

# **ALL STAR FURNITURE & PARTY** **HIRE LTD**

## ***SAFETY STATEMENT***

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# **ALL STAR FURNITURE & PARTY HIRE** **LTD**

**GARRYHUBBOCK  
SCREEN  
ENNISCORTHY  
Co. WEXFORD**

## **SAFETY STATEMENT**

**THIS SAFETY STATEMENT IS MANAGEMENT'S PROGRAMME IN  
WRITING, FOR SAFEGUARDING SAFETY AND HEALTH IN THE  
WORKPLACE.**

**IT IS A TRAINING MANUAL AND A REFERENCE GUIDE.**

This Safety Statement was prepared for All Star Furniture & Party Hire Ltd by:



1 Avondale Drive, Wexford. 053 9124751 email [shss@eircom.net](mailto:shss@eircom.net)

# ALL STAR FURNITURE & PARTY HIRE LTD

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**ALL STAR FURNITURE & PARTY HIRE**  
**LTD**

**SAFETY STATEMENT**

**SECTION 1**

**SAFETY POLICY AND ORGANISATION**

# ALL STAR FURNITURE & PARTY HIRE LTD

## DECLARATION OF SIGHT

Subject: <b>Declaration of Sight</b>	Section: 1.1.1	Page: 1 of 1
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### Managing Director

I am aware of the contents of this safety statement and understand my duties and responsibilities regarding health and safety, as the Managing Director I understand the duties of the employees reporting to me, which are outlined under Section 13 & 14 of the Safety Health and Welfare at Work Act 2005 and contained within section 1.4 of this Safety Statement.

Signed: \_\_\_\_\_  
**Liam O'Connor**

Date: \_\_\_\_\_

# ALL STAR FURNITURE & PARTY HIRE LTD

## DECLARATION OF SIGHT

Subject: <b>Declaration of Sight</b>	Section: 1.1.2	Page: 1 of 1
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### Employees

As a part time employee of All Star Furniture & Party Hire Ltd, I am aware of the contents of this safety statement and understand my duties as an employee as outlined under Section 13 & 14 of the *Safety Health and Welfare at Work Act 2005* and contained within section 1.4 of this safety Statement. I will comply with Health and Safety Legislation and company health and safety requirements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# ALL STAR FURNITURE & PARTY HIRE LTD

## GENERAL DETAILS

Subject: <b>General Details</b>	Section: 1.2	Page: 1 of 1
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Name of Company: **All Star Furniture & Party Hire Ltd**

Address: **Garryhubbock,  
Screen,  
Enniscorthy,  
Co. Wexford.**

Business Activity: **Sale, hire and erection of event furniture,  
marquee's and fun play equipment**

**Name / Tel No. of:**

Company: **(053) 9177991 / (086) 4049313**

email.: **www.allstarhire.ie**

Garda Station: **Wexford – (053) 9165200**

Nearest Hospital: **Wexford - 112 / 999 / 053 9153000**

Ambulance Telephone No.: **112 / 999.**

Nearest Doctor:

Fire Brigade: **112 / 999**

Managing Director: **Liam O'Connor – (086) 4049313**

# ALL STAR FURNITURE & PARTY HIRE LTD

## GENERAL POLICY

Subject: <b>General Policy</b>	Section: 1.3	Page: 1 of 1
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It is the general policy of All Star Furniture & Party Hire Ltd to do all that is reasonably practicable to protect its employees, contractors, clients and others from foreseeable work hazards, workplace accidents and ill health at work. All Star Furniture & Party Hire Ltd will do all that is practicable to ensure its hired equipment is left with its client in a safe and serviceable condition. All Star Furniture & Party Hire Ltd recognises its duties under the *Safety, Health and Welfare at Work Act 2005* and will comply with current legislation.

In particular the company will:

- Provide, manage and maintain safe workplaces, safe working conditions and vehicles as appropriate.
- Carry out assessments of the workplaces with our clients and employees who work for the company.
- Provide instruction, information, training and supervision in a form, manner and as appropriate a language that is reasonably likely to be understood by All Star Furniture & Party Hire Ltd employees.
- Provide suitable Personal Protective Equipment where necessary.
- Provide adequate resources to fulfil the company policy.

All Star Furniture & Party Hire Ltd will ensure that legal requirements are complied with under the following legislation:

- *Safety, Health and Welfare at Work Act 2005*
- *Safety, Health and Welfare at Work (General Application) Regulations 2007*
- *Safety, Health and Welfare at Work (General Application) Regulations 1993 – Part X*
- *Fire Services Act 1981 & 2003.*
- *Safety, Health and Welfare at Work (Construction) Regulations 2006 where applicable.*

All Star Furniture & Party Hire Ltd cannot fulfil this policy without the support of all employees, in addition; employees have a duty under the *Safety, Health and Welfare at Work Act 2005, Section 13 & 14.*

In particular employees must:

- Take reasonable care of their own safety and the safety of any other persons that may be affected by their own acts or omissions whilst working for All Star Furniture & Party Hire Ltd.
- Adhering to All Star Furniture & Party Hire Ltd safety rules.
- Using Personal Protective Equipment as provided.
- Reporting any accidents or dangerous incidents. Or reporting any hazards that may cause harm or injury to them or other persons.

Signed: \_\_\_\_\_ Managing Director  
**Liam O'Connor**

Date: \_\_\_\_\_

# ALL STAR FURNITURE & PARTY HIRE LTD

## RESPONSIBILITIES

Subject: <b>Organisational Chart</b>	Section: 1.4	Page: 1 of 4
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# ALL STAR FURNITURE & PARTY HIRE LTD

## RESPONSIBILITIES

Subject: <b>Managing Director</b>	Section: 1.4	Page: 2 of 4
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All Star Furniture & Party Hire Ltd has responsibilities under *the Safety, Health and Welfare at Work Act 2005, Safety Health and Welfare at Work (General Application) Regulations 2007.*

The following are the company's responsibilities:

- To ensure all employees understand All Star Furniture & Party Hire Ltd Health and Safety Policy and Safety Rules.
- Be familiar with the company's Safety Statement.
- Provide, training, instruction and information to employees.
- Provide adequate supervision as necessary.
- Provide awareness of emergency plans and procedures for employees.
- Ensure good housekeeping standards are adhered to on all sites and including vehicles used by the company.
- Ensure regular safety inspections are carried out in all areas and on all company equipment.
- Ensuring vehicles are kept in a safe and roadworthy condition.
- Completing accident / incident investigations and documenting all results and informing the Authorities if an employee is absent for more than three consecutive days.
- Provide PPE to company employees as appropriate.
- Ensure disciplinary procedures are followed if safety rules are broken.
- Set personal examples.
- Carrying out Health Surveillance of employees.

In addition to the above the Managing Director must:

- Provide resources for Health and Safety Matters
- Ensure policies and procedures are reviewed annually.
- Ensure provision, maintenance and management of safe workplaces and safe systems of work.

Signed: \_\_\_\_\_ Managing Director  
**Liam O'Connor**

Date: \_\_\_\_\_

# ALL STAR FURNITURE & PARTY HIRE LTD

## RESPONSIBILITIES

Subject:	<b>Employees</b>	Section:	1.4	Page:	3 of 4
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All employees are reminded that they have specific statutory responsibilities under Section 13 and 14 of the *Safety, Health and Welfare at Work Act 2005* as follows:-

13. An employee shall, while at work-

- (a) Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare or any other person who may be affected by the employee's acts or omissions at work.
- (b) Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- (c) If reasonably required by his or her employer, submit to any appropriate, reasonably and proportionate tests by a competent person as may be prescribed.
- (d) Co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate.
- (e) Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
- (f) Attend such training as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employer.
- (g) Having regard to his or her training and the instructions given by his or her employer make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment.
- (h) Report to his or her employer or to any other appropriate person, as soon as practicable:-
  - i. Any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person.
  - ii. Any defect in the place of work, systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person,
  - iii. Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

14. A person shall not intentionally, recklessly or without reasonable cause-

- (a) Interfere 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
- (b) Place at risk the safety, health or welfare of persons in connection with work activities.

# ALL STAR FURNITURE & PARTY HIRE LTD

## RESPONSIBILITIES

Subject: <b>Employees</b>	Section: 1.4	Page: 4 of 4
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### SUMMARY

- Not to be under the influence of an intoxicant so far as to endanger themselves or others.
- Comply with Health and Safety legislation.
- Attend training and undergo assessment as may be required.
- Co- operate with the employer or other persons.
- Not to engage in improper conduct / behaviour that is likely to endanger the Health and Safety of themselves or that of others.
- Making correct use of and having regard for training and instructions given for articles and substances, including PPE supplied to protect them from injury or ill health at work.
- Report defects of vehicles or equipment as soon as possible to Liam O'Connor.

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFETY PROVISIONS

Subject: <b>Provisions</b>	Section: 1.5	Page: 1 of 5
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### **1.5.1 Safe Working Times / Hours**

The normal times for the company are day working times, which comply with the Organisation of Working Time Act 1997 and Regulation (EC) No. 561/2006. However, All Star Furniture & Party Hire Ltd recognises that should times differ, e.g. night work or shift work the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 6 Chapter 3 – Night Work and Shift Work* would be implemented, along with complying with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 6 Chapter 2 – Protection of Pregnant, Post Natal or Breastfeeding Employees* should any female employee become pregnant and advise Liam O'Connor of her pregnancy.

### **1.5.2 Employment of Young Persons**

All Star Furniture & Party Hire Ltd recognises its duty under the *Safety, Health and Welfare at Work Act 2005, Protection of Young Persons (Employment) Act 1996 (No 16 of 1996)*, and the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 6 Chapter 1 – Protection of Children and Young Persons* and will carry out relevant assessments should any person under the age of 18 years be employed by All Star Furniture & Party Hire Ltd.

### **1.5.3 Welfare Facilities**

All Star Furniture & Party Hire Ltd is committed to meeting the requirements of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 1 – Workplace* and providing suitable rest, sanitary and refreshment facilities where reasonably practicable.

### **1.5.4 Identification of Hazards**

All Star Furniture & Party Hire Ltd recognises its duty under the *Safety, Health and Welfare at Work Act 2005* to identify hazards, assess the risks presented by those hazards and implement relevant control measures to safeguard its employees and others.

Liam O'Connor – Managing Director, will have the responsibility to ensure inspections / audits are conducted. The safety audits will be carried out on the assembly aspects of the company's operations and will take into account some of the following potential hazards:

- Access / egress of vehicles, yard and clients site,
- Manual Handling operation and posture,
- Use of Personal Protective Equipment,
- Systems of work,
- Transport.
- First Aid,
- Fire and Emergency evacuation equipment and procedures

Where necessary All Star Furniture & Party Hire Ltd will employ the services of external consultants or organisations with expertise in Safety, Health and Welfare matters, to supplement the audits.

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFETY PROVISIONS

Subject: <b>Provisions</b>	Section: 1.5	Page: 2 of 5
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### 1.5.5 Safety Training and Instruction

All employees of All Star Furniture & Party Hire Ltd will receive induction training to ensure that they fully understand the hazards of the workplace, what safety precautions and emergency procedures are in place, what is required from them and what provisions are in place.

All Star Furniture & Party Hire Ltd recognises that even with the best work arrangements people may still require clearly defined safety procedures and instructions. For that reason there is substantial commitment by All Star Furniture & Party Hire Ltd to identify safety and operational training needs for carrying out that training and to measure the competence of participants, where practical certification or competency assessments will be completed.

A strong emphasis will be placed on safety and health aspects during all training programmes. Information, instruction and training programmes will be conducted in a form, manner and as appropriate, a language that All Star Furniture & Party Hire Ltd employees are reasonably likely to understand in accordance with the *Safety, Health and Welfare at Work Act 2005*.

### 1.5.6 Safe Working Systems

All Star Furniture & Party Hire Ltd recognises its duty to provide safe systems of work for all employees and ensure tasks are within the competence and capabilities of the employees. Any system of work will be designed with that purpose in mind. From time to time some operations may give rise to risks, which can only be controlled by information, training and adherence to proper procedures. The training provided to employees will identify the areas where care and skill must be exercised particularly in loading / unloading equipment for site, preparing site and setting up equipment on site.

**Liam O'Connor** is responsible for safe work systems and will develop and keep these systems and Work Practices under review.

### 1.5.7 Personal Protective Equipment

All Star Furniture & Party Hire Ltd recognises its responsibilities for the provision of Personal Protective Equipment under the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 3 – Personal Protective Equipment* and will provide free of charge suitable personal protective equipment and appropriate storage facilities where applicable.

### 1.5.8 First Aid

All Star Furniture & Party Hire Ltd will make first aid provisions in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 7 Chapter 2 – First Aid* by providing first aid kits which are suitably marked and are located within the company vehicle. The contents of the First Aid kits will be checked and replenished on a regular basis by **Liam O'Connor**. The contents of the box should be displayed on or within the First Aid Kit.

Each first aid travel kit should contain a minimum contents of:

12	Adhesive Plasters	8	Individually Wrapped Wipes
2	Individually Wrapped Triangular Bandages	1	Paramedic Shears
2	Safety Pins	1	Pr Latex Gloves
1	Large Individually Wrapped Sterile Unmedicated Wound Dressing (approx. 13x9 cms)	1	Pr Tweezers
		1	300 ml Sterile Water



# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFETY PROVISIONS

Subject: <b>Provisions</b>	Section: 1.5	Page: 3 of 5
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### **1.5.9 Manual Handling**

It is the policy of All Star Furniture & Party Hire Ltd to ensure that no person will be expected to lift, move, push, pull or transport a load that would be likely to cause harm or injury to that person. Furthermore All Star Furniture & Party Hire Ltd will minimise the risk of injury to employees by complying with the *Safety Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 4 - Manual Handling of Loads* by carrying out assessments, eliminating or reducing the need for Manual Handling by mechanical or administrative means and training its employees in the principles of Manual Handling.

### **1.5.10 Emergency Plans**

All personnel will acquaint themselves with the Fire and Emergency Plans on appropriate client's premises.

It will be part of All Star Furniture & Party Hire Ltd personnels task to take an active role in clients Fire and Emergency Plans as appropriate..

Liam O'Connor will ensure access to emergency exit routes and fire-fighting equipment is kept clear at all times.

In the event of of a fire or other emergency, the emergency telephone numbers are **112** or **999** these and other emergency numbers are located in section **1.2** of this safety statement.

All Star Furniture & Party Hire Ltd employees will be trained in fire and emergency procedures.

All Star Furniture & Party Hire Ltd storage areas and vehicles are equipped with fire extinguishing equipment, this is inspected periodically.

The fire action on discovering a fire within any premises is as follows:

- Raise the alarm by activating the nearest break glass unit or shouting "Fire, Fire, Fire" there is a fire in the building.
- Phone the Fire Brigade / emergency service by dialling 112 / 999.
- Evacuate the area, and ensure others have evacuated.
- If vehicle is close to the fire or the fire may spread towards the vehicle, move the vehicle to a safe distance if safe to do so.
- Attempt to extinguish the fire, if you are competent enough to do so and without taking any risks.
- Inform other persons in close proximity.
- Proceed to an assembly point as appropriate.
- Remain at the assembly point or the safe distance until informed by the emergency services that it is safe to re-enter the area.

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFETY PROVISIONS

Subject: <b>Provisions</b>	Section: 1.5	Page: 4 of 5
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### **1.5.11 Accident Investigation**

In the event of an accident All Star Furniture & Party Hire Ltd will fully investigate the accident and should the accident result in an employee being absent for more than three consecutive days Liam O'Connor is responsible for ensuring the Health and Safety Authority has been informed of the accident in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 1993 Part X: Notification of Accidents and Dangerous Occurrences (S.I No. 44 of 1993)*.

In the event of an accident **Liam O'Connor** or other nominated person should take charge of the incident as follows:

1. Observe accident location and status of injured person.
2. If there is a risk of further injury, move person / persons to safety.
3. Call for immediate medical assistance or emergency services.
4. In the event of a road accident call the Garda.
5. Ensure first aid etc is administered as required by a competent person.
6. Should an ambulance or other services be required, ensure the exact location is given and that a clear access is made as close as possible to the injured person.
7. Notify Liam O'Connor.
8. Establish location of hospital and appoint a suitable person to travel with the injured person.
9. Notify the family of the injured person / persons and if required arrange transport for them to hospital.
10. Gather all information immediately regarding the accident and what led up to it.
11. Obtain witness statements; write them down as they are given.
12. Complete the accident report book / log and report forms and forward them to Liam O'Connor.
13. Take sketches / photographs / measurements etc of the area where the accident occurred.
14. In the event of a serious accident / fatality, which requires the Health and Safety Authority to inspect the site location of the accident, leave the area intact and seal it off.

### **1.5.12 Employee Consultation**

All Star Furniture & Party Hire Ltd is committed to meeting its obligations under *Part 4* of the *Safety, Health and Welfare at Work Act 2005* concerning safety consultation, a Safety, Health and Welfare team meeting, consisting of Liam O'Connor and other persons as required will be held at annually or as often as appropriate, to discuss and review Health and Safety aspects of the company's operations.

### **1.5.13 Electrical Safety**

All Star Furniture & Party Hire Ltd recognises electricity and electrical equipment can be hazardous to health if not constructed, installed, maintained, protected and used correctly.

All Star Furniture & Party Hire Ltd recognises its responsibilities under the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 3 – Electricity* and commits itself to comply with these regulations. All electrical installations and maintenance must be carried out by competent electricians. Regular electrical checks will be carried out on any electrical portable equipment and tools.

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFETY PROVISIONS

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### **1.5.14 Noise**

Noise is not normally an issue within the hire and sale of event equipment business however should noise become an issue due to locations. All Star Furniture & Party Hire Ltd recognises The *Safety, Health and Welfare at Work Act, 2005* places a general duty of care on employers to provide systems of work that are so far as is reasonably practicable, safe and without risk to health. In addition to this, the company recognises its obligations under the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 5 Chapter 1 – Control of Noise at Work*. It is the policy of All Star Furniture & Party Hire Ltd to comply with these legislative requirements and reduce the risk of noise and possible hearing loss of its employees to a minimum.

### **1.5.15 Monitoring and Revision of Safety Statement**

All Star Furniture & Party Hire Ltd recognises its duties under the *Safety, Health and Welfare at Work Act 2005* to review the safety statement where there have been significant changes, or another reason to believe that the safety statement is no longer valid or risks have changed.

### **1.5.16 Contractors / Sub Contractors / Self Employed Persons**

Contractors / sub contractors / self employed persons employed by All Star Furniture & Party Hire Ltd or operating with All Star Furniture & Party Hire Ltd on premises controlled by All Star Furniture & Party Hire Ltd are bound by the following rules:

1. They are obliged to observe All Star Furniture & Party Hire Ltd safety rules and any instructions given by personnel who enforce the company's Safety Statement. Contractors / sub contractors / self employed persons will be given a copy of the rules / Safety Statement prior to commencing work.
2. Contractors / sub contractors / self employed persons must not commence work until the relevant safety rules are read, understood and accepted.
3. They must not work unless covered by adequate employers and public liability insurance. Contractors / sub contractors / self employed persons Insurance Policies must be submitted to Liam O'Connor for examination prior to work commencing to ensure they conform to All Star Furniture & Party Hire Ltd requirements.
4. If they are transporting equipment for All Star Furniture & Party Hire Ltd, they must have current driving licence, vehicle insurance and the vehicle must be road worthy.
5. They should not enter areas they are not authorised to visit.

**ALL STAR FURNITURE & PARTY HIRE**  
**LTD**

**SAFETY STATEMENT**

**SECTION 2**

**HAZARDS AND CONTROL MEASURES**

# ALL STAR FURNITURE & PARTY HIRE LTD

## HAZARDS AND CONTROL MEASURES

Subject: <b>General</b>	Section: 2.1	Page: 1 of 9
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The Methodology for the following Risk Assessments is based on the combination of the Likelihood and Severity associated with each identified hazard, combined with experience, industry norms best practice and guide lines from e.g. HSA and HSE.

**Hazard** – Is taken to mean “anything that can cause harm” i.e. source, situation, or act with a potential for harm in terms of human injury or ill health or a combination of both.

**Risk** – Is “the chance, great or small, that someone will be harmed by the hazard”

**Likelihood** – Is the possibility of the accident / incident occurring.

- Improbable
- Possible
- Probable
- Likely

**Severity** – Is the possible outcome of an accident / incident, e.g. broken limb, explosion.

- Negligible
- Minor
- Moderate
- Major

**Risk Rating** - Is the combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure.

- **Low** – The possibility of injury or material loss is unlikely, although conceivable
- **Medium (Med)** – The possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable
- **High** – The possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss

Taking into account the constraints of time and resources, every effort has been made to identify the existing and potential hazards and risks and recommend possible control measures to reduce these risks. It does not imply however that all hazards and risks were identified and under control. Ongoing Risk Assessments should be carried out including regular workplace audits with any additional hazards, risks and control measures to be included within this Safety Statement.

This Hazard and Risk Assessment is to be advisory and the final decisions must be made by the company management.


# ALL STAR FURNITURE & PARTY HIRE LTD

## HAZARDS AND CONTROL MEASURES

Subject: <b>General</b>		Section: 2.1	Page: 2 of 9	
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Hazard and Risk	Risk Rating Before	Control Measures	Risk Rating After	Responsibility for Control Measures
<p>General hazards which may cause risks to personnel or property within All Star Furniture &amp; Party Hire Ltd activities has been identified as:</p> <ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Housekeeping</li> <li>• Fire</li> <li>• Material Storage</li> <li>• PPE</li> <li>• Hand Tools</li> <li>• Electrical</li> <li>• Stress</li> <li>• Bullying &amp; Harassment</li> </ul>				

# ALL STAR FURNITURE & PARTY HIRE LTD

## HAZARDS AND CONTROL MEASURES

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Hazard and Risk	Risk Rating Before	Control Measures	Risk Rating After	Responsibility for Control Measures
<p><u>Manual Handling</u></p> <p>Employees of All Star Furniture &amp; Party Hire Ltd will be involved in some manual lifting and handling as part of their daily working duties.</p> <p>The risks of injuries include musculoskeletal disorders as well as foot injuries from falling loads.</p> <p>Persons at risk – All Personnel</p>	Med	<ul style="list-style-type: none"> <li>It is the policy of All Star Furniture &amp; Party Hire Ltd to ensure that no person will be expected to push, pull, lift or move a load that would be likely to cause harm or injury to that person. Furthermore All Star Furniture &amp; Party Hire Ltd will minimise the risk of injury to employees by complying with the <i>Safety Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 4 - Manual Handling of Loads</i> and provide mechanical aids and training where appropriate.</li> <li>Mechanical lifting / carrying equipment are available within the company. These must be utilised, in preference to manual handling, in any situation where it is feasible to do so. If this is not possible, then consideration must be given to the load and whether additional help is required.</li> <li>All Star Furniture &amp; Party Hire Ltd will hire in lifting equipment e.g. forklift truck or other lifting device where appropriate.</li> <li>Activities requiring manual handling are carried out by 2 or more personnel.</li> <li>Transport trolleys are used to reduce manual handling when moving equipment in storage and on site</li> <li>Every employee must be familiar with and use the correct lifting techniques. These are summarised in the Manual Handling Safe Work Sheet contained within section 3.1.1 of this safety statement.</li> <li>Training will be given to employees in appropriate manual handling techniques where applicable. Such instruction has the aim of - Minimising the risks, to reduce the effort and to show how it can be done more effectively.</li> <li>Management will be alert to poor practices in manual handling and will remind personnel of the correct techniques where necessary.</li> <li>Having each employee ensure that the working environment is maintained in a safe condition can further reduce the risks of injury from manual handling.</li> <li>All personnel are reminded to wear the appropriate personal protective clothing as the need arises when carrying out manual handling duties.</li> <li>Exercise correct manual handling techniques when pushing or pulling e.g. dragging, pulling trolleys, equipment or loading / unloading vehicles.</li> </ul> <div style="text-align: center; margin-top: 10px;">  <p><u>Equipment transport trolleys to be used in preference to carrying</u></p> </div>	Low	<p>Managing Director All Persons</p>

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<p><u>Housekeeping</u></p> <p>Housekeeping can be a hazard if neglected</p> <p>The risk of injury associated with slips, trips and falls exists within all areas of operation.</p> <p>The risk of fire from poor housekeeping exists in all areas.</p> <p>Failure to maintain standards of cleanliness and tidiness is the cause of a large number of unnecessary accidents. Attention to good housekeeping practice should not only reduce accidents and fire hazards but also conserve space, time, material and effort. It promotes good working conditions for everyone within the company.</p> <p>These risks can be reduced by observations and compliance with the measures set out in Control Measures and in the specific sections of this Safety Statement.</p> <p>Persons at risk – All persons</p>	Med	<ul style="list-style-type: none"> <li>A high standard of housekeeping is required throughout the storage premises and customers site, a <i>"Clean as You Go"</i> will be the policy in all areas.</li> <li>Ensure your work area is kept clean and tidy.</li> <li>Waste containers must be used and emptied regularly.</li> <li>Keep walkways clear of obstructions at all times.</li> <li>Do not let materials and equipment project into walkways.</li> <li>Keep loose electrical cables clear of aisles and work areas.</li> <li>Clean up spillages immediately (Specific procedures must be followed for dealing with chemical or flammable material spills).</li> <li>Do not place objects where they may fall.</li> <li>Use storage guards to prevent material falling or being stacked dangerously.</li> <li>Use bar rack storage for in house storage and pipe bar truck for moving girders and cross pieces on site to reduce handling and storage risks.</li> <li>Store all items in their proper place.</li> <li>Ensure all goods are stored correctly and safely.</li> <li>Do not drop equipment or items from a height.</li> <li>Do not store to ceiling height.</li> <li>Do not leave tools and equipment lying around causing trip hazards.</li> <li>Protect trailing leads from mechanical damage.</li> <li>Keep benches, worktops, and work areas, clean, tidy and free of debris and liquids in particular flammable liquids.</li> <li>No running or rushing is allowed inside the storage area.</li> <li>Hot work precautions should be taken before any hot work commences within the storage area.</li> <li>Report uneven, damaged or faulty surfaces to Liam O'Connor.</li> <li>Personnel are supervised and encouraged to work safely.</li> <li>Material Safety Data Sheets / instructions will be available for any cleaning chemicals oils and lubricants used on site these should be followed to prevent injury or ill health.</li> <li>Appropriate Personal Protective Equipment is provided and should be worn during hazardous operations. PERSONAL PROTECTIVE EQUIPMENT IS FOR YOUR PERSONAL PROTECTION. ENSURE IT IS MAINTAINED AND WORN CORRECTLY</li> </ul>	Low	<p>Managing Director All Persons</p>








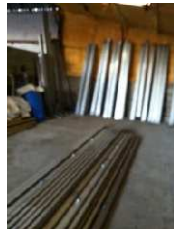
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<p><u>Fire</u></p> <p>Fire hazards exist throughout the premises.</p> <p>There is a risk of injury to personnel from inhalation of smoke and of burning from heat.</p> <p>There is also a risk of damage to plant, equipment and buildings.</p> <p>Persons at risk – All persons</p>	Med	<ul style="list-style-type: none"> <li>• Minimising the risks of injury to employees has been taken into consideration in the layout of the buildings.</li> <li>• The buildings are of fire resisting construction with adequate means of escape provided.</li> <li>• The fire risk will be further reduced by:-                             <ul style="list-style-type: none"> <li>❖ Controls on potential sources of ignition (i.e. electrical, smoking, sparks from hot work, malicious).</li> <li>❖ Provision of portable fire extinguishers.</li> </ul> </li> </ul> <p>To reduce the fire risk the following measures are in place within the premises:</p> <ul style="list-style-type: none"> <li>• The electrical equipment will be subject to routine maintenance.</li> <li>• Smoking is prohibited within all workplaces. In the designated area where smoking is allowed, persons smoking are totally responsible for completely extinguishing cigarette ends and other smoking devices and carefully disposing of same. Discarded smoking material is not to be left lying around.</li> <li>• Maintenance of fire protection equipment is carried out in accordance with relevant standards, I.S. 291: 2002</li> <li>• Fire and emergency plans are contained in section <b>1.5.10</b> of this Safety Statement. All personnel should familiarise themselves with the plans. Personnel will be trained in fire and evacuation procedures.</li> <li>• A good standard of housekeeping must be maintained at all times. No rubbish, or waste paper or other combustible materials left lying around or left in storage areas, or any area containing heat sources.</li> <li>• All walkways and escape routes must be kept clear at all times.</li> <li>• Access to all fire fighting equipment must be kept clear at all times.</li> <li>• Fire doors must not be choked open.</li> <li>• Flammable liquids and substances must be controlled at all times.</li> <li>• Fire extinguishers are provided and located within all hired marquees.</li> </ul> <div style="text-align: center;">  </div> <p><u>Fire extinguishing equipment is provided and maintained</u></p>	Low	<p>Managing Director All Persons</p>

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<p><u>Material Storage</u></p> <p>Stacked equipment is a hazard if not stacked correctly.</p> <p>There is a risk of bodily injury from falling stacked equipment and from falling equipment during stacking or unloading the storage racks.</p> <p>There is a risk of injury from slips, trips and falls from incorrectly and untidy stacked equipment and spares.</p> <p>There is also an increased risk of fire spread from incorrectly stored equipment.</p> <p>Persons at risk – All persons</p>	Low	<ul style="list-style-type: none"> <li>All Star Furniture &amp; Party Hire Ltd is incorporating a racking systems in storage areas within the premises.</li> <li>Racking should be secured to the floor and or wall to prevent tipping.</li> <li>Stack all equipment in a safe manner as per local area procedures, taking into account manual handling principles.</li> <li>Equipment will be stacked within identifiable and dedicated storage areas.</li> <li>Equipment must not be stored within 500mm of light fittings.</li> <li>Stacked equipment must be suitably secured to prevent it falling.</li> <li>Damaged or defective racking must be reported immediately to Liam O'Connor.</li> <li>All equipment must be handled in a safe manner as per local area procedures.</li> <li>If goods appear dangerous or shifted consult with Liam O'Connor.</li> <li>A good housekeeping policy, will be implemented.</li> <li>Equipment is segregated and stored at low level.</li> <li>Flammable items will be stored according to current standards and manufactures instructions as appropriate.</li> <li>All passageways must be kept free, clean and tidy.</li> <li>Discarded items must be disposed of into the waste containers provided in a safe manner and not left to accumulate within the workplaces and storage areas.</li> <li>A fire check should take place within the storage areas at the end of each day.</li> <li>Portable fire fighting equipment is clearly located within the storage areas and maintained on a regular basis.</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div> <p style="text-align: center; margin-top: 10px;"><u>Equipment is segregated and stored at low level.</u></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div>	Low	Managing Director All Persons

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<p><u>Personal Protective Equipment</u></p> <p>Personal Protective Equipment (PPE) is supplied to personnel as and where the needs arise.</p> <p>There is a risk of injury or sickness to personnel through not wearing the equipment or not taking care of or incorrectly wearing of the equipment.</p> <p>Persons at risk – All Persons</p>	Med	<ul style="list-style-type: none"> <li>• PPE must be worn by all employees.</li> <li>• All Star Furniture &amp; Party Hire Ltd will remind personnel of the importance of PPE and the current safety legislation - <i>Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 3 – Personal Protective Equipment</i>.</li> <li>• Training will be given on the correct wearing, storage and maintenance of PPE.</li> <li>• PPE to be inspected before using.</li> <li>• Management will remind personnel of the needs of PPE.</li> <li>• Notices will be placed to remind personnel of the need to wear PPE.</li> <li>• Keep your PPE clean and in good condition in order that it protects you against the hazards for which it is designed.</li> <li>• Ensure your PPE is correct for the job in hand.</li> <li>• If you are unsure – ask</li> <li>• Protective footwear must be worn within the storage areas and site work.</li> <li>• Hard hats must be worn when erecting steel works or when other work is being carried out overhead.</li> <li>• High visibility clothing must be worn when unloading vehicle or working on or near public highways or any other place with vehicle movements.</li> </ul> <p style="text-align: center;">PERSONAL PROTECTIVE EQUIPMENT IS FOR YOUR PERSONAL PROTECTION. ENSURE IT IS MAINTAINED AND WORN CORRECTLY</p>	Low	Managing Director All Persons
<p><u>Power Tools</u></p> <p>Portable Power Tools such as Hand Drills are considered a hazard if care is not taken in their use.</p> <p>There is a risk during operations of</p> <ul style="list-style-type: none"> <li>• Cuts, lacerations and bruising to arms and body.</li> <li>• Injury to eyes</li> </ul> <p>Persons at risk – All Personnel</p>	Low	<ul style="list-style-type: none"> <li>• Only trained and competent persons are permitted to use power tools within All Star Furniture &amp; Party Hire Ltd.</li> <li>• The Portable Power Tools used by All Star Furniture &amp; Party Hire Ltd will conform to the <i>Safety Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2 – Use of Work Equipment</i> and relevant safety standards. The company purchasing policy will reflect such specifications in the interest of safety.</li> <li>• A competent person will inspect all Portable Power Tools at regular intervals.</li> <li>• Before operating the tools operators should visually check for signs of wear and tear i.e. exposed or frayed wires, damaged plugs, broken casing etc. and report any deficiencies immediately.</li> <li>• Eye protection must be worn when the operation is causing or likely to cause flying or loose particles.</li> <li>• Ensure all Power Tools are returned to their allocated storage positions when not in use.</li> <li>• Ensure the power has been isolated from the power tool before maintaining or cleaning.</li> <li>• Ensure appropriate guarding is in place before use.</li> <li>• Battery operated tools are used in preference to electrically operated tools where appropriate.</li> </ul>	Low	Managing Director All Persons

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<p><u>Hand Tools</u></p> <p>Hand Tools such as screwdrivers, sledge hammers, mallets saws and knives are considered hazardous if not used and maintained correctly.</p> <p>There is a risk of cuts and bruises to hands, arms and body.</p> <p>Persons at risk – All Personnel</p>	Med	<ul style="list-style-type: none"> <li>• Personnel should ensure that tools are replaced when worn or faulty.</li> <li>• All Hand Tools should be used away from the body.</li> <li>• Personal protective equipment should be used as necessary particularly eye protection where airborne particles are concerned.</li> <li>• Extreme care should be taken when using cutting tools such as Stanley Knives, ensuring the blade is locked in place before use. All cutting is carried out away from the body. The blade is retracted on completion of cutting and worn blades are immediately replaced. The worn blades must be disposed of in a safe manner.</li> <li>• All tools are to be kept in their allocated storage positions when not in use.</li> <li>• Horseplay with tools is strictly forbidden. Disciplinary action will be taken against employees in breach of this rule.</li> <li>• A high standard of housekeeping is to be maintained around all work areas.</li> </ul>	Low	Managing Director All Persons
<p><u>Electrical</u></p> <p>All electrical equipment can be regarded as hazardous.</p> <p>The associated risks through misuse can result in fire, explosion, and electrocution, resulting in personal injury or even death.</p> <p>Persons at risk – All Persons</p>	Med	<ul style="list-style-type: none"> <li>• The risks associated with the standard electrical installation, will be minimised by conforming to electrical safety legislation, proper design / estimation of electrical load requirements, installation of electrical equipment by competent electricians, carrying out of routine inspections and planned maintenance. Establishment of safe systems of work for personnel operating electrical equipment.</li> <li>• Only competent and authorised personnel are permitted to work on electrical systems or maintain electrical equipment.</li> <li>• Any broken, ineffective, or damaged electrical equipment, such as loose connections and frayed cables, hot or defective plugs and sockets must be reported to Liam O'Connor. He will ensure that no one can come into contact with such equipment until it is repaired or replaced.</li> <li>• Ensure clear access is maintained to switchboards and other similar installations, in case isolation is required in an emergency. The cabinet housing electrical switchboards must be kept free of combustible material and ingress of water or dust.</li> <li>• Assume all electrical circuits are live until absolutely certain they are not.</li> <li>• Ensure equipment is switched off <u>before</u> it is plugged in.</li> <li>• Do not operate electrical equipment with wet hands.</li> <li>• Switch off electrical equipment before unplugging and before cleaning.</li> <li>• Do not use personal electrical equipment, tools or appliances at work.</li> <li>• Electrical Isolation Policy is contained within section <b>4.1.6</b> of this safety statement.</li> <li>• All electrical equipment and circuits will be regularly maintained and will be inspected on an annual basis by a qualified electrical contractor in accordance with the codes of practice.</li> <li>• All items of electrical equipment are visually inspected before and after each hire.</li> </ul>	Low	Managing Director All Persons





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<p><u>Stress</u> Stress can be considered a hazard, stress can affect people in different ways:</p> <ul style="list-style-type: none"> <li>• Emotional level (fatigue, anxiety)</li> <li>• Cognitive level (making mistakes, having accidents)</li> <li>• Behavioural level (smoking, excessive drinking, over eating)</li> <li>• Physiological (contributing to high blood pressure, heart disease, infections, skin problems)</li> </ul> <p>Persons at risk : All Persons</p>	Low	<ul style="list-style-type: none"> <li>• All Star Furniture &amp; Party Hire Ltd is committed to recognise and reduce workplace stress for all employees.</li> <li>• All Star Furniture &amp; Party Hire Ltd will be vigilant in trying to recognise unusual behaviours brought about by stress and deal with it appropriately.</li> </ul>	Low	Managing Director All Persons
<p><u>Bullying and Harassment</u> Bullying and Harassment can be considered a hazard; people who are being bullied can become;</p> <ul style="list-style-type: none"> <li>• Frustrated,</li> <li>• Anxious,</li> <li>• Stressed</li> <li>• Can cause severe injury to themselves or their colleagues.</li> </ul> <p>Persons at risk : All Persons</p>	Low	<ul style="list-style-type: none"> <li>• All Star Furniture &amp; Party Hire Ltd has an anti bullying and harassment policy in place, anybody found in breach of this policy will receive disciplinary action.</li> <li>• All Star Furniture &amp; Party Hire Ltd will be vigilant in trying to recognise if an employee is being bullied or indeed an employee is bullying or harassing clients, customers or other persons.</li> <li>• A Bullying and Harassment policy is contained within section 4.1 of this safety statement.</li> </ul>	Low	Managing Director All Persons

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Hazard and Risk	Risk Rating Before	Control Measures	Risk Rating After	
<p>Hazards which may cause risks to personnel or property during All Star Furniture &amp; Party Hire Ltd site activities has been identified as:</p> <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Transport</li> <li>• Clients Site Conditions</li> <li>• Working at Heights</li> <li>• Manual Handling</li> </ul>				
<p><u>Equipment</u></p> <p>Equipment whether it is marquees, furniture or play equipment can be hazardous and present risks of injury to clients if not in good condition or erected / installed incorrectly.</p> <p>Persons at risk – clients</p>	Med	<ul style="list-style-type: none"> <li>• All hired equipment is thoroughly inspected before being loaded into transport for site. All equipment is again inspected at the end of hire before returning to storage.</li> <li>• Only trained and competent persons are permitted to erect equipment on site.</li> <li>• Equipment is erected / installed in accordance with manufactures recommended procedures. Copies of these are contained within sections 3.1.3 &amp; 3.1.4 of this safety statement.</li> <li>• Clients are provided with conditions of hire and written instruction on the correct and safe method of use.</li> <li>• Electrical equipment is supplied with industrial fittings complying with EU regulations.</li> <li>• Equipment is unloaded and laid out in sequence and inspected before assembly.</li> <li>• Emergency exits and fire extinguishing equipment are clearly identified at the end of installation.</li> <li>• Ropes, wires, cables etc will be clearly marked to avoid trips / collision.</li> <li>• Generator, heater and inflating equipment are located as close as possible to the marquee / play equipment.</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p><u>Park in safe area</u></p> </div> <div style="text-align: center;">  <p><u>Equipment laid out in sequence before assembly</u></p> </div> <div style="text-align: center;">  </div> </div> <div style="text-align: center; margin-top: 10px;">  <p><u>Industrial elect fittings</u></p> </div>	Low	Managing Director All Persons


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<p><u>Transport</u> Some risks associated with driving has been identified as:</p> <ul style="list-style-type: none"> <li>• Injury, death and / or damage from collisions with other vehicles, objects or pedestrians due to either a defective vehicle or driver inattention.</li> <li>• Injuries, death from collision during unloading vehicle.</li> </ul> <p>Risks of road accidents increase due to lengthy driving periods, driving at night under bad weather and road conditions especially on country roads. Traffic jams, hunger, thirst, alcohol and driving at high speeds.</p> <p>Persons at risk – Installation personnel and members of public</p>	Med	<ul style="list-style-type: none"> <li>• Company vehicles will be maintained by All Star Furniture &amp; Party Hire Ltd in a good working and roadworthy condition, in accordance with the Road Traffic Acts, Local Government Regulations, EU Regulations, Road Safety Authority (RSA) and any other relevant legislation. It is expected that drivers will ensure their vehicles are kept to this standard, to carry out daily checks and report any deficiencies immediately to Liam O'Connor.</li> <li>• Before commencing a journey carry out checks on the vehicle and trailer wheel rims and tyres for defects. Report any defects.</li> <li>• Ensure side and rear reflector panels are clean.</li> <li>• Ensure correct number plate is fitted to the trailer.</li> <li>• Ensure all directional indicators and lights are working. Replace any faulty bulbs immediately. Spare replacement bulbs should be carried in the cab.</li> <li>• Check the rear of the vehicle before reversing. – 25% of accidents involving vehicles are as a result of reversing over a person or into an object.</li> <li>• All drivers are expected to drive in accordance with the Road traffic Acts, Local Government Regulations, EU Regulations, Road Safety Authority (RSA) and any other relevant legislation.</li> <li>• Do not use a hand held mobile phone when driving.</li> <li>• Trips must be planned in order not to exceed a driver's safe driving period.</li> <li>• Regular meals should be taken during long drives, to avoid digestive tract disorders, bad diet habits and stress.</li> <li>• Driving under the influence of alcohol or drugs is strictly forbidden and is an immediate sacking offence.</li> <li>• Liam O'Connor will carry out regular checks on driving licences.</li> <li>• The driver of the vehicle is responsible for the vehicle, trailer and load security.</li> <li>• High visibility clothing must be worn when unloading vehicle on or near public highways or any other place with vehicle movements.</li> <li>• High visibility safety barriers must be used when unloading vehicle on or near public highways or where members of the public are present.</li> </ul>	Low	Managing Director All Persons

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<p><u>Clients Site Conditions</u></p> <p>Clients sites may present risks of injury to the installer team or to the clients if not prior inspected and risk assessed. Due to buried pipes, drains, or cables or uneven or loose ground.</p> <p>Persons at risk – Installation personnel and clients</p>	Med	<ul style="list-style-type: none"> <li>• Prior to hire of equipment All Star Furniture &amp; Party Hire Ltd establishes with the client the condition of ground i.e. ensuring it is flat, level and firm with easy access for vehicles. The ground has no drain pipes, cables or other services buried beneath the surface or otherwise concealed.</li> <li>• Weather conditions on site are assessed. Erecting or dismantling will not take place during adverse weather conditions.</li> <li>• Equipment is laid out in sequence before assembly</li> <li>• During installation activities on private sites children and animals should be kept clear of the site.</li> <li>• During installations activities on or near public areas the site must be cordoned off.</li> </ul>	Low	Managing Director All Persons
<p><u>Working at Heights</u></p> <p>The risks associated with working at heights has been identified as:</p> <ul style="list-style-type: none"> <li>• Bodily injury or death from fall.</li> </ul> <p>Persons at risk: - Installation Personnel.</p>	High	<ul style="list-style-type: none"> <li>• Ensure any work, which cannot be reached below the shoulder height, is carried out by using steps, scaffold, ladder or other approved methods of high work. Do not stand on boxes, chairs or other temporary or make shift devices.</li> <li>• Step ladders are used to place cross members and roof sheeting material and lining.</li> <li>• Step ladders are checked prior to use and inspected weekly as per maintenance programme and the requirements of <i>Safety Health and Welfare at Work (General Application) Regulation 2007 Part 4: Work at Heights</i>.</li> <li>• An inspection / maintenance record must be kept.</li> <li>• Do not lean out from step ladder.</li> <li>• Safe Work Practice Sheets and check sheet for ladders and steps are contained within section 3.1.5 of this safety statement.</li> <li>• Vigilance must be exercised at all times especially when using a step ladder in the vicinity of pedestrians or traffic.</li> <li>• Operational area is inspected for hazards – floor, suspended and fixed overhead structures.</li> </ul> <div style="text-align: center;">  </div> <p><u>Step Ladders are checked prior to use</u></p>	Low	Managing Director All Persons



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<p><b>Manual Handling</b> Manual handling activities are a large part of erecting and dismantling structures and equipment.</p> <p>The risks associated with manual handling during site activities has been identified as:</p> <ul style="list-style-type: none"> <li>• Musculoskeletal injuries while lifting, lowering, pushing, pulling equipment to and from the vehicle and erecting the equipment on site</li> </ul> <p>Persons at risk: - Installation Personnel.</p>	Med	<ul style="list-style-type: none"> <li>• Manual handling training will be given to all employees.</li> <li>• Mechanical handling and lifting devices where available must be used in preference to manual handling.</li> <li>• When engaged in lifting, carrying, pushing, pulling or other manual-handling activities, manual-handling techniques must be used; these are contained within section 3.1.1 of this safety statement.</li> <li>• Two or more personnel carry out site activities.</li> <li>• Wear protective equipment provided at all times during manual handling tasks. – hand, head and foot protection as a minimum.</li> <li>• Use the equipment trolleys to reduce lifting and carrying.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;"><u>Use equipment trolleys provided</u></p> <p style="text-align: center;">REMEMBER ASSESS THE LOAD. IF IT IS TOO HEAVY GET HELP</p>	Low	Managing Director All Persons	

**ALL STAR FURNITURE & PARTY HIRE**  
**LTD**

**SAFETY STATEMENT**

**SECTION 3**

**SAFE WORK PRACTICES**

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFE WORK PRACTICE SHEET

Subject: <b>Manual Handling</b>	Section: 3.1.1	Page: 1 of 1
Issued by Liam O'Connor	Revision No. 0	Date: March 2013

### Manual Handling

All employees must be familiar with and utilise the following safe manual handling techniques:

- Avoid lifting where possible
- Assess the area and Load
- Stand close to the load and adopt a broad stable base.
- Bend your knees and keep your back straight.
- Grasp the load firmly - grip the load with your palms, not your fingertips.
- Lift with your legs and not your back.
- Lift in easy stages - floor to knee then from knee to carrying position.
- Don't jerk, shove or twist the body.
- Keep arms close and in line with the trunk.
- Feet in direction of movement.
- Don't let the load obstruct your view.
- Never lift a load that is too heavy - GET HELP and lift in unison!
- Use personal protective equipment (overalls, gloves, goggles) as required.
- Remove or cover up sharp edges and corners.
- Keep the load clean and free of oils or contaminants.
- Exercise good housekeeping and keep the work area clean and tidy and free from slips and trips.

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFE WORK PRACTICE SHEET

Subject: <b>Vehicles</b>	Section: 3.1.2	Page: 1 of 1
Issued by Liam O'Connor	Revision No. 0	Date: March 2013

### Vehicles

#### Vehicle Safety

- ↵ Always carry out a daily check of your vehicle first thing each day as per your training. The checks should include but not be limited to the following:
  - Brakes including handbrake / Horn / Lights / Tyres / Steering / Wipers etc for any signs of wear and tear.
- ↵ Always keep your vehicle clean, particular attention should be paid to the windscreen and side and rear windows if applicable to ensure clear vision at all times.
- ↵ Always ensure your vehicle is regularly maintained and kept in a good working and roadworthy condition, in accordance with the Road Traffic Acts, Local Government Regulations, EU Regulations and any other relevant legislation.
- ↵ Always leave your vehicle in a safe condition, with hand brake on and ignition key removed.

#### Safety On The Road

- ↵ Always drive in a safe manner in accordance with the Road traffic Acts, Local Government Regulations, EU Regulations and any other relevant legislation or codes of practice.
- ↵ Always be vigilant of pedestrians and drive well clear of them, using the horn to warn them of your presence. If pedestrians are too close then stop and wait until they have cleared out of the way before proceeding.
- ↵ When reversing, always reverse with particular care, making sure you can see where you are going, drive slowly and use the horn if a reversing horn is not fitted.
- ↵ Reverse using a control guide where possible, keeping the guide in view at all times. If you can't see the guide STOP, wait or get out to check before proceeding.
- ↵ Always obey the speed limits on the public road and the speed limits on sites (usually 8 KPH)

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFE WORK PRACTICE SHEET

Subject: <b>Marquee Installation</b>	Section: 3.1.3	Page: 1 of 1
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### Marquee Installation

The method of installation / erection / striking of marquees are contained in the following pages.

# **All Star Hire Marquees Risk Assessment and Method Statement**

## **Contents**

- 1. Site condition**
- 2. Loading/unloading of trucks**
- 3. Machinery**
- 4. Laying out of structure**
- 5. Pushing up of structure**
- 6. Electrical equipment**
- 7. Adverse weather conditions**
- 8. Personal safety clothing**

## **GENERAL RISK ASSESSMENT**

**&**

All Star Hire Marquees Risk Assessment and Method Statement

## **METHOD STATEMENT**

### **1. Site Conditions/Foundations/Service**

All Star Hire Marquees are able to overcome most problems relating to site conditions. We have a thorough system for identifying possible hazards and introducing controls to reduce the risk of injury. The structures we are erecting at the site are of the mixed structure type up to 15 metres and manual handling is essential on all structures. Should the need arise, due to working in the close proximity of other contractors, precautions have been allowed for. Areas of Public Access will generate a certain public interest, but during the build and dismantle period, in the marquee site area, there should be no access for the general public and usual site rules will apply. Adequate security must be maintained by the client, to prevent theft, abuse or damage to the marquee and ancillary equipment. The presence of underground services is deemed to have been identified by the client, and any that may be at risk to have been marked accordingly. All marquee dimensions are measured to the centre of the leg and a further 300mm needs to be provided for the base plates as is normal practice.

Adjacent structures can to some degree overlap base plates, provided adequate ground anchors can be secured, and the eaves of the marquee are not obstructed. The marquee is to be staked using iron anchors 800mm long, M16 hammer in anchors for anything up to the 15m structures.

If the marquee is to be erected within an existing structure then sufficient anchor points need to be available for the purpose of tying down.

When weighting, the friction between the foot and the ground is to be considered and appropriate action taken to minimise slippage.

All our employees are made fully aware of our customers Contractor Requirement documents if applicable.

## **2. Loading/Unloading of Material/Trucks**

The use of manual labour is required for such tasks as the loading and unloading of materials, will give rise to certain obvious hazards: load shift/load collapse/falling objects etc. All persons working on behalf of All Star Hire Marquees are qualified and appointed to do so.

## **3. Machinery**

The use of site machinery probably involves the most risks to workers undertaking site operations. Poorly maintained machines are dangerous and costly to repair. A good maintenance schedule is therefore essential to reduce the untimely need of emergency replacement to use and without risks to health. Where it is not possible to use our own machinery, we hire in from reputable hire companies within Ireland. Our agreement with hire companies is that all machinery is supplied with a current safety inspection certificate and the operator has competent plant operator's certificate, issued by an approved body. Only experienced and competent personnel are permitted to use machinery. A person is deemed to be competent on the successful completion or relevant training in combination with their on-site performance.

## **4. Laying out of Structure**

All Star Hire Marquees Risk Assessment and Method statement

The hazards involved with the laying out of the structure are predominately those arising from manual handling operations (repetitive strain injury, upper body limb disorders, muscle fatigue and tiredness). Although it is not possible to completely remove all of these hazards on a site, we do have ways of reducing the risk of injury. All materials can be located very closely to their required destination, thereby limiting the distance for the materials to be carried.

## **5. Pushing Up Structures**

Because this is one of the higher risk areas, it is perhaps the most carefully monitored of all our operations. We are dealing with heavy materials being pushed or lifted into the air with a team of builders working beneath. There is an obvious danger of falling materials with the potential to cause major injury. The heavier materials have the potential to cause the most harm, therefore only the most experienced foremen are authorised to build structures (15 metres or above in width).

## **6. Electrical Equipment**

Regular checks are made to ensure there are no "loose wire" or damaged components. Any hired electrical equipment must be delivered with a guide to its safe use. All site workers are familiar with the safe use and working practices using electrical equipment. The equipment which may be used on site include lighting, drills, saws, and a 240/110v generator.

## **7. Adverse Weather Conditions**

In very strong winds, it may be necessary to cease or delay such operations as erecting or dismantling structures for safety reasons. Likewise, snow falling on an unheated structure that has its roof-sails in position creates a danger of overloading the roof

beams and collapse. Regular checks are made with the Meteorological Office to avoid, so far as is reasonably practicable, adverse weather conditions. In winds over 20 mph the erection can be delayed, and the foreman will monitor winds on site. All All Star Hire Marquees foremen have the authority to make such decisions, as they deem appropriate and necessary, with regard to the erection and evacuation of the structures, because of unsafe situations arising from adverse weather conditions.

### **8 Personal Safety Clothing**

Employees are made aware that they are required to provide their own safety clothing such as: safety boots and gloves.

All Star Hire Marquees Risk Assessment and Method Statement

## **METHOD STATEMENT FOR ERECTION AND STRIKING OF TEMPORARY STRUCTURE**

### **Work Equipment**

#### **Equipment**

Sufficient, suitable, equipment in good condition must be supplied to allow the job to be done safely.

All equipment must be checked and/or serviced before it leaves the depot. Faulty equipment, including ladders and steps, must not be delivered on site.

#### **Tools**

The correct tools for the job must be provided, and they must be used in the correct manner.

### **Personal Protective Equipment**

Health and Safety Policy, Section 3 and Training & Information Checklists refer.

#### **Goggles**

Must be worn when power saws are being used.

#### **First Aid**

A First Aid Kit should always be available on site. On larger sites this could be in the site office but on smaller sites it may be more practical to place a kit permanently in the foreman's car or lorry as appropriate. Measures must also be taken to ensure that the emergency services can be alerted if required.

### **Transport**

The equipment is loaded on the lorry under supervision of the lorry driver and foreman.

Carriage to and from the lorry (in depot and on site) is to be, as much as possible, by fork truck, trolley truck or sack trolley.

The driver is responsible for the strapping or tying down of the load and thus its security.

### **Erection**

The frame work of the structure can be laid in place followed by assembly of the legs and rafters making sure that the locking pins are correctly positioned. On a 12m and 15m structure roof



wires must be put into place instead of locking pins.

The 'A' frame is lifted into the air slowly to avoid undue frame stress and twisting around the base plate pivot point until the frame is vertical and square. Use either cross bracing or eave bars to hold the 'A' frame in an up right position. On 12m and 15m structures the first frame is lifted by a minimum of three men, once it is vertical it will be braced with a diagonal brace bar.

Repeat the above and lift the next frame into position. Secure by dropping in the purling and eaves bars. The four roof bracing wires can now be fitted to the relevant eyebolts on the legs and fully tensioned to ensure that the structure is rigid and true.

### All Star Hire Marquees Risk Assessment and Method statement

The next rafter section can then be raised and secured as before. This procedure is then repeated until completion. A pulling line can then be thrown across the ridge of one bay and two hauling lines clipped to it before it is retrieved back. The roof sheet is fitted into the channelling of the rafters through the guides and the hauling ropes clipped onto 'D' rings.

The original pulling rope is also secured on to a D ring.

The roof sheet can now be pulled over the structure, the two hauling ropes unclipped and secured to the original pulling rope which can then pull them back over the roof sheet and slid along to the next bay to repeat the procedure. The sheets are secured and tensioned by stretching the shock cord and securing inside their cleats, or by tensioning with a ratchet where that system is fitted.

The roof bracing wires can now be fitted to the relevant eyebolts on the legs and fully tensioned to ensure that the structure is rigid and true.

The walls are then attached to the legs by sliding the kadeer on the wall canvas into the channelling on each leg, the top rings slid on to the curtain rail and two halves pulled to the centre and laced together.

If the structure is having either solid walling (200mm tongue and groove planks) or glass doors and windows, these require the addition of leg channels fitting to the leg. Then the solid walls can be slid in from the top to make a solid wall. To increase rigidity on bays over 2500mm steel strengthening rods need to be inserted every 3 panels starting with the bottom panel. The glass panels and doors are fitted by using the correct size leg channel and sliding the door or glass into this and then fitting either a H channel upright or T channel upright depending on whether it is first or last upright and finished with a locking plate onto the T channel.

The ground rail then goes through the pocket and is fitted to the leg base pivot pin.

Remember to replace the 'R' clip through the pinhole.

The gable ends can be slid up through its channel using a ridge push up bar, laced together and secured to the crossbeams to complete the erection.

Securing stakes can now be driven home or if it is not practical to stake, the structure may be bolted down, using either M12 or M16 expanding bolts requiring a hole to be

drilled to 22mm by the correct depth for the anchor used. If the holes are to be filled after the event it will be with proprietary cold setting tarmac type product, or a sand and cement mix, whichever is deemed to be the most appropriate. However weights in some instances may also be used to secure the structure to the ground, if this is the case, manufactures recommendations are followed to determine the loading required for each leg.

Timber flooring is made up of either 3000x500mm or 5000x500mm timber boards (depending on bay size). These are laid on 3" x 2" or 3" x 3" bearers, which are laid directly onto the ground at a minimum of 800mm intervals. With Aluminium extrusion on the joining ends, to produce a rigid and stable platform.

Where the floor needs to be raised because of unlevelled ground, chocking will be used. This will consist of a mix of 250x150x18mm and 250x75x50mm. We can usually level out most undulation with this. Where we need to raise the floor higher up to 500mm we would use 300x600x300mm concrete blocks, anything above this height would possible require scaffolding

Interlocking plastic flooring is placed directly onto the ground, with the male lugs located on top, and locked into place by applying pressure.

Carpet can be laid directly onto the ground or onto solid floor; joints should either be marked with tape, stapled or glued to the sub floor. If 'second lay' carpet is used it should be tensioned to minimise creasing and can be nailed if laid directly onto the ground. All carpet needs at least 24 hours to normalise, if the time is not available it should be laid and tensioned.

### **Striking**

Remove ground rails and side wall/s in the reverse order of the erection. Roof covers and wires to be removed.

Remove purlins and eaves beams and lower the 'A' frame to the ground and dismantle. Repeat for each frame.

Timber floors are lifted, and dismantled from the long side first and stacked into correct pack sizes for easy loading. Plastic floors are dismantled into 3 x 7 piece sections and palletised.

Carpet can be rolled or folded and have tape removed.

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFE WORK PRACTICE SHEET

Subject:	<b>Inflatable Equipment Installation</b>	Section:	3.1.4	Page:	1 of 1
Issued by	Liam O'Connor	Revision No.	0	Date:	March 2013

### Inflatable Equipment Installation

The method of installation and packing up of inflatable equipment are contained in the following pages.

# ALL STAR HIRE INFLATABLE – METHOD STATEMENT/SAFE SYSTEM OF WORK

## AIM/INTRODUCTION

1. The aim of this instruction is to ensure a Safe System of Work is employed when the Inflatable is in use. There is a comprehensive and efficient instruction for the assembly and packing away of the equipment. This is to be strictly adhered to at all times, by all users. Ideally, at least 2 of the operators of the equipment should be familiar with it. The following points are additional to these instructions, with Health & Safety in mind. For ease I have used the following terms throughout the instruction:

- Participant – Member of the public going over the course
- Operator – Any rank operating the equipment
- Equipment – Any part of the Inflatable

## RISK ASSESSMENT

2. The Operator is required to carry out a dynamic assessment on arrival. Other hazards may become apparent once it is in use. If at any time an operator feels that this hazard is serious, they should stop the activity at once and record and report the risk. Any rank may comment on safety issues, regardless of training or experience.

## STORAGE, CARE & TRANSPORTATION

3. The following points are to be applied:

- The equipment is to be stored and transported in such a way where it cannot be damaged (sharp items etc) or contaminated (oil/fuel spills).
- The blowers are to be transported ideally in their original boxes, or in an alternative sturdy container. There is to be copy of the manufacturer's instructions with them at all times.
- All equipment should be regularly checked & serviced as per the manufacturer's instructions, The easiest time to check the inflatable equipment is whilst it is up and running, therefore all operators are to carry out a visual inspection at the end of use prior to packing it away.
- Due to the size and weight of the equipment, each piece is to be moved by a **minimum of 2 people**. All operators should employ the correct manual handling techniques.

## SETTING UP/ASSEMBLY

4. The assembly instructions are to be adhered to. If they are followed the assembly is simple. It makes sense to consider the location and layout of the equipment as it is easier to do that then move it all when it is assembled!! The following points also apply:

- The Risk Assessment will take local variations with respect to ground, weather etc into account.
- The operating wind speed is not to exceed 35 kmh.
- The equipment is only to be used on grass.
- Before assembly the ground is to be thoroughly checked for hazards, sharp objects, pits & holes etc.
- The equipment is **always** to be pegged securely using the pegs supplied.
- When placing the equipment, the Operator should consider such things as power sources (for the electric blowers) and any likely hazards from trailing cables.
- The Operator also needs to consider the work routine and how participants are likely to move around the equipment prior to setting up

## **PACKING UP**

7. As mentioned, when packing up the equipment follow the instructions provided. Take the opportunity to inspect the equipment prior to it being stored away. At this stage of the day, all operators are likely to be tired so extra care should be taken. Packing should not be rushed, this could lead to injury and damage to the equipment.

## **SUMMARY**

7. This instruction is not exhaustive, and is designed to help those operating the equipment. Anyone wishing to make amendments or comment on the contents should contact me.

Liam O Connor  
All Star Hire

0864049313

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFE WORK PRACTICE SHEET

Subject: <b>Access Equipment</b>	Section: 3.1.5	Page: 1 of 3
Issued by Liam O'Connor	Revision No. 0	Date: March 2013

### Ladders

Ladders in general use are made either of timber or aluminium. The aluminium ones are considerably lighter but their use is limited because of the possible danger of electrical contact. Ladders come in a variety of lengths, some being supplied with extension sections.

1. Generally ladders should be used at an angle of about 75° from the horizontal. A rough guide is one metre horizontally to 4 metres vertically.
2. If possible a ladder should be firmly fixed at the top to prevent movement.
3. If this is impracticable they should be fixed at the bottom to prevent slipping.
4. As an alternative to the latter, a man should be stationed at the foot of the ladder at all times whilst a person is on the ladder.
5. Ladders used must be fitted with non slip feet.
6. Where used as a means of access no ladder shall extend vertically more than 9 metres without the provision of a platform upon which a person can rest.
7. All ladders should, where practicable, extend at least one metre above the platform or stepping off point.
8. No ladder should be used with a broken or missing rung.
9. Ladders with defects must be removed from the workplace and either repaired or destroyed.
10. The styles of the ladder must be sound with no cracks or splits in them. No temporary repair work on them is permissible.
11. All ladders must be properly constructed and rungs should be tenoned into the styles and wedged - not nailed.
12. Ladders being used as a workplace should be moved frequently to prevent the person working from it from over-balancing. Do not lean outwards from a ladder.
13. Materials or tools should only be carried in a container that can be slung over the shoulder or hung from the belt. The hands and feet should be free to use on the ladder. Use a gin wheel or other method for lifting and lowering materials.
14. Face the ladder when climbing or descending.
15. Mud should not be allowed to accumulate on the rungs.
16. Proper footwear should be worn.
17. No ladder should be painted so as to make it difficult to detect defects. Preservation by oiling or clear varnishing is preferred.
18. Always check to make sure that the ladder cannot come into contact with electrical cables, etc., when being carried or moved. This includes wooden ladders with reinforcing steel wire ropes on the styles.
19. No ladder should be stood on bricks, wood or any other materials to either gain additional height or to counteract uneven surfaces.
20. On long ladders it would be necessary to fix intermediate tie ropes to prevent undue swaying movement.
21. Never allow more than one person on a ladder at any one time.
22. Correct storage of ladders is essential. Suspending them from the styles creates a tendency for the rungs to become loose. Providing too few supports will cause the ladder to warp.
23. Many ladders are fitted with steel tie rods under some of the rungs and wire reinforcements to the stiles. These should always be underneath when the ladder is in use. They should not be used beside electrical hazards.
24. Where platforms are provided as ladder access points these must be close-boarded and fitted with guard rails and toe-boards.
25. Ladders should be inspected before being taken into use.
26. Do not store aluminium ladders near acids, alkaline or other metal corrosive chemicals, cement or concrete.
27. Ladders should be supported on their rungs.
28. When working on asbestos sheeting, glass or roof-lights, crawling boards must be used.
29. A roof ladder must always be used on sloping roofs. The gutter must not be used to support the roof ladder - the ladder must be properly hooked over the ridge.

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFE WORK PRACTICE SHEET

Subject: <b>Access Equipment</b>	Section: 3.1.5	Page: 2 of 3
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### Extension Ladders (Additional Points)

- a) Where extension ladders are being used there should be a minimum overlap of 2 rungs (for sections up to 18 rungs) and a 3 rung overlap for sections up to 28 rungs.
- b) Always raise and lower extensions from ground level.
- c) Check all hardware, fittings and ropes are in good condition.
- d) There should be signs of lubrication on working pulleys, swivels, hinges and sliding joints.

Finally, because of the dangers associated with ladders alternative means of access and egress on working platforms should be considered first.

### Step Ladders

- 1. Always ensure that the legs of the steps are fully open.
- 2. Never stand on the top tread
- 3. Always stand the steps on a hard even surface
- 4. Never over reach
- 5. Never use the back rail to stand on
- 6. Never support planks on the treads
- 7. Ensure the stay ropes are of equal length and properly tied to prevent the steps from spreading
- 8. Ensure the hinges are oiled periodically
- 9. Keep the treads clean and free of obstruction
- 10. Never use the steps as a saw bench

# ALL STAR FURNITURE & PARTY HIRE LTD

## SAFE WORK PRACTICE SHEET

Subject: <b>Access Equipment</b>	Section: 3.1.5	Page: 3 of 3
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### Ladder Inspection

Ladder inspection check sheets are contained within the following pages..



# STEPLADDER SAFETY CHECK SHEET

## (MAINTENANCE, REPAIR AND STORAGE)

Important note: Professional users and equipment providers to professional users (e.g. employers) should engage in proper training such as the Ladder Association Ladder Inspection Course.

### STEPLADDERS

#### Maintenance checks before use:

Check that the front stiles and rear legs are not bent, bowed, twisted, dented, cracked, corroded or rotten

Check that the stiles / legs around the fixing points for other components are in good condition

Check that fixings (usually rivets, screws or bolts) are not missing, loose, or corroded

Check that treads are not missing, loose, excessively worn, corroded or damaged

Check that the hinges between front and rear sections are not damaged, loose or corroded

Check that the locking stays, horizontal back rails and corner braces are not missing, bent, loose, corroded or damaged

Check that rubber feet are not missing, loose, excessively worn, corroded or damaged

Check that the entire stepladder is free from contaminants (e.g dirt, mud, paint, oil or grease)

Check that the platform (if fitted) has no missing parts or fixings and is not damaged or corroded.

**Note: If any of the above checks cannot be fully satisfied you should NOT use the stepladder.**

#### Repairs:

Replacement rubber feet are available and simple to replace. Contact the LFI Ltd.

You should not attempt to repair the stepladder unless you are qualified to do so.

You can seek advice from the manufacturer regarding repair or replacement.

#### Storage:

The important considerations when storing a stepladder (not in use) should include the following:

Is the stepladder stored away from areas where its condition could deteriorate more rapidly (e.g. dampness, excessive heat, or exposed to the elements)?

Is the stepladder stored in a position which helps it to remain straight (e.g. hung by the stiles on proper ladder brackets or laid on a flat clutter free surface)?

Is the stepladder stored where it cannot be damaged by vehicles, heavy objects, or contaminants?

Is the stepladder stored where it cannot cause a trip hazard or an obstruction?

Is the stepladder stored securely where it cannot be easily used for criminal purposes?

# PRE-USE CHECKS AND DETAILED VISUAL INSPECTIONS FOR LADDERS AND STEPLADDERS

Ladders and stepladders should be subject to pre-use checks and detailed visual inspections. Both are looking for obvious visual defects but differ in the detail they go into; both can be carried out in-house. Pre-use checks should be part of a user's training and do not need to be recorded whereas detailed visual inspections should be formally recorded.

A method of identifying individual ladders and stepladders should be used.

## Pre-use Checks

Every ladder and stepladder should be checked by the user of the equipment prior to use each day to make sure it is safe to use. If frequently used during a day, they only need to be checked once at the start of the day except for checking the feet when moving them from soft / dirty ground to a solid / smooth / clean area.

The following pre-use checks should be carried out.

Does the ladder / stepladder have any of the following?

- ◆ Missing, damaged or worn anti-slip feet on metal and fibreglass ladders / stepladders (essential for good grip)
- ◆ Items stuck in or adhered to the feet such as stones, grease, dirt or other debris, preventing the feet from making direct contact with the ground
- ◆ Mud, grease, oil or wet paint either on the rungs, stiles, steps or platform
- ◆ Cracks, splits, bends or warps in the rungs, stiles, steps or platform
- ◆ Missing, broken or weakened rungs or steps
- ◆ Missing or damaged tie rods
- ◆ Cracked or damaged welds, missing or loose screws or rivets, corrosion, sharp edges, dents
- ◆ Painted surfaces \*

\* Ladders / stepladders should never be painted as this could hide dangerous defects from view. Wooden ladders / stepladders can be protected with a clear, non-slip varnish or transparent rot-proofing product.

If the answer to any of these is "Yes" the ladder / stepladder should be taken out of use until it is adequately cleaned, professionally repaired or replaced with a new one as appropriate. Defects should be formally reported to the appropriate person as a matter of urgency using a simple "defect notice" such as that provided below.

Stability devices and other accessories should also be pre-use checked in accordance with the manufacturer's instructions.

## Detailed Visual Inspections

These should be carried out by a competent person and formally recorded every six months for ladders used frequently or occasionally (daily / weekly) or every twelve months if used infrequently, say once a month and a copy of the inspection report should be retained on site. An example of a suitable inspection report follows.

## Detailed visual inspection record for ladders and stepladders

Name of establishment: .....				
Type and identifying number / reference of equipment inspected: .....				
Location on site: .....				
Date of inspection: .....				
Name of person conducting inspection: ..... Job Role: .....				
Checks	Y	N	N/A	Comments / Action
Are anti-slip feet on metal and fibreglass ladders / stepladders in-place, undamaged and not unduly worn?				
Are the feet free of such items as stones, grease, dirt or other debris, thus preventing them from making direct contact with the ground?				
Are the rungs, stiles, steps or platform free from mud, grease, oil or wet paint?				
Are the rungs, stiles, steps or platform free from cracks, splits, bends or warps?				
Are rungs or steps all in-place, unbroken and not weakened?				
Are tie rods in-place and undamaged?				
Are welds free of cracks / undamaged and all screws or rivets firmly in place?				

Checks	Y	N	N/A	Comments / Action
Is the equipment free of corrosion, sharp edges and dents?				
When set up on a flat surface, is the stepladder stable?				
Are surfaces unpainted?				
Other issues (specify)				
Taking into account the findings above, is the ladder / stepladder safe to use?				
<p>This ladder / stepladder has been subject to a detailed visual inspection and has been found as follows;</p> <p>Safe for use / In need of maintenance / Requires disposal (delete as applicable)</p> <p><b>Signed:</b> ..... <b>Job role:</b> .....</p> <p>Maintenance carried out: .....(date)      Disposed of: .....(date)</p> <p><b>Signed:</b> ..... <b>Job role:</b> .....</p>				

# Defect Notice for Access Equipment

Name of establishment: .....

The following item has been subject to a pre-use check and found to be defective.

Type:      Tower scaffold / Ladder / Stepladder    *(delete as appropriate)*

Identifying number / reference: .....

Location on site: .....

Details of defect(s) found: .....

.....  
.....  
.....  
.....

Name of user / person making the report: .....

Date / time of report: .....

**ALL STAR FURNITURE & PARTY HIRE**  
**LTD**

**SAFETY STATEMENT**

**SECTION 4**

**COMPANY POLICIES**

# ALL STAR FURNITURE & PARTY HIRE LTD

## COMPANY POLICIES

Subject: <b>Policies</b>	Section: 4.1	Page: 1 of 7
Issued by Liam O'Connor	Revision No. 0	Date: March 2013

### **4.1.1 Bullying and Harassment**

This Policy contains procedures for dealing with bullying and harassment within All Star Furniture & Party Hire Ltd. All employees should have respect for each other and all other personnel whom they may come into contact with i.e. customers and contracting staff. All Star Furniture & Party Hire Ltd is committed to providing an environment free from bullying & harassment.

All employees will be expected to comply with this policy and management will take appropriate measures to ensure that bullying & harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

The policy applies to employees both in the workplace and at company organised events such as meetings, conferences and parties, whether on the premises or on / off.

- ◆ ***If you think you are being harassed or bullied you should seek advice from Liam O'Connor***
- ◆ ***You have the right to have your case dealt with in a confidential manner.***

There is both an informal and formal procedure to deal with the issue of bullying & harassment

#### **Informal Procedure:**

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality. Therefore, in the first instance, the person who believes that they are the subject of bullying or harassment should tell the person responsible, in no uncertain manner, that their behaviour is unwelcome and must stop immediately. It may be the case that the person responsible does not realise the effect that the behaviour in question is having on the recipient. Where it may be difficult or embarrassing to talk directly with the person responsible it may be possible to communicate through a sympathetic work colleague. This communication may be verbal or written.

When this action does not result in a cessation of the bullying or harassment, or where a more serious incident has arisen, the employee should use the formal procedure.

It is recognised that it may not always be practical to use the informal procedure particularly where the bullying or harassment is serious or where the people involved are at different levels in the organisation. In such instances the employee should use the following formal mechanism.

#### **Formal Procedure:**

Where a formal complaint is being made, the employee should contact **Liam O'Connor** as soon as possible. The person making the complaint may be accompanied by a work colleague and will be required to put their allegation in writing listing witnesses as appropriate.

In the interests of natural justice the alleged harasser will be made aware of the nature of the complaint, his or her right to representation, and will be given every opportunity to rebut the detailed allegations made.

The alleged harasser may, at the discretion of management, be suspended with pay pending the investigation.

Whilst it is desirable to maintain the utmost confidentiality, once an investigation of an issue begins it may be necessary to interview other staff. If this is so, the importance of confidentiality will be stressed to them. Any statements taken from witnesses will be communicated to the person making the complaint and the alleged harasser for their comments before any conclusion is reached in the investigation.

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld. All complaints received will be treated seriously and will be dealt with as soon, as is practicable. To safeguard both parties from innuendo and harmful gossip strict confidentiality and proper discretion will be maintained by all concerned.

**Liam O'Connor** will maintain a record of all relevant discussions that take place during the course of the investigation.

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## COMPANY POLICIES

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### **4.1.1 Bullying and Harassment**

#### **Action post-investigation**

Where a complaint of bullying / harassment is upheld a disciplinary hearing will take place. The disciplinary action to be taken will be in line with the company's disciplinary procedure and this may include transfer, an apology, and/or other appropriate action up to and including dismissal. Records of any warnings for bullying / harassment will remain in the employee's file and will be used if any further allegations or offences of the same or a similar nature occur in the future.

The complainants will be kept advised, as appropriate, of the conduct of the investigation and the outcome of the procedure.

Regular checks will be made to ensure that the bullying / harassment has stopped and that there is no victimisation.

Retaliation of any kind against an employee for complaining or taking part in an investigation concerning bullying / harassment or bullying at work is a serious disciplinary offence.

Where a complaint of bullying / harassment is **not** upheld a disciplinary hearing will take place. If it is found that the complaint was made in a **malicious or vexatious manner** the person making the complaint will be subject to disciplinary action in line with the company's disciplinary procedure and this may include transfer, an apology, and/or other appropriate action up to and including dismissal. Records of any warnings for this will remain in the employee's file and will be used if any further allegations or offences of the same or a similar nature occur in the future.

Depending on the exact circumstances that apply there are several state agencies that may be able to offer advice.

- ◆ The Department of Justice, Equality and Law Reform
- ◆ The Employment Equality Agency
- ◆ Department of Enterprise, Trade and Employment
- ◆ The Health and Safety Authority
- ◆ The Labour Relations Commission

Other sources of advice are:

- ◆ The TCD Anti-Bullying Research and Resource Centre
- ◆ Irish Business and Employers Confederation (IBEC)
- ◆ Irish Congress of Trade Unions (ICTU)



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## COMPANY POLICIES

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### **4.1.2 Smoke Free Workplace Policy**

#### **Purpose**

Exposure to second-hand smoke - Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, contractors, clients and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working environment.

#### **Policy**

It is the policy of All Star Furniture & Party Hire Ltd that all workplaces and vehicles are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout all company vehicles with no exceptions. This policy applies to all employees and contractors of All Star Furniture & Party Hire Ltd.

#### **Implementation**

Overall responsibility for policy implementation within all workplaces rests with Liam O'Connor or other person for the time being in charge of the workplace. All persons have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment / induction by the person in charge. Notices will be displayed on the premises at appropriate locations.

#### **Policy Infringements**

Infringements by employees will be dealt with under local disciplinary procedures. Infringements by contractors, customers and visitors, etc., will be dealt with in accordance with the procedure set out below. Employees, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine up to €3,000.

#### **Smoking Cessation**

Information on how to obtain help quitting smoking is available from The National Smokers Quitline (1850 201 203) or the Health Promotion Service of the Local Health Board.

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### 4.1.2 Smoke Free Workplace Policy

#### **Procedure if a person smokes in contravention of the law prohibiting smoking in the workplace:-**

1. Draw the person's attention to the "No Smoking" signs / notices and advise that they are committing an offence by smoking on the premises.
2. Advise the person that it is also an offence for the occupier, manager and any other person for the time being in charge of the premises to permit anyone to smoke in contravention of the law.
3. Advise the person that the company has a smoke-free policy to ensure a safe working environment for employees, contractors, customers and visitors, and that under the policy employees are obliged to refuse service to persons who persist in smoking.
4. If the person continues to smoke immediately request that they leave the premises.
5. If the person refuses, implement normal procedures for antisocial / illegal behaviour on the premises.
6. Maintain an appropriate record of all such incidents and notify all staff of action taken.
7. In all cases where physical violence is threatened or encountered, notify and/or seek the assistance of the Gardai. (Emergency Contact Numbers can be obtained from section 1.2 of this safety statement or phone 112 or 999).

### 4.1.3 Occupational Health Policy

- Practising good personal hygiene and wearing appropriate protective clothing will significantly reduce the risk of illness. Most infections are transmitted from hands to mouth.
- Employees must wash regularly, e.g. before breaks and after using the toilet.
- All employees are instructed to take sufficient care to good hygiene practices.
- Personnel are reminded of the Smoke Free Workplace Policy.
- Any person suffering from a communicable disease must inform **Liam O'Connor**.

Any person returning to work following an absence, which could have a Health and Safety implication, must provide an adequate 'Fitness to Work' certificate from their GP.

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## COMPANY POLICIES

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### **4.1.4 Environmental Policy**

All Star Furniture & Party Hire Ltd will endeavour to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities, and will where possible influence others to achieve our objective of minimising environment impact of our operations.

Consideration will be given to substitution of polluting substances with “greener” alternatives wherever possible. Action will be taken to minimise environmental nuisances where possible, i.e. smoke, dust, noise and vibration, the potential for minimising these risks will be identified during the assessments.

This policy will be enforced by relevant management and shall be subject to regular auditing and review.

### **4.1.5 Alcohol and Substance Abuse**

- Use or influence of alcoholic and / or narcotic substances while at work is strictly prohibited. Persons found in possession or under the influence will be instantly dismissed.
- All Star Furniture & Party Hire Ltd policies relating to alcohol and substance abuse at work should be detailed in the employees Terms and Conditions of Employment.
- Any person who must take prescribed medication must inform **Liam O'Connor** in the event that the medication may cause the employee to be at risk when driving.

### **4.1.6 Electrical Isolation Policy**

Before maintaining equipment these isolation steps must be followed:

1. ENSURE ALL POWER SOURCES HAVE BEEN SAFELY ISOLATED OR SWITCHED OFF. (This is achieved by turning power off at the power switch or by removing the supply plug from its socket).
2. APPLY A SAFETY NOTICE TO THE POWER SWITCH OR SOCKET IF THE EQUIPMENT BEING WORKED UPON IS OUTSIDE THE CONTROLLED AREA. (This is to raise awareness not to switch on power supply).
3. ONLY AUTHORISED PERSONNEL ARE PERMITTED TO WORK ON ELECTRICAL EQUIPMENT.

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### **4.1.7 Pregnant, Post Natal and Breastfeeding Employees Policy**

In compliance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007 Part 6 Chapter 2 Protection of Pregnant, Post Natal and Breastfeeding Employees*. The following arrangements will be made for All Star Furniture & Party Hire Ltd pregnant, post natal or breastfeeding employees, as soon as they have notified their employer of their condition by producing an appropriate medical certificate stating that they are pregnant, have recently given birth or are breast-feeding.

*Note - It is important for you to notify your employer of your condition as soon as it is practicable, as the earliest stages of pregnancy are the most critical ones for your developing child.*

- ◆ On receiving notification that an employee is pregnant the All Star Furniture & Party Hire Ltd Safety Co-ordinator will ensure the assessment of the specific risks to that employee and take appropriate action to ensure that she is not exposed to anything, which will damage either her health or that of her developing child.
- ◆ The risk assessment will be carried out in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations, 2007 Part 6 Chapter 2 Protection of Pregnant, Post Natal and Breastfeeding Employees*. and will take into consideration:-

#### **1. Agents**

- ◆ Physical Agents where these are regarded as agents causing foetal lesions or likely to disturb placental attachment (or both) and in particular:
  - Shocks, vibration or movement.
  - Handling of loads entailing risks, particularly of a dorsolumbar nature.
  - Noise.
  - Ionising radiation
  - Non-ionising radiation
  - Extremes of cold or heat
  - Movements and postures, travelling, either inside or outside the place of work, mental or physical fatigue and other physical burdens connected with the activity of the employee.
  - Work in hyperbaric atmosphere, such as in pressurised enclosures and underwater diving.
- ◆ Biological Agents of risk groups 2,3 and 4 or
  - Toxoplasma or Rubella – (German measles) virus unless the pregnant employee is proved to be adequately protected against such agents by immunisation.
- ◆ Chemical Agents
  - Substances and preparations classified under European Communities ( Classification, Packaging etc Regulations 2003, 2004, 2006, 2007) with one or more of the following risk phrases – R40, R45, R46, R49, R61, R63, R64 & R68.
  - Substances and preparations referred to in Schedule 1 to the *Safety, Health and Welfare at Work (Carcinogens) Regulations 2001*
  - Substances and preparations released by a process referred to in Schedule 1 to the *Safety, Health and Welfare at Work (Carcinogens) Regulations 2001*
  - Mercury and mercury derivatives.
  - Antimitotic (cytotoxic) drugs.
  - Carbon monoxide.
  - Chemical agents of known and dangerous percutaneous absorption.
  - Lead and lead derivatives.

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### **4.1.7 Pregnant, Post Natal and Breastfeeding Employees Policy**

#### **2. Processes**

- ◆ Industrial processes listed in Schedule 1 to the *Safety, Health and Welfare at Work (Carcinogens) Regulations 2001*

#### **3. Working Conditions**

- ◆ Underground mining work.
- ◆ Where the risk assessment identifies a risk to the safety or health of the pregnant employee, the pregnancy or the breastfeeding employee, All Star Furniture & Party Hire Ltd will assess if there are any practical ways the risk can be avoided by.
  - Adjusting the working conditions and / or hours of work if practical.
  - Provide suitable alternative work if practical.
  - Assisting the employee in receiving health and safety leave under Section 18 of the Maternity Protection Act 1994, providing above the steps are impractical or cannot be carried out for other reasons.
- ◆ All Star Furniture & Party Hire Ltd may use the services of external expert advice in helping to carry out these assessments.
- ◆ Rest facilities for pregnant employees will be made available.

**ALL STAR FURNITURE & PARTY HIRE**  
**LTD**

**SAFETY STATEMENT**

**APPENDIX A**

**ACCIDENT REPORT RECORD**



**ALL STAR FURNITURE & PARTY HIRE**  
**LTD**

**SAFETY STATEMENT**

**APPENDIX B**

**SAFETY TRAINING RECORD**



**ALL STAR FURNITURE & PARTY HIRE**  
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**SAFETY STATEMENT**

**APPENDIX C**

**FIRST AID KIT CHECK LIST**

## VEHICLE FIRST AID KIT CHECK LIST

VEHICLE REGISTRATION No. \_\_\_\_\_

<u>Qty</u>	<u>Contents</u>	Qty	Qty	Qty	Qty	Qty
12	Adhesive Plasters					
2	Individually Wrapped Triangular Bandages					
2	Safety Pins					
1	Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 13 x 9 cms)					
8	Individually Wrapped Wipes					
1	Paramedic Shears					
1	Prs Latex Gloves					
1	Pr Tweezers					
1	300 ml sterile water					

Signature and date of person checking the contents of the first aid kit

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**ALL STAR FURNITURE & PARTY HIRE**  
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**SAFETY STATEMENT**

**APPENDIX D**

**FIRE SAFETY RECORD**



**ALL STAR FURNITURE & PARTY HIRE**  
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**SAFETY STATEMENT**

**APPENDIX E**

**PERSONAL PROTECTIVE EQUIPMENT**  
**RECORD**



