

Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work

## **2.5 VISITORS**

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, are required to identify themselves to an employee and be escorted to the designated assembly point

## **2.6 ACCIDENT REPORTING AND INVESTIGATION**

- Ensure details of the accident are recorded
- Promptly investigate the accident so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence
- Ensure that accidents are reported to the Health & Safety Authority on the Form of Notice Accident (IR1) where:
  - Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue their normal duties
  - Members of the public are injured by a workplace activity and require medical treatment
  - A fatal accident has occurred

## **2.7 EMERGENCY PROCEDURE**

### **FIRE AND EVACUATION**

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation of drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off. Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who became aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:
  - GO IMMEDIATELY TO THE NEAREST EXIT
  - DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
  - DO NOT STOP TO COLLECT PERSONAL ITEMS
  - GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
  - DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES

## **2.9 PERSONAL PROTECTIVE EQUIPMENT**

We will ensure that:

- Adequate and suitable Personal protective equipment (PPE) is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- PPE is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in my/our risk assessments will be used
- We will record details of the supply and training in the use of PPE as required using Form 1.4 PPE Register in Appendix 1

We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform me/us of any medical conditions they have that may be affected by the use of the PPE provided to them

## **2.10 PREGNANCY AT WORK**

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising to that employee from the work and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of medical certificate, we will carry out the following:

- Make sure that a specific risk assessment for that employee is undertaken, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then: Adjust the working conditions or hours of work or both; or
- If this is not possible, provide alternative work; or
- If this is not possible, grant the employee health and safety leave
- We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed
- Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out pregnancy-at-work risk assessments

## **2.11 YOUNG PERSONS**

We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age.

We will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:
  - Their lack of experience, maturity or awareness of risk

- Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
- The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for the young persons
- Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out young persons at work risk assessments

## **2.12 WORK RELATED STRESS AND DIGNITY AT WORK**

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behaviour by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work