



Andrew Doyle
Safety Consultants Ltd.

EVENT SAFETY MANAGEMENT PLAN

FOR



11th and 17th March 2018

VERSION 001

Event Safety Management Plan Prepared for:

Rith 2018
Registered Offices
6 Harcourt Street,
Dublin 2.

ON SITE NUMBER FOR EVENT MANAGER 086 807 3411

Event Safety Management Plan Prepared By:

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DISCLAIMER

Please Note: This Event Safety Management Plan is based solely on the information provided to Andrew Doyle Safety Consultants Limited. If we have misunderstood any items or if any additional information is required then we rely on you to bring this to our attention for rectification.

TABLE OF CONTENTS.

1.0 Event Management /Personnel Structure

2.0 Local Emergency Services

3.0 Event Details

4.0 Event Risk Assessment

5.0 Traffic Management Procedure

6.0 Major Incident Procedure

7.0 Accident / Near Miss / Dangerous Occurrence Procedure

1.0 Event Management / Personnel Structure Including Roles & Responsibilities.

Please note this information is for guidance purposes and to structure roles and responsibilities but additional measures may well be required in terms of responsibility, due to dynamic nature of the event.

Role	Responsibilities
Rith Teo. – Company Directors	<ul style="list-style-type: none"> - Be aware of their responsibilities under the Safety, Health and Welfare at Work Act (2005); - Appoint a Rith festival planning committee who are competent and appropriately skilled to plan a complex festival; - Ensure that all health & safety legislation is complied with; - Create a positive health & safety culture within the Rith organisation.
Rith Festival Planning Committee/Lárchoiste pleanála	<ul style="list-style-type: none"> - Overall management of the Rith event - Read and demonstrate understanding of the event management plan, reviewing as necessary; - Appoint a health & safety officer on the Rith committee; - Ensure that all of the elements which contribute to the smooth running of the Rith event are interacting efficiently; - Ensure the provision of adequate stewarding, first-aid and medical personnel for the events; - Ensure that adequate measures are in place for the safety of all person involved in Rith; - Ensure that appropriate insurance cover is provided for the event in respect of both public and employer's liability; - Implement a programme of checks, inspections, pre-event and post-event meetings, so as to eliminate or minimise the potential risk to participants and volunteers; - Attend planning meetings with the relevant authorities;

Role	Responsibilities
Rith Festival Planning Committee/Lárchoiste pleanála (cont'd)	<ul style="list-style-type: none"> - Review and contribute towards the Event Safety Management Plan; - Consult with the Gardaí / PSNI; - Conduct review meeting post-event;
Rith – Event Chairperson /Bainisteoir Imeachta	<ul style="list-style-type: none"> - Overall co-ordination of the Rith Event; - Ensure that there are sufficient volunteers/ stewards on duty on each day of the Rith; - Ensure that the Rith team have appropriate health & safety and communications equipment during the Rith; - Ensure that daily review meetings are conducted each evening, to review any health & safety issues arising during the day and adjust event management procedures accordingly; - To ensure that a copy of the Event Management Plan is available in all vehicles during the Rith. -
Rith – Health & Safety Officer	<ul style="list-style-type: none"> - Distribute relevant health & safety information and training briefing information to coordinators; - Distribute health & safety guidelines to event participants & volunteers, through www.rith.ie, and co-ordinators; - Update event management plan with any Health & Safety information pertinent to the Rith event; - Circulate the event management plan to all members of the planning committee; - Draft guide documents for event participants, volunteers and vehicle drivers relevant to health & safety aspects of the Rith event; - Plan health & safety training for the Rith planning team and county coordinators;

Role	Responsibilities
Rith – Health & Safety Officer (Cont'd)	<ul style="list-style-type: none"> - Maintain health & safety awareness during all aspects of the event planning process; - Ensure that the Rith team have appropriate health & safety and communications equipment during the Rith.
Local volunteers/Oibrí Deonacha	<ul style="list-style-type: none"> - Be familiar with the type of event, the proposed routes and also be aware of their role in the Event Safety Management Plan for this event such as: - To report to / follow instructions from the Event Controllers; - Provide information to persons in attendance, assist in managing the flow of people through the routes; - Manage the control of persons running, ensuring good crowd distribution and diffusing potentially violent incidents; - Organised in teams related to task and areas of operation at the event; - All stewards to wear identifiable yellow high visibility waistcoats with reflective strips as per European guidelines with the word “MAOR” or “FOIREANN” also clearly listed for clarity; - Ensure runners stay tightly in, on left hand side of road away from on- coming vehicles; - Ensure that all runners participating during hours of darkness are wearing high visibility clothing - Knowledge of the layout of routes etc; - Attend pre-event steward briefings; - Ensure they are familiar with the event activities and emergency procedures; - Beware of openings or gaps in barriers that an attendee at the event could get through and cause harm to runners;

Role	Responsibilities
Local volunteers/Oibrí Deonacha (Cont'd)	<ul style="list-style-type: none"> - Ensure as far as possible no unauthorised persons enter the run; - Follow all instructions given by Event Controllers; - Immediately notify the Event Controllers / Health and Safety personnel of any near misses, accidents, dangerous occurrences etc.
Event participants	<ul style="list-style-type: none"> - Review available health & safety information provided by the Rith team available through www.rith.ie; - Follow instructions given by the Rith team including local volunteers/stewards; - Exercise common sense and take personal responsibility at all times; - To warm up appropriately prior to participation in the RITH Run 2018; - Wear high visible clothing; - To take reasonable care, for the safety of themselves and others; - Not to be under the influence of drink or drugs.
Medical / First Aid Assistance	<ul style="list-style-type: none"> - Competent to take responsibility for the provision of medical/first-aid as appropriate to those involved in the event, including event staff and members of the public attending; - Ensure that an adequate number of trained and competent first aid staff are present in proportion to the risks that the event poses; - A first aid assessment should be undertaken to establish the level of competence required, given the nature of the event; - Ensure all staff are familiar with location of paramedic;

Role	Responsibilities
Medical / First Aid Assistance (Cont'd)	<ul style="list-style-type: none"> - Develop a medical operational plan to cover the type of service being provided, location of facilities, procedures for sending people off site for medical care, recording of data and contingencies for untoward occurrences; - To liaise with and immediately notify the event controllers / health and safety staff of any near misses, accidents, dangerous occurrences etc; - Ensure all first aid records are kept for future reference / investigation; - To attend de brief after event.
Vehicle Support Drivers	<ul style="list-style-type: none"> - To be in possession of a full, clean driving licence; - To report any pre-existing medical conditions to event organisers prior to commencing run; - Not to be under the influence of alcohol or any drugs; - To drive in a careful and considerate manner at a safe slow speed; - To stay in constant communication with other Key event personnel; - To utilise GPS systems or local knowledge and beware well in advance of anticipated route; - To take adequate rest breaks and ensure job rotation, therefore reducing likelihood of complacency; - Follow the instructions given by Event Controllers and other relevant parties; - Immediately notify the Event Controllers / Health and Safety personnel of any near misses, accidents, dangerous occurrences etc; - To attend debriefing after the event.

2.0 Local Emergency Services

Please note this is general guidance purposes and is not necessarily the nearest hospital as the run is vast.

FOR IMMEDIATE / URGENT MEDICAL ASSISTANCE: CALL 999 or 112

All medical personnel should have detailed maps, locations, GPS etc. of nearest hospitals ensuring appropriate A&E facilities.

For serious emergencies please contact Ambulance Service for immediate transfer to nearest hospital and treatment.

Country dialling codes may be necessary, e.g. 00353 Ireland / 0044 Northern Ireland.

Northern Ireland

Location & Hospital	Contact Telephone No:
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Belfast Co Antrim:

Royal Victoria Hospital, Belfast	0044 28 9024 0503
The Mater Hospital, Belfast	0044 48 9074 1211
Belfast City Hospital, Belfast	0044 28 9032 9241
Musgrave Park Hospital	0044 28 9090 2000

Lurgan Co Armagh:

Lurgan Hospital	0044 28 3832 3262
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Coalisland and Aghnacloy Co Tyrone:

South Tyrone Hospital	0044 28 8772 2821
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Republic of Ireland

Location & Hospital	Contact Telephone No:
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Donaghmore, Co Louth:

Louth County Hospital	00353 42 933 4701
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Emyvale and Ballybay Co Monaghan:

Monaghan General Hospital	00353 47 38800
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Ardee and Drogheda Co Louth:

Our Lady of Lourdes Hospital 00353 41 983 7601

Nobber, Baile Ghib and Ráth Chairn, Co Meath:

Our Lady's Hospital, Navan 00353 46 902 1210

Balbriggan, Skerries, Lusk, Swords and Lucan, Co Dublin:

Beaumont Hospital, Dublin 9 00353 1 8093000
Blanchardstown Hospital, Dublin 15 00353 1 646 5000
Mater Hospital, Dublin 1 00353 1 803 2000
St Vincent's Hospital, Dublin 4 00353 1 277 4000
Adelaide and Meath Hospital, Dublin 24 00353 1 414 2000
St James's Hospital, Dublin 8 00353 1 410 3000

Bray and Greystones, Co Wicklow:

St Vincent's Hospital, Dublin 4 00353 1 277 4000
St Columcille's Hospital, Loughlinstown 00353 1 282 5800
St Michael's Hospital, Dun Laoghaire 00353 1 280 6901

Portlaoise, Co Laois:

Midland and Regional Hospital, Portlaoise 00353 57 862 1364

Roscrea, Nenagh, Thurles and Tipperary, Co Tipperary:

The Mid-Western Regional Hospital, Nenagh 00353 67 31491
South Tipperary General Hospital, Clonmel 00353 52 6177000

Limerick, Co Limerick:

St. John's Hospital, Limerick 00353 61 462222

Macroom, Muscraí, Co Cork:

Cork University Hospital, Wilton, Cork 00353 21 454 6400
Mercy University Hospital, Grenville Place, Cork 00353 21 427 1971

Listowel, Killorglan, Cahersiveen and Uíbh Rathach, Co Kerry:

University Hospital Kerry, Tralee 00353 66 718 4000

3.0 Event Details.

Event Summary

The Rith festival will take place again in Ireland between 11th and 17th March 2018.

Further details to be confirmed.

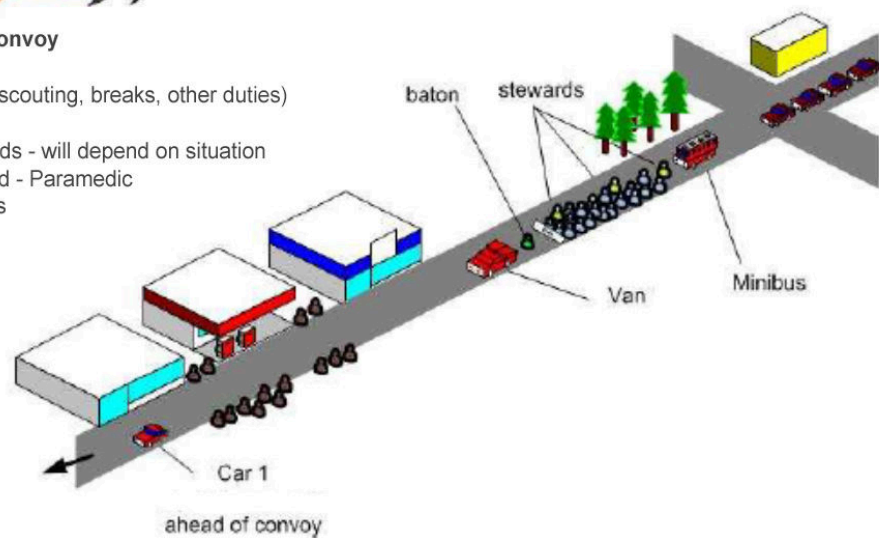
Capacity of Event

It is anticipated that approximately 30,000 – 40,000 persons will take part in the event over the ten days.



Rith Convoy

- Car 1
- Car 2 (scouting, breaks, other duties)
- Van 1
- Stewards - will depend on situation
- First Aid - Paramedic
- Minibus



4.0 Event Risk Assessment

Explanation of Risk Assessment Method

A Risk Assessment is conducted by:

- 1) *Identifying the hazards, i.e. what has potential to cause harm.*
- 2) *Deciding who may be harmed and why.*
- 3) *Evaluating the Risk, e.g. Low, Medium or High,*
- 4) *Recording the findings, i.e. as we have done with the attached risk assessment.*
- 5) *Monitoring, updating and reviewing as necessary.*

The information and table below explains the (3X3) method of quantitative risk assessment, to obtain a risk rating such as *low, medium* or *high*, likelihood must be multiplied by severity.

Likelihood 1-3 (1: Unlikely, 2: Possible, 3: Most Likely)

Severity 1- 3 (1: Minor, 2: Serious Injury, 3 Fatality / Very Serious Injury)

E.g. Likelihood (3) X Severity (2) = 6 (Medium Risk)

Level	Priority	Action
Level 1. Likelihood: Unlikely Severity: Minor, E.g. scratches	1-3	Low Risk - L No further controls required, Monitor in case of change,
Level 2 Likelihood: Possible Severity: More serious than a minor injury. E.g. Hospitalisation.	4-6	Medium Risk – M New control measures to be developed, Review of procedures,
Level 3 Likelihood: Most Likely Severity: Very serious injury, E.g. fatality.	7-9	High Risk - H New control measures to be developed, Review of procedures,

Persons Responsible for compliance with Risk Assessment.

- Event Organisers
- Health and Safety Staff
- Vehicle Drivers
- Stewards
- Medical Personnel
- External Stakeholders

N.B: Where additional hazards occur, or additional control measures are required, the Health and Safety Staff should complete a separate risk assessment using the blank risk assessment form.

Risk Assessment of Event

HAZARD	RISK / CONSEQUENCES		RISK	PERSONS AT RISK	CONTROL MEASURES
Unforeseen Hazards OPTION 1 (If time allows)	Multiple injuries, Possible fatalities.		H	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	A blank risk assessment form should be completed (If time allows) and actioned should any hazards present themselves which are not covered within this risk assessment.
Unforeseen Hazards OPTION 2 (For Immediate action)	Multiple injuries, Possible fatalities.		H.	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	<p>1. EVALUATE THE SITUATION</p> <p>2. ASSESS THE HAZARDS TO AVOID OR REDUCE THE RISK.</p> <p>3. REASSESS SHOULD THE SITUATION CHANGE.</p> <p>This model is based on personal dynamic risk assessment, and does not require the completion of paperwork, but is aimed to be a practical tool, is a high risk, changing environment.</p>

HAZARD	RISK / CONSEQUENCES		RISK	PERSONS AT RISK	CONTROL MEASURES
Collision between Vehicles and Participants / Observers.	Multiple injuries, Possible fatalities.		H.	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	<ul style="list-style-type: none"> • All staff /volunteers to attend safety briefing prior to event commencing. • Covey to have set structure in place aiming at minimizing risk. • 1 x support vehicle (with warning flashing lights) will lead convoy directly in front of runners. • 1 x support vehicle (with warning flashing lights) will protect runners from the rear and must never leave • An additional support vehicle during hours of clear daylight will proceed ahead of convoy warning of oncoming convoy. • This vehicle will be fitted with both loud hailers and flashing warning lights. • During hours of poor light / darkness the front warning vehicle will be brought back to front of the convoy and first vehicle protecting the convoy. • Spare flashing lights and loud hailers must be kept in vehicles as substitutes. • During hours of darkness, the minimum number of participants possible should take place, if it is deemed appropriate to run at those hours, on the given night and paying particular to conditions, staffing arrangements and cover of emergency services and support vehicles. • Motorways will be avoided and local access roads restricted unless site specific additional controls are in place to mitigate the risk.

HAZARD	RISK / CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
Collision between Vehicles and Participants / Observers Continued.	Multiple injuries, Possible fatalities.	H	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	<ul style="list-style-type: none"> • It is preferable that high vis clothing is worn by all persons at all times, but persons running outside towns on main roads must wear high visibility clothing at all times • All stewards to wear identifiable yellow high visibility waistcoats with the word “MAOR” or “FOIREANN” clearly visible. • Arrangements should be in place for substitute vehicles, should a vehicle break down. • A Garda or PSNI vehicle should be at the rear of the running party where possible, dissuading any drivers from attempting to overtake. • Supervision and closure of openings when vehicles are moving to prevent persons / entering / falling. • “Warning - No Overtaking” signage required at rear of vehicles and to be well lit at hours of darkness. • Additional lights (to comply with road regulations) at rear of convoy required during hour of darkness. • Primary and Secondary national roads will be used. • Stewards to ensure orderly run and that all persons run on left hand side of road away from oncoming traffic. • Ensure drop off points and mini bus collection where possible and have a system for collecting persons who leave the run early so they are not exposed to any undue dangers as far as possible. • Staff should wear high visibility clothing at all times. (Strictly compulsory for all persons during hours of darkness)

HAZARD	RISK / CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
Vehicles (General)	Road accident, Collision. Serious injuries, Fatalities	M	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	<ul style="list-style-type: none"> • All vehicles to be serviced, maintained and operated in accordance with manufacturers recommendations. • Ensure vehicles are driven by full licence holders. • Monitor driver behaviour where practicable. • Never drive when excessively tired. • Take a break / rest as long as necessary including an overnight break. • Drinking and eating regularly helps offset fatigue. • All drivers to be made aware to comply with the rules of the road. • Check vehicle basics before event. oil, water, tyre pressure, lights etc. • First aid box, suitable fire extinguisher, hands free kit and high visibility vest to be present in all vehicles. • Ensure the use of mobile phones in vehicles is restricted, if absolutely necessary then ensure hands free kits are used. • Carry emergency numbers for roadside assistance in mobile phone and / or vehicle. • Ensure that vehicles are never parked on blind spots, bends etc. • Ensure parked vehicles do not cause obstruction road users / pedestrians. • Ensure vehicles are always parked on level ground where practicable.

HAZARD	RISK / CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
Vehicles (Loading and Unloading)	Road accident, Collision. Serious injuries, Fatalities	M	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	<ul style="list-style-type: none"> ➤ Loading <ul style="list-style-type: none"> • Ensure vehicles are loaded in accordance with manufacturer's recommendations & load does not exceed maximum load capacity. • Ensure that all items are secured in the vehicles prior to moving off. ➤ Unloading <ul style="list-style-type: none"> • Designate safe route prior to unloading. • Ensure all unloading takes place at a safe pace. ➤ For Both Loading and Unloading. <ul style="list-style-type: none"> • No hazardous material to be carried without checking & following specific safety data sheets and appropriate safety instructions. • Ensure persons have received Manual Handling Training • Ensure appropriate and effective mechanical handling aids are used where required. • Ensure mechanical aids are suitable for full length of travelled routes and not just moving within vehicle or a partial route. • Ensure adequate supervision where practicable. • Provide appropriate Personal Protective Equipment when necessary, e.g. gloves if any sharp or rough objects.
Runaway Vehicle	Road accident, Collision. Serious injuries, Fatalities	M	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	<ul style="list-style-type: none"> • Ensure persons driving medical vehicles and those in convoy are in a fit and healthy state due to additional responsibility. • Where any emergency brake system other than basic handbrake exists, provide instruction to passengers on how to operate same.

HAZARD	RISK / CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
Animals	Injuries to humans, Shock, Fright,	H.	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public. 	<ul style="list-style-type: none"> • Restrict any animals from entering run. • Refer to Gardai or Police service for advice. • Do not approach any animals directly. • Only guide dogs allowed, but under strict supervision and provided no additional risks occur.

HAZARD	RISK / CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
First Aid Injury	Multiple injuries, Possible fatalities.	H.	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public. 	<ul style="list-style-type: none"> Adequate number of Paramedics and/ or Emergency Medical Technicians required. Paramedic to stay with convoy as far as possible. Pramedic must be clearly identified. First-aid boxes to be at dedicated locations in other vehicles also. Ensure GPS's are provided, advanced route knowledge.
Poor Comms	Unclear instructions, Misunderstanding, Impeded Evacuation, Serious personal injury, Fatalities,	H	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public. 	<ul style="list-style-type: none"> PA System to be in use & tested prior to event in vehicles. Senior Event Personnel to be in regular contact through Radio / mobile phone communications. Train staff in radio use and keep messages short and clear. Maintain contact with local authorities.
Use of Contractors	Blurring of roles, Contractors not competent to fulfil the contract. Injury to persons. Serious personal injury. Fatalities.	M	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public. 	<ul style="list-style-type: none"> Ensure contractors are competent to undertake specified role. Ensure pre-event safety checks are carried out by all contractors. Risk Assessments to be undertaken by contractors and submitted to RITH Health and Safety officer outlining how tasks will be performed safely. Ensure contractors wear appropriate Personal Protective Equipment Contractors to be insured and show proof of same prior to engagement.

HAZARD	RISK / CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
Disabled Persons	Crushing injuries, Cuts, bruising, serious personal injury, broken bones, fatalities.	M	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public. 	<ul style="list-style-type: none"> Risk assess each person and ensure suitability to conditions and environment. Ensure appropriate precautions for each case. Have system in place for disabled person entry. Ensure they are capable of entering the run. Ensure they enter the run with a minder / carer. Enforce disability policy. Take immediate action, if a dangerous situation arises.
Manual Handling (MH)	Various musculoskeletal disorders, Slips, falls, trips, Serious personal injury,	M	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public 	<ul style="list-style-type: none"> Assess MH tasks. Ensure where possible only people trained in manual handling engage in such tasks. Provide mechanical aids such as hand trolleys. Wear appropriate Personal Protective Equipment, (gloves, etc if sharp edges).
Welfare Facilities	Infection, Personal injury.	M	<ul style="list-style-type: none"> Volunteers. Staff, 	<ul style="list-style-type: none"> Ensure appropriate welfare facilities for staff / volunteers.
Violence	Serious personal injury,	M	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public 	<ul style="list-style-type: none"> Monitor crowd on constant basis. Liaise with Police forces regarding hot spots and areas of potential trouble. Have police presence where possible. Call Police for any serious incidents.
Lone Workers	Serious personal injury,	M	<ul style="list-style-type: none"> Volunteers. Staff, 	<ul style="list-style-type: none"> Avoid lone working where possible. Not permitted for high risk tasks. Establish periodic checks on all lone workers, e.g. Text or call.

HAZARD	RISK / CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
Weather	Cuts, broken bones etc. Slips, trips and falls. Hypothermia, Serious personal injury,	M	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public 	<ul style="list-style-type: none"> • Monitor weather condition. • Ensure plans are in place to deal with weather such as floods, ice etc... • Consult with local authorities regarding weather, should it become an issue, but ensure advance notice is given to ensure cover can be arranged quickly, e.g. road gritting to prevent slips, trips and falls. • Have in place a plan for postponing the event, should it become necessary due to poor weather. • Persons to take all reasonable precautions to remain dry. • Suitable clothing to be worn. • Foil blankets to be made available.
Noise	Tinnitus, Temporary / Permanent Induced Hearing loss,	M	<ul style="list-style-type: none"> • Volunteers. • Staff, • Members of the public 	<ul style="list-style-type: none"> • Try to control / reduce noise at source where possible. • Where noise is loudest rotate staff frequently. • Do not operate loud hailer at night time. • Rotate staff in vehicle with loud hailer to reduce exposure. • Where noise levels exceed 80Db it is advisable to wear hearing Personal Protective Equipment (PPE) • There are phone apps available that will give an indication of noise level.

HAZARD	RISK /CONSEQUENCES	RISK	PERSONS AT RISK	CONTROL MEASURES
Disposal of Waste	Slips, trips and falls, Injuries to person. Serious personal injury. Broken bone. Fatalities. Vermin congregating. Diseases.	M	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public 	<ul style="list-style-type: none"> Keep routes as clean as possible. Ensure waste management precautions are in place. Hazardous waste must be disposed of in accordance with biohazard disposal regulations. Seek guidance from local authority waste management services where necessary.
Inexperienced Staff	Contributing factors to potential personal injury.	M	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public 	<ul style="list-style-type: none"> Ensure staff who are selected are competent and have previous similar experience where possible. Ensure where possible that staff are certified / have received training in their chosen fields. Have back up staff on stand by, should any staff in their respective fields need to be replaced.
Work at Height.	Fall from Height. Collapse, Personal Injury.	M	<ul style="list-style-type: none"> Volunteers. Staff, Members of the public. 	<ul style="list-style-type: none"> Conduct Work at Height Risk Assessment for individual tasks Ladders can be used for low risk, light work and short duration tasks provided no safer alternative means Ensure ladders are in good condition, on stable and suitable base and are footed. All work at height equipment is required to be inspected and form GA3 from the Health and Safety Authority (hsa.ie) should be used. 3 points of contact required at all times on ladders where used. Never use hop ups.

5.0 Traffic Management Procedure

The Event controllers will liaise with Local Authorities, An Garda Siochana and The PSNI regarding Traffic Management well in advance of the event.

Consultation will take place regarding appropriate route selection, time transiting routes and inclement weather conditions.

Should road closures be necessary then these will be discussed and agreed well in advance of the run commencing.

The route will follow primary and secondary national roads as far as possible and motorways will not be used during the run.

Any additional guidance / requirements issued by Local Authorities / Police forces will be adhered to.

N.B Safety Information and Traffic Warnings will be issued using the following methods:

- www.rith.ie
- Garda Press Office
- AA Roadwatch
- Press releases to National & Local Media
- Training Events for Stewards

6.0 Major Incident Procedure

In the event of a major incident that cannot be controlled by event staff it may be necessary to relinquish control to the emergency services. The response to a major incident will require a multi-disciplinary approach in which the event management staff, the Gardai, PSNI, the Health Authorities and local authorities all play a part.

The instructions of the emergency services will be conveyed to event staff via the event controllers who will formally transfer control to the Senior Garda Officer present or Senior Fire Officer (as appropriate), who thereafter will manage the incident, should it go beyond a point of control by where Event Controllers are no longer comfortably in charge of the situation.

It is important that the initial alert to the emergency services is as exact and precise as possible, this will allow the responding agencies to dispatch the required resource promptly. The relevant information can be summed up by the use of the acronym E.T.H.A.N.E

Prompt	Information to be supplied
E	Exact location of incident
T	Type of incident
H	Hazards on site
A	Access/Egress routes
N	Numbers involved
E	Emergency service required.

NB. The person making the phone call to the emergency service should stay on the line and not hang up until they are told to do so by the operator.

Valuable information can be passed on to the services while they are on the way to the scene.

Where possible, a competent person should make the call, to ensure the correct information is relayed and an accurate description of events can be given calmly and accurately.

7.0 Accident / Near Miss/ Dangerous Occurrence Procedure

An Accident is an unplanned and undesired occurrence, which results in injury to person/persons;

A Dangerous Occurrence does not result in injury but does cause serious damage and have serious consequences to the health and safety of people and the environment.

A Near Miss is when an accident nearly occurs but does not. There is no damage to people/the environment/equipment. It is however very important to report near misses as near misses indicate potentially serious accidents within the future.

7.1 Accident / Incident Reporting

N.B: If an accident occurs the Health and Safety Staff must be informed immediately.

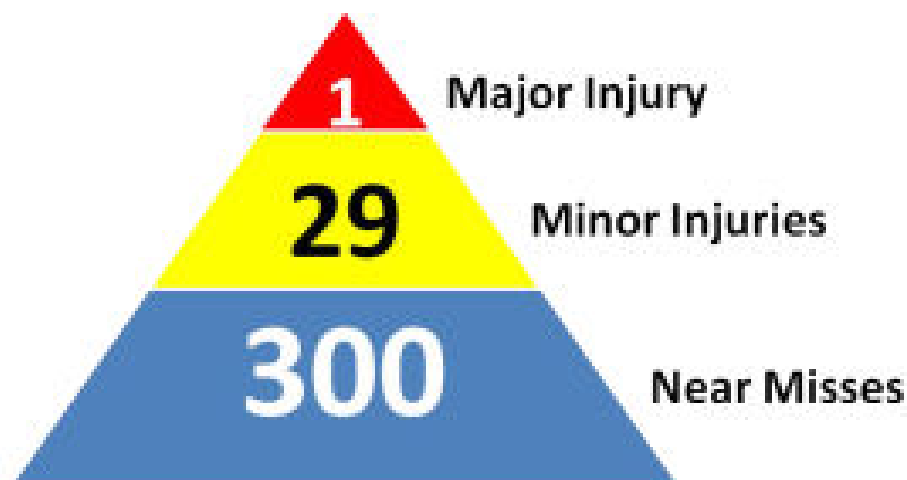
If it is appropriate to do so, inform other relevant local authorities

If an incident occurs in Northern Ireland, The Health and Safety Executive for Northern Ireland will be informed if it is required.

For all accidents/near misses or dangerous occurrences an internal accident form **must** be completed, regardless of how small the incident may appear. A minor accident or near miss indicates the possibility of a much more serious event occurring with potentially fatal consequences.

See diagram below indicating how the number of near misses can progress to more serious events if corrective action is not taken.

This is why corrective action **must** be taken at an early stage.



The following type of Accidents must be reported to the Health and Safety Authority (HSA) by completing **INCIDENT REPORT FORM IR1**

(N.B This can be achieved by requesting the form from management who will make arrangements to obtain the form from the HSA, the form can also be completed on-line @ www.hsa.ie)

- (a) The **death** of any employed or self-employed person, which was caused by an accident during the course of their work.
- (b) An **injury** sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for **more than three calendar days**, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- (c) A death or an injury that requires **treatment by a registered medical practitioner**, which does not occur while a person is at work, but is related to either a work activity or a place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.
- (d) A **road traffic accident** that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- (e) A **road traffic accident** that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

7.2 Dangerous Occurrence Reporting

Dangerous Occurrences must be reported to the Health and Safety Authority (HSA) by completing **INCIDENT REPORT FORM IR3**, (N.B This can be achieved by requesting the form from management who will make arrangements to obtain the form from the HSA, the form can also be completed on-line @ www.hsa.ie).

7.3 Accident/Near Miss/Dangerous Occurrence Procedure

- Get the person professional medical attention if required;
- Protect others by moving them away from the scene and cordon off location;
- Minimise property damage;
- Stabilise the scene and preserve evidence;
- Conduct an investigation to prevent recurrence;

7.4 For Serious Injuries /Serious Damage

- Use a mobile phone to contact the emergency services, this will enable the person to be given advice and guidance whilst beside the injured person;
- Before touching or approaching the injured person make sure it is safe to do so and you are not putting yourself in any danger
- Always isolate electricity where there is a danger of electric shock;
- Do not move the casualty unless absolutely necessary;
- If serious damage has occurred, the area must be isolated until made safe;
- If the incident involves chemicals then always give a copy of the Safety Data sheet to the emergency services;
- The person who witnessed the accident should give as many details as possible to the emergency services;

7.5 Accident Investigation

- Ensure access to the scene is restricted;
- Emphasis should be placed on gathering facts; not to place blame, or swiftly determine the cause of accident;
- Inspect the accident site before any changes occur;
- Preserve essential and critical evidence such as faulty equipment;
- Take photographs and/or make sketches of the accident scene;
- Interview the injured employee and witnesses as soon as possible after an accident. Record Interviews, pre-accident conditions, the accident sequence, and post-accident conditions;
- Document the location of injured employee, witnesses, machinery, equipment, energy sources, and hazardous materials;
- Ask *who, what, when, where, and how* during interviews **AVOID WHY!**
- Ask all questions in a logical sequence;
- Do not comment on liability or fault as to do could so will hinder the investigation;
- Listen for clues surrounding the conversation around you, unsolicited comments are often invaluable;
- Re-interview injured employee and witnesses to resolve conflicting accounts of the accident;
- Remain completely objective during interviews and in documentation – no opinions, just the facts;
- Keep complete and accurate notes of all interviews, documentation;
- Ensure completed Accident and Witness forms are completed and signed.