

# **HEALTH & SAFETY STATEMENT**

**Of**

**Young Irish Film Makers**

**St. Josephs Studios, Waterford Road,  
Kilkenny.**

Reviewed and updated: 20<sup>th</sup> November 2014

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## **1.0 – BUSINESS DESCRIPTION**

Our business is described as Youth Training, Film Production Company.

## **1.0 – OPENING STATEMENT**

Safety Statement of **Young Irish Film Makers** to each employee, employer, contractor and visitor.

This document sets out the safety policy of **Young Irish Film Makers** and specified means provided to achieve that policy. It is important, however, to recognise that all risks to health and safety can never be totally eliminated in any work and there are, in all cases, practical limits to the precautions that can be taken. Therefore it is vital that you read the document carefully and understand the overall arrangements for managing health and safety within the work place.

Our objective is to endeavour to provide a safe and healthy work environment for all our employees and to meet our duties to customers, contractors, members of the public and others who may be affected by our operations.

The success of the policy will depend on your co-operation. It is therefore important that you understand your role and the overall rules for safety and health. Staff and others are encouraged to put forward suggestions for improvements to the Safety Statement to **Young Irish Film Makers** and the Safety Statement will be made available to all employees.

It is the company's intention to ensure that the document is as up to date as possible. Therefore, the Safety Statement will be reviewed and updated as necessary at the beginning of each calendar year. The company will also revise the Safety Statement upon request by a Health and Safety Inspector. Also, the Safety Statement will be updated when there is a revision in names of responsible persons, changes in risks, new machinery, new protective equipment and new legislation standards.

This Safety Statement has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, The Safety, Health and Welfare at Work (General Application) Regulations, 1993 and the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations 1995 and other relevant statutory legislation and regulations.

**Signed:**

**Managing Director**

**Date:**

## **2.0 – COMPANY SAFETY POLICY**

It is the intention of **Young Irish Film Makers** to ensure that all reasonably practicable measures will be taken to avoid risk to employees or others. Management have the responsibility for implementing this policy throughout the company. They must ensure that Health and Safety are always given priority in planning on a day to day basis.

The company approach to ensuring health and safety may be summarised as follows

- Establishing practical and safe working systems
- Provisions of training and instruction to enable employees perform their work safely and effectively.
- Identification of hazards and the assessment of risks
- Designing of systems to reduce the risk factor to a safe level, so far as is reasonable practicable
- Provision of suitable personal protective equipment
- Consultation with staff on health and safety matters
- Revision of the Safety Statement and other safety documents as needed.

All employees, visitors and contractors are expected to co-operate with the company in carrying out this policy. They must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Employees are reminded that they have a legal duty under the statutory legislation to take reasonable care. These duties are summarised on page 8 of the Safety Statement.

The company has appointed **Angela Walsh** as Safety Representative **Garry McHugh** is deputy Safety Representative. Any difficulties in implementing the policies defined in this Safety Statement should be referred to the Safety Representative.

**Signed:**

**Managing Director**

**Date:**

### **3.0 – MANAGEMENT RESPONSIBILITIES: GENERAL**

The company will ensure, so far as is reasonably practicable:

- A safe place of work
- Safe means of access and egress – Safe plant and machinery
- Safe systems of work that reduce the risk to an acceptable level
- Provision of suitable protective clothing and equipment where risks cannot be eliminated  
Preparation and revision of emergency plans
- Prevention of risk to health from any article or substances (including plant, machinery and equipment)
- Provision and maintenance of welfare facilities
- Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees
- All supervisors will be responsible for the health and safety of employees under their supervision
- The Safety Officer, **Angela Walsh**, will be responsible for monitoring compliance with safety policies and all other applicable workplace safety rules and regulations.

### **4.0 – SAFE SYSTEMS OF WORK**

It is the policy of **Young Irish Film Makers** to ensure that tasks are within the competence and capacity of the employee. The systems of work will be designed with that purpose in mind. It is clear that some processes necessarily give rise to risks which can only be controlled by adherence to proper procedures.

It is the policy of this company when purchasing new equipment, altering existing equipment or changing a system of work to study such proposed purchases or changes to ensure so far as is reasonable practicable that they are with without significant hazard.

### **4.1 – SAFE PLANT AND MACHINERY**

Each item of plant on site is subject to regular inspection and safeguards are provided where appropriate. Safety inspections are carried out on a regular basis.

## 4.2 – INSTRUCTION AND TRAINING

**Young Irish Film Makers** recognise that people may need clearly defined safety procedures and instructions for that reason there is a substantial commitment by this company to identifying safety training needs, to carry out that training and to measure the competence of trained persons. Strong emphasis will be placed on safety, health and health aspects during all training exercises. **Young Irish Film Makers** expect that all employees will co-operate in the training exercises provided.

Certain tasks in our operations require that strict safety procedures be followed. It is essential that no person attempts a potentially hazardous task without instruction. Professional advice in staff training can be obtained from:

Health & Safety Authority/ FAS

**There are 3 types of training to be considered together with the above mentioned points;**

**\*Induction** – new entrants need to know the basics such as fire evacuation, good housekeeping, electricity and to read the safety statement

- **Skills** – Staff who have specific responsibilities can undertake them in a competent manner
- **Management Training** – which provides for a good overview of the law including guidance and need for risk assessments and safety management programmes

Person responsible for training is: **Angela Walsh/Garry McHugh**

## 5.0 – EMPLOYEES RESPONSIBILITIES

We at **Young Irish Film Makers** encourage all employees to take a positive approach to health and safety. Statutory legislation places various obligations on you and these can be summarised as follows:-

Take reasonable care for your own health, safety and welfare. This should also include that of any other person who may be affected by your acts or omissions at work.

Co-operate with management and your colleagues in order to enable them comply with any relevant statutory provisions.

Look after any appliance, equipment or protective clothing, which is provided for securing health, safety and welfare of persons at work. Such equipment may be for your own use or common use. Also any clothing or equipment provided for your use should be used as intended.

Report to your supervisor without unreasonable delay any defects in plant, equipment, place of work or system of work which may endanger Safety, Health and Welfare at work.

Do not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions, or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

## **5.1 – CUSTOMER AND VISITOR RESPONSIBILITIES**

It is the company's policy to ensure, so far as is reasonably practicable, the health and safety of all customers and visitors to our premises. It is expected that all customers and visitors will abide by safety rules and that they will not endanger the health or safety of the company employees or themselves.

In the event of an emergency evacuation or drill all customers and visitors should accompany the employee(s) they are with.

## **6.0 – GENERAL SAFETY RULES**

- Be familiar with safety aspects of your own job and with your work area
- Follow safety signs and heed warnings
- Do not take chances, if in doubt – get advice
- Warn others if the job you are doing creates a risk to them
- Do not smoke in prohibited areas
- Report all dangerous situations or incidents to **Angela Walsh/Garry McHugh**, Safety Officers.
- Keep your place of work clean and tidy, keep things in their proper place
- Do not misuse plant, tools or equipment
- Horseplay, practical jokes and running are strictly prohibited

## **7.0 – IDENTIFYING HAZARDS**

Where practicable this company commits itself to eliminating hazards identified. This approach will take into account the norms in our industry, expert advice available and objective standards or guidelines where they are available. The persons responsible for this area of safety shall examine the options available for dealing with problems, which have been identified, taking into account the extent of the problem. If the problem can only be resolved with significant expenditure the person responsible shall present the options available to the management and directors of this company for their decision. The persons responsible are **Garry McHugh/Angela Walsh**.

## **7.1 – CONSULTATION AND INFORMATION**

The company, **Young Irish Film Makers** is committed to meeting its obligation of consultation under Section 13 of the Safety, Health & Welfare at Work Act 2005. Consultancy meetings will be held on an on-going basis. The following group of **Angela Walsh/Garry McHugh** will meet at intervals to discuss and review health and safety aspects. The effectiveness of the consultation arrangement will be reviewed from time to time. The company recognises the statutory rights of safety representatives as set out in Section 13 of the Act and is committed to co-operating with the person selected.

Dialogue on these issues should be a two-way process with every effort made to reach a meaningful solution. All employees have access to the Safety Statement. This may be examined or borrowed on request.

## **7.2 – SAFETY MANAGEMENT STRUCTURE**

The safety management structure within **Young Irish Film Makers**, who will co-ordinate the matters of safety with one another and with all employees of this company. The persons with safety training responsibilities will ensure that first-aid refresher courses are attended by those needing them. Employees are reminded that they must check out the locations and provisions to first-aid boxes to ensure that they are adequate.

## **8.0 – SAFE MANUAL HANDLING**

A common hazard is the manual movement of loads leading to back injuries and pains in hand, wrist and neck. To reduce the likelihood of these types of accidents the main requirements are:

- Remove the need for manual handling that may be the cause of the injury
- Identify those tasks where manual handling cannot be avoided
- Reduce the risk of injury by rearranging the work being done, e.g. reduce weight being lifted
- Provide manual handling training to those who need it and give information on weights being lifted and how to plan a lift.
- If cabinets, desks or other heavy equipment have to be moved take precautions. For example, use team lifting or provide hand trolleys.

## **8.1 – TRAINING – SAFE MANUAL HANDLING**

It is a legal requirement to ensure that all employees are properly trained in correct manual handling techniques and this can be done by either the company's own trained staff or by employing an outside trainer.

### **Good Manual Handling Techniques Include:**

**Assess the load** – Plan the lift. Is this load safe to lift? Where is the load's centre of gravity? Where is the load going to be placed? Are mechanical aids necessary? Do you need help with the load? Is the floor clear of obstructions such as discarded wrapping material etc.? Consider a mid-way resting position if the load has to be lifted a long way such as from the floor to the shoulder.

**Position of the feet** – Broad comfortable base to ensure stability (unsuitable footwear makes this difficult). Leading leg as far forward as possible.

**Posture** – Bend the knees and keep the back straight (not necessarily erect). Chin tucked in and keep the shoulders facing the same direction as the hips.

**Grip** – Get a firm grip. Try to keep the arms within the boundary formed by the legs. Be close to the load and get the fingers around and under the load.

**Lifting** – Don't jerk. If lifting from a bench don't reach for the load, slide it towards you. Carry out the lifting movement smoothly.

**Carrying** – Use your feet to turn. Don't twist the trunk. Keep the load close to the body. Keep your elbows in.

**Putting Down** – Carry out the operation smoothly. If positioning of the load is necessary put it down first then slide it into the required position.

For further information the Health & Safety Authority has produced a booklet entitled "Safe Manual Handling – Handle with Care" and a copy of this can be obtained from the Authority.

## **9.0 – VISUAL DISPLAY UNITS (VDU's)**

The main difficulties which can occur with the use of VDU's are related to the design of the workstation. With intensive or continuous use in the office adequate breaks are a requirement. Users must know how to arrange their work and workstation to avoid awkward movements, reflections, aches and pains.

A risk assessment of VDU workstation is included on the following page, together with a diagram of a typical office workstation. For habitual VDU uses (more than one hour continuous use per day) eye tests must be provided.

## **9.00- (a) SEDENTARY WORK**

Work which is carried out in the seated position requires careful organising. It is important that the workstation is designed to improve efficiency and reduce fatigue and that the risk of injury to the worker reduced to a minimum.

Areas which require special attention are:

**\*Chairs** – swivel chairs should have five feet for stability. The seat must be adjustable in height and tilt slightly forward to ensure a flat lumbar spine. The back should be adjustable in both the upright and horizontal positions. Operators should be informed how to make correct adjustments and the benefits of good posture.

**\*Desks** – desks are generally fixed so the chair is the thing which will be adjusted to match the operator to the work position. The ideal position of the work top is approximately at elbow level. A footrest should be provided for operators when necessary. The work top should have a non-reflective surface and should allow a flexible arrangement of display screen, keyboard etc.

**\*Display Screens** – characters on the display screen should be clearly defined so that they can be easily recognised. Line and character spacing should ensure that text is easily legible. The size and shape of characters are very important in the avoidance of eyestrain. Document holders should be placed at the same height as the screen to ease possible strain on the neck muscles.

**\*Keyboards** – keyboards should be designed for comfort and efficiency. They should be positioned so as to allow sufficient resting space for the support of the hands and arms.

**\*Lighting** – correct lighting arrangements are vital if eyestrain or fatigue is to be avoided. Local lighting may be necessary in some cases.

**\*Reflections and Glare** – reflections and glare can cause discomfort for the operator by making it difficult to see the information on the screen.

**\*Heating and Ventilation** – a comfortable temperature, good ventilation free from draughts and controlled humidity are essential to avoid fatigue and discomfort. A temperature of 17.50 should be the minimum for sedentary workers. Windows, skylights or glass partitions in offices should not allow excessive temperatures to be reached during hot weather.

**\*Noise** – excessive noise from keyboards and printers can be a distraction to operators and have a negative effect on efficiency.

Regular breaks which require the operative to carry out other duties should be designed into the job to reduce the onset of fatigue and eyestrain.

## **10.0 – MISCELLANEOUS WELFARE PROVISIONS REGULATIONS, 1995**

There are requirements to keep a workplace in a clean state by regular cleaning (at least once per week), to remove rubbish on a daily basis, to provide adequate seating facilities, a supply of drinking water and facilities for taking meals. Toilet and washing facilities must be provided.

Interior walls, ceilings, windows and work surfaces should be cleaned at suitable intervals so as to maintain hygiene standards. Ensure contract office cleaners are provided with the same health and safety protection as office workers.

Staff must co-operate in maintaining a high standard of hygiene in these areas.

### **First Aid**

There is a First Aid Box, which will be kept correctly stocked, sited on the premises to deal with any minor injuries. Employees are reminded that they should check out the locations and provisions of First Aid boxes to ensure that they are adequate. Refer to Safe Operating Systems Guide on First Aid contained within the document.

### **Fire Protection**

Fire Extinguishers and a Fire Alarm are provided and sited on and around the premises. This equipment is regularly tested and serviced by specialised contractors.

All Fire Exits and emergency paths of egress should be marked using the standard symbols. Employees should ensure they are kept clear at all times.

### **Fire Prevention**

Fire safety inspections and analyses of potential fire hazards are regularly carried out.

Liaison with relevant authorities such as Fire Brigade Officers, Factory Inspectors and Insurance Surveyors will take place as appropriate.

## **10.00 (a) - EVACUATION**

Evacuation drills will take place twice per annum and more often if deemed appropriate.

### *Evacuation Procedures*

1. Report to the person in charge after switching off equipment using emergency buttons where applicable.
2. Persons in charge will direct you to the correct exit. Assembly Area should be designated.
3. After a roll call you will be instructed what action to take, if any.

*A detailed Emergency Planning Programme is provided below.*

## **10.1 – FIRE SAFETY PROGRAMME**

The management should put in place a Fire Safety Programme which will:

- a) Guard against an outbreak of fire
- b) Ensure as far as is reasonable practicable the safety of persons on the premises in the event of an outbreak of fire.

The Fire Safety Programme will incorporate arrangements for:

- a) The maintenance of escape routes, i.e. escape routes are kept clear of rubbish and materials at all times
- b) The provision of adequate fire protection equipment and systems, e.g. fire extinguishers, fire alarm etc.
- c) The inspection and maintenance of the fire protection and systems
- d) Employees should receive training in action in the event of fire and the use of fire appliances
- e) Waste materials should be cleared on a regular basis so as to minimise the risk of fire

## **10.2 – EMERGENCY PROCEDURES**

The organisation should establish and maintain procedures to respond to accidents and emergency situations.

*Emergency planning can include:*

- Training personnel on what to do in the event of an emergency
- Familiarising the emergency services with the facilities of the organisation
- Testing and rehearsing of these plans

*The emergency plan itself should include:*

- Details of suitable warning and/or alarm systems
- Details of the emergency services available, e.g. fire brigade, ambulance
- Communications planning
- Examples of emergency scenarios that might occur

Emergency procedures to be adopted including the responsibilities of key personnel –  
Emergency rescue equipment and its maintenance log

A periodic review and revision of emergency procedures should take place to ensure response and preparedness.

### **10.3 – EMERGENCY PLANNING**

A co-ordinated Emergency Plan will be drawn up to ensure an efficient and functional response to any emergency.

The plan should commence with the implementation of a comprehensive fire evacuation scheme. The provisions of this evacuation scheme should be communicated to all members of the Staff and the necessary information, instruction and training should be provided to them on a periodic basis, say six monthly.

Once this evacuation scheme is operating effectively the additional structures necessary for the Emergency and Fire Plan should be put into place.

The Emergency & Fire Plan should be reviewed on an annual basis.

The Emergency Plan and the Evacuation Scheme should include the names of the designated members who are responsible for implementing measures to ensure the safe evacuation of all customers and personnel from the premises.

Fire Drills must be carried out at least twice per year, and recorded.

The designated personnel or persons responsible for implementing this Emergency Plan should be aware of the whereabouts of the Emergency Services notice details posted, i.e. the main notice board, and summon the Fire Brigade, Ambulance and/or Gardaí by following the agreed procedures.

Relevant safety personnel should be kept informed of the locations of Fire Extinguishers or other fire fighting equipment and be trained and instructed in its use.

An Assembly Point following evacuation should be chosen a short distance from the front of the building.

Training in evacuation procedures and practice drills should take place twice per year. All personnel should take part in these training sessions and drills. Any personnel who are unsure as to their role or action in an emergency should advise the management who should ensure the required information and instruction is provided to rectify the situation.

All members of the staff should be made aware of, and informed and consulted on, full details of the Emergency Plan and to what action they should take in the event of an emergency or evacuation of the building.

In the event of an emergency all members of the staff, or others, on the premises are to proceed to evacuate the building from the nearest exit to their location. From here they

should make their way to the street at the front of the building. An actual designated point should be chosen so that a head count can take place.

- On instructions being given, stop whatever is being done at the time and advise the customers and staff to evacuate the building from the nearest exit point
- Make sure any electrical equipment has been switched off before leaving
- Walk to the assembly point calmly, do not run. There should be no panic.
- Do not attempt to retrieve personal belongings from the cloakroom or other areas
- Do not re-enter the building until the all clear has been given.

The following 3 pages – may be displayed in your premises

# **FIRE**

## **EVACUATION PROCEEDURES**

Should you discover a fire or one is reported to you, **IMMEDIATELY** raise the **ALARM** and:

1. **Open the nearest available exit in your area and direct people to this exit.**
2. **Make sure that all areas (i.e. toilets, clock rooms, store rooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
3. **Evacuate the facility immediately. Do not take anything with you.**
4. **Once evacuated, no person should be allowed back into the building (area) under any circumstances.**
5. **Rescue: if any personnel are discovered missing or are injured they will need assistance to bring them to safety.  
You should only re-enter the area under these circumstances, if you are not placing yourself in danger.**
6. **Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in danger. Fire Extinguishers and fire fighting equipment are provided for this purpose.**
7. **Carry out any special task or tasks allocated by Management.**
8. **Do not go home. You must wait until you have been given permission to leave.**

# **FIRE**

## **GENERAL FIRE PRECAUTIONS**

**STAFF MEMBERS SHOULD FAMILIARISE THEMSELVES AS SOON AS POSSIBLE WITH:**

- 1. The layout of the premises.**
- 2. The location and operation of Emergency Exits.**
- 3. The location and operation of Extinguishers, hose reels and Break glass units where fitted.**
- 4. The correct action to be taken on discovering a fire or if the alarm is sounded by someone else.**

**EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:**

- 1. Smouldering material to be extinguished before disposal.**
- 2. Escape routes and Extinguisher. Emergency Exits to be kept clear at all times.**
- 3. Fire Doors and Smoke Doors never to be fixed in an open position.**
- 4. Faults in Electrical, Gas, Extinguishers and Fire alarm Equipment to be reported to ALL management.**
- 5. NO SMOKING or Naked Lights where Smoking is forbidden.**
- 6. Except with management permission, no work to be done involving any Fire Hazard.**

## ✓ Fire Fighting Equipment.

Fire fighting equipment may be selected as per the table below:

FIRE RISK	Water	Foam	Carbon Dioxide	Dry Powder
Label colour	Signal <b>RED</b>	Pale <b>Cream</b>	<b>BLACK</b>	French <b>BLUE</b>
Paper, wood, textile & Fabric.				
Flammable Liquids.			✓	✓
Flammable Gases.			✓	✓
Electrical Hazards.				✓
Vehicle Protection				✓

### Fire / Emergency Equipment & Exit Routes.

- Must always be kept clear and accessible.
- Marked areas must not be obstructed at any time.
- Never use Fire Equipment for other uses besides Fire Fighting.

**NEVER smoke in the vicinity of gas cylinders, Petrol or other flammable substances.**

**NEVER direct water at any electrical installation, machinery or wiring.**

## **11.0 – CUSTOMERS & VISITORS TO THE PREMISES**

An appraisal of our activities will be completed to establish potential hazards to customers and visitors. For example, floor surfaces, steps and stairs present an established risk of slipping, tripping or falling. They require traditional methods of control such as good construction, the use of handrails and the provision of non-slip surfaces along with the need to keep stairs free of obstructions.

In the simplest cases hazards can be identified by observation and by comparing the circumstances with the relevant information. To ensure a systematic evaluation of hazards consider relevant safety sources of information such as:

- Information provided by suppliers
- Personal knowledge and experience of employees
- Accident or incident data
- Legislation and Health & Safety codes of practice

## **11.1 – SMOKING POLICY**

Given the nature of the business a strict ‘No Smoking’ policy should apply to all personnel whilst in the confines of the building.

A designated area should be established outside the building where smoking may take place only.

Cigarette butts should be properly extinguished and not left lying on the ground. Following extinguishing they should be put into a covered metal container.

Waste content should never be emptied into bins within a two hour period of the smoking material being extinguished.

All employees should be communicated with and informed regarding the Smoking Policy of the company with particular attention to the covered metal container.

With effect from 1<sup>st</sup> January 2004, all smoking is prohibited within the workplace.

## **11.2 – PREGNANT EMPLOYEES**

Under the Maternity Protection Act 1994, the employer must be given at least four weeks written notice of the employee’s intention to take maternity leave. The Employee must also advise your employer four weeks in advance of returning to work to confirm this notification again in writing two weeks before you expect to return. For extended maternity leave, four weeks’ notice in writing must be given before returning to work and two weeks before you expect to return.

As soon as an employee informs an Employer that she is pregnant, the safety statement must be re-examined and risk assessment to ascertain if there are particular risks to the pregnancy.

A Risk assessment must be carried out and recorded.

Where necessary the Company will adjust the working conditions and/or working hours, to minimise any hazards or risks to the employee, the unborn child or breastfeeding mother.

### **11.3 – YOUNG PEOPLE**

A Young Person is an employee under 18 years of age.

There is a duty to assess the risk to the young person as to any other employee, but also to have regard to the young person's lack of experience, absence of awareness or lack of maturity.

A risk assessment should be carried out before a young person is employed including an assessment of the appropriate training, the level of supervision required

### **12.0 – WORKPLACE STRESS**

We all need some pressure and challenges at work to keep us motivated, but when pressures are extreme and demands placed on us are beyond our ability to cope, stress is the result.

#### **WORK STRESS**

Work stress is caused by fundamentals of change, loss of control, pressure management and work overload. Change in business is now constant and some employees feel they have little control over their working lives, this impacts on the individual who has to adjust and respond to changes resulting in increased stress.

There is much evidence to indicate what prolonged stress may do to the human body. At a minimum there may be loss of sleep, and if the stress continues a loss of health and life itself.

The responsibility for reducing stress is divided as follows:

- Work related stress is the responsibility of both employer and employee
- Personal and family stress is the responsibility of the employee

Some employers provide support and counselling and employee assistance programmes to assist individuals cope with work or family stress that may be affecting their lives.

Requirements on employers to address workplace stress are issued by the Health & Safety Authority and are contained in its booklet 'Guidelines on Stress'.

There is a duty on all employees to take care of their own health and safety while at work. Personal and family stresses may encroach on the workplace. Stress reduction techniques and training should be carried out and followed through by the employees to safeguard health and safety and to enable the employer comply with the law.

Safety training should be designed to include provision of awareness on stress and stress reduction training. Confidential counselling and support services, either internal or external to the organisation, where employees would have access to counselling particularly for

personal or family stress.

The key to preventing work related stress is good levels of communication and feedback, clearly defined roles and support when required.

### **13.0 – DIGNITY AT WORK POLICY – BULLYING – HARASSMENT**

#### Dignity at Work Policy

The Directors, Management and Staff are committed to working together to developing and maintaining a workplace that encourages, supports and protects the rights of every employee to their dignity at work.

The Directors and Management will not accept any form of bullying or harassment within the workforce. All reported incidents of bullying and or harassment will be investigated thoroughly and the disciplinary procedure policy will be fully enforced where necessary and as appropriate.

This policy is being put in place formally for the benefit of all employees, to ensure a proper environment for all members of staff to work together, but to be successful it requires the co-operation and understanding of every employee.

The following forms of harassment and bullying as covered by the, Employment Equality Act 1998 and the Equal Status Act 2000 will not be tolerated:

- Racist Comments
- Verbal Abuse
- Written Comments
- Physical Abuse
- Sexual Harassment
- Intimidation

Definition of:

Racist Comments = Any insulting or derogatory comments, which are made in relation to a person's colour, county or country of origin or culture/religion.

Verbal Abuse = Any insulting, threatening or derogatory comments that are made to a person in the work place, where the person concerned is attempting to carry out their workplace duties. Where a workplace problem exists/arises, complaints should be brought to the attention of the appropriate manager.

Written Comments = Graffiti, Posters or literature displayed or passed around the workplace, which is likely to cause offence to other workers in the workplace. E-mails, containing pictures or comments, which may result in offending another worker.

Physical Abuse = Actual or threatened physical violence to another worker. Physical, malicious damage or interference to another worker's property. Interfering with a machine or a piece of equipment that could result in danger or injury to another worker.

Sexual Harassment = Derogatory comments, unwanted physical contact, unwanted and unsolicited attention, E-mails containing pictures or comments of a sexual nature which may result in offending another worker. Displaying pictures of a sexual nature, which may result in offending another worker.

Intimidation = Threatening behaviour to another worker, through implied threats of personal violence, damage to property, imparting of personal details to other workers. The intimidation can be in the form of sexual favours, demanding money or personal property, or carry out other people's work.

The result of harassment and bullying can have varying degrees of consequence for the person subjected to the harassment and bullying. The consequences can vary depending on the severity, the time span and on the individuals' tolerance to the type of harassment and bullying.

Consequences of Harassment & Bullying:

- Increased sick leave
- Time off/absenteeism
- Poor workmanship
- Poor timekeeping
- Argumentative
- Depression
- Drink related problems
- Suicide

Complaints Procedure: All Complaints will be considered, investigated and dealt with in the same manner, no matter who the person involved is. To this end a complaints form must be filled in by the person making the complaint and signed by the person receiving the initial complaint, a copy will be given back to the person for their own records – this will ensure that the procedure is completely transparent and so improve manager, management, worker relationship.

Disciplinary Procedure: Where a complaint is upheld an individual, the company will enforce the disciplinary procedure as necessary and appropriate, these include:-

- Suspension from duties for a limited time

- Loss of overtime
- Loss of bonus
- Termination of Employment

#### 14. MOTOR VEHICLES

The term workplace transport is used when considering the safety issues relating to the movement of vehicles. A risk assessment should be carried out for every vehicle, the following areas should be addressed:

- Is there a maintenance programme in place for each vehicle
- All drivers must have a full clean driving licence
- All drivers must be between the ages of 23 and 70 (or in accordance with the age on the motor insurance contract)
- If crew are using their own vehicles, adequate insurance should be in place and maintained and vehicle maintained in road worthy condition

## **14.1 – HEALTH AND THE OFFICE ENVIRONMENT**

There is always the possibility that workers may experience some ill-health effects which may be due to the office environment. Examples are headaches, lethargy, eye, nose or throat problems. These require investigation so as to prevent such ill-health in the office. The elements to be considered include ventilation, workstations, temperature, lighting, eating facilities, smoking and welfare facilities. These areas have been considered elsewhere in this Safety Statement. Sanitary facilities should be kept clean and well ventilated.

## **15.0 – REQUIRMENTS**

### **YOUNG IRISH FILM MAKERS – THE INTERESTS OF HEALTH & SAFETY**

- Familiarise employees with the operation and safe use of Fire Extinguishers
- Ensure that an Accident Register Book is kept and maintained. This is a legal requirement.
- Log all in-house and external staff safety training and instruction
- Document all provision of Personal Protective equipment. This should include Personal Protective Equipment supplied to office cleaners and for emergency planning e.g. gas leaks.
- Consider obtaining a pre-medical prior to employing new staff
- Notify the Health & Safety Authority immediately if a serious accident occurs. Do not interfere with the accident site prior to investigation. If the accident is not very serious but the employee is out of work for three days or longer the Health & Safety Authority must be notified.
- Ensure all waste is removed daily
- All portable electrical equipment should have 110 volt supply available
- New employees should undertake induction training
- Access and egress points and areas should be kept clear
- A no-smoking policy should be implemented
- Floors and walkways must be dried and cleaned immediately following slippages and should be generally kept in a clean and tidy state
- All exits and paths of egress should be marked using the standard symbols
- Warning signs should be placed at steps into the main office area and to toilet areas

**Note:** This list is non-exhaustive and is based on visual observation on the date in question.

It does not relieve the employer of his legal duties and obligations

**Revision of this Safety Statement will be necessary if the nature of the work changes or new plant or new hazards are introduced.**

**New personnel, new duties or new regulations may also necessitate revisions to the Safety Statement.**

## **16.0 – RESPONSIBILITIES OF HEALTH & SAFETY OFFICERS,**

**Angela Walsh/Garry McHugh**

To advise on the prevention of injury to personnel and damage to equipment and plan

1. To advise on improvements in safe working practices
2. To advise on legal requirements affecting safety, health and welfare
3. To advise on the provision and use of protective clothing and equipment
4. To advise on the suitability (from a safety point of view) of all new equipment
5. To advise on potential hazards on premises such as fire, materials, equipment etc
6. To advise on changes of legislation
7. To advise on necessary training, either internal or external, for all grades or personnel from top management to induction of new entrants and to assist required
8. To carry out inspections and monitor progress
9. To carry out accident investigations to determine the cause and to make recommendations for prevention
10. To supervise the recording and analysis of information of injuries
11. To ensure that all records are maintained up to date
12. To take part in discussions, at all levels, on SAFETY, Health and Welfare matters
13. To keep up to date with new technological changes and disseminate information where appropriate
14. To foster an understanding that accidents *affect* productivity, cause pain and suffering and are preventable
15. To encourage two way communication in Safety, Health and Welfare
16. To receive all complaints, suggestions for improvement from the Safety Representative and to investigate these. He/She will maintain a record of these and the action

taken

17. To maintain minutes of safety meetings
18. To advise on and, if necessary, to devise safe systems of work, permit-to-work systems, etc, for machinery and electrical works
19. To ensure that all personnel are aware of their responsibilities in matters of safety, health and welfare and to keep records

#### **17.0 – SAFETY REPRESENTATIVES:**

##### **Angela Walsh/Garry McHugh**

- Employees have the right to make representations to and consult their employer on matters of safety, health and welfare in their place of work
- Under Section 13 (3), of the Act, employees have the right to select, from amongst their number, a representative, to represent them in consultation with management
- A Safety Representative shall have the right to such information from management as is necessary to ensure, so far as is reasonable and practical, the safety and health of employees
- The Safety Representative shall, as far as is reasonably practicable, have time *off* without loss of pay, to acquire the knowledge necessary to discharge their function whilst at work
- They will, whenever possible, promote safe working practices amongst fellow employees and will, where possible, report and/or correct any unsafe acts observed
- The Safety Representative will be immediately informed when an inspector of the Health and Safety Authority visits the premises and will be facilitated in every possible way with the discharge of their functions under section 13 of the Act. They will not *suffer* any disadvantage through discharge of these functions.
- They may initially undertake a Safety Representative Course and will be given the option of further training if necessary.

#### **18.0 – SAFE OPERATING SYSTEMS GUIDE: FIRST AID**

Listed below are the persons in the company who are, or will be, trained in First Aid:

???

First Aiders (or other employees) are not permitted to dispense analgesics, pills or medications. Supplies of such items will not be kept in the First Aid Boxes. Individual employees who believe they might have a need for these items must be responsible for their own supplies.

The person with safety training responsibilities must ensure that the First Aid Refresher Courses are attended by those needing the courses.

The names of the First Aid trained persons are to be posted on the First Aid Box. First Aid Boxes are provided and located in the under noted areas:

Number of Box – 1

Areas Served – Office and Location

Each box will contain the following contents:-

### **ITEMS**

- Antiseptic Wipes
- Absorbent Lint
- Gauze Bandages
- Cotton Wool Balls
- Elastoplasts
- Cicitrin Powder
- Kendal Sterile Dressings
- Filmated Swabs
- Acuflex Cream
- Savlon
- Strapping
- Scissors
- Large Wound Dressing
- Tape
- Eye Pad
- Eye Wash Bottle

- Pins
- Gloves
- (Canteen Only) Burn Spray
- (Canteen Only) Paraffin Gauze

## 19-01 – HAZARD IDENTIFICATION AND RISK ASSESSMENT

It is our policy to identify hazards in the work place, assess the risk to health and safety, and to control risks as far as is reasonably practicable so that they are eliminated or reduced to the lowest level possible, taking in to account the Principles of Prevention set out in the 1989 Framework Directive.

**HAZARD** is taken to mean any substance, article, material or practice which has the potential to cause harm.

**RISK** is taken to mean the potential of the hazard to cause harm in the actual circumstances of use.

**RISK ASSESSMENT** is based on the linking of the probability of occurrence with the severity of loss and/or injury.

In this Safety Statement, risks are graded, ***High, Medium or Low***. This is to help with giving priority to the employment of controls and to allocation of resources.

Grade or Risk	Characteristics
<u>High Risk</u>	Possibility of fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
<u>Medium Risk</u>	Possibility of minor injury to an individual or some material loss
<u>Low Risk</u>	Possibility of injury or material loss is unlikely although conceivable.

The risk associated with each hazard is categorised as high, medium or low.

It is important to note that the risk may change depending on circumstances such as weather, seasonal conditions, light levels and other external influences. The risk may also change depending on the type or Production that is being undertaken and scrip's should be reviewed to get this information, also locations including buildings should be considered carefully before use.

Risk Assessment should be reviewed each time there is a new exposure.

## **20-01 SAFE OPERATING SYSTEMS AREA: HALLWAY, STAIRWAYS & ACCESS/EGRESS**

### **Hazards and Risks:**

- Obstructions and congestion
- Wet floors
- Risk of fire
- Slips, trips and falls
- Restricted egress in an emergency
- Condition of floors

### **Who might be harmed?**

- All staff
- Cleaners
- Customers
- Visitors

### **Risk Controls:**

- First Aid Boxes, suitably stocked and personnel trained in its use
- All areas be kept clear of obstructions and no stocks are allowed to be kept here
- Regular cleaning will take place and spillages will be mopped up immediately
- All inoperative light bulbs should be replaced \*Weekly inspections to note defects
- Exit signs should be clearly displayed
- Highlight any areas where steps are located

**Responsible Persons: Angela Walsh/Garry McHugh**

**Signed**

**Date**

**Assessment Review Date:**

## **21.0 – SAFE OPERATING SYSTEMS GUIDE: ELECTRICITY**

**HAZARDS:** The hazard is that of electric shock, which might lead to injury or death

**RISKS:** Electricity is used throughout the Company. All personnel are involved in some aspect of using electrical appliances. Due to the consequences of an electrical shock, the overall risk category must be classed as high.

**CONTROLS:** The risks associated with standard electrical installations are minimised by:-  
Conforming to electrical Safety Regulations

- The proper design/estimation of electrical load requirements
- The installation of electrical equipment by trained electricians
- Conducting routine inspections and maintenance and adhering to safe systems of work
- Only allowing authorised electricians to work on electrical installations
- Using proper extension leads where appropriate
- Double adaptors should not be used
- Report any damaged or defective equipment immediately
- Each machine should have on/off switches provided
- Cables securely anchored to plugs and portable leads
- Doors and passageways to be kept clear of flexible leads
- 30mA ELCBs installed to protect all socket circuits
- Where possible, switch off all electrical supplies, except to security devices, at the end of each day – REO Certificates are valid and current

**PERSON RESPONSIBLE: Angela Walsh/Garry McHugh**

**Signed**

**Date**

**Assessment/Review Date**

## **22.0 – SAFE OPERATING SYSTEMS GUIDE: LIGHTING**

**HAZARDS:** Poor lighting conditions can pose significant risks to personnel working in any situation. Hazards may result in stress, eye strain, slips, trips, falls, burns and the inability to work and move about easily and safely. Also, employees being unable to see their work clearly thus preventing them from conducting their work with ease and accuracy.

**RISKS:** The risk to employees can be assessed as Low.

**CONTROLS:** The risks to personnel will be minimised by:

- The provision of lighting at entrances and exits, particularly where steps and other potential hazards occur
- By adequately identifying all lighting controls and switches in all areas.
- Ensuring that lighting controls/switches are easily accessible, at all levels, in buildings
- Spot lighting recessed into ceiling reducing glare

**PERSONS RESPONSIBLE: Angela Walsh/Garry McHugh**

**Signed**

**Date**

**Assessment/Review Date**

### **23.0 – SAFE OPERATING SYSTEMS GUIDE: FIRE**

**HAZARDS:** In common with all commercial properties, fire is a hazard.

**RISKS:** The risks are assessed as high.

**CONTROLS:** The risks to personnel will be minimised by

- The training of personnel in fire safety
- Training of staff in fire fighting procedures
- Provision of adequate fire extinguishers and fire fighting equipment and regular servicing of  
Equipment
- Effective housekeeping, storage of materials and good hygiene practices
- Routine inspection and checking of fire fighting equipment
- Restrict smoking in all areas
- Proper preventative maintenance of all electrical equipment
- The installation of electrical equipment by trained and qualified Electricians
- Fire Safety Certificates are valid and current
- Checks before vacating building at the end of each day

**PERSON RESPONSIBLE:** Angela Walsh/Garry McHugh

**Signed:**

**Date:**

**Assessment/Review Date**

## **24.0 – SAFE OPERATING SYSTEMS GUIDE: SLIPS, TRIPS AND FALLS**

**HAZARDS:** General slips, trips and falls represent perhaps the most common types of accidents in the workplace. The extent of injury very much depends on the circumstances of the accident but may include bruises, sprains, lacerations or fractures etc.

**RISKS:** Due to the need for constant hygiene measures to ensure cleanliness, the risk is high.

### **CONTROLS:**

- Maintaining good housekeeping practice
- Maintaining floors in good condition under a preventative maintenance system
- Prompt removal of obstructions from floors and walkways
- Cleaning up of liquid spills
- Cordoning off wet floor areas during cleaning, spill response
- Training of employees in good housekeeping practices
- The playing of any sports is forbidden in any part of the company's property
- Running is strictly prohibited

**PERSON RESPONSIBLE: Angela Walsh/Garry McHugh**

Signed:

**Date**

**Assessment/Review Date**

## **25.0 – SAFE OPERATING SYSTEMS AREA: TOILETS**

### **Hazards and Risks:**

- Wet floors
- Slips, trips and falls
- Injury to head, arms, wrists, hips, back or legs

### **Who might be harmed?**

- Staff
- Cleaners

### **Control Measures:**

- Procedures should be in place for regular cleaning of all toilet areas and these be maintained in a hygienic, clean and tidy state at all times
- As far as is practicable non slip floor cleaning agents should be applied to the floors
- Any leaks in the toilets should be repaired
- Food or drink should not be brought into these areas
- Any inoperative light bulbs should be replaced immediately
- Regular inspections should be carried out

Responsible Person: **Angela Walsh/Garry McHugh**

Signed:

Date

Assessment/Review Date

**26.0 – COPY OF BLANK RISK ASSESSMENTS**

<b><u>Title:</u></b>	<b>Risk Assessment</b>	<b><u>Producer:</u></b>	<b><u>Date of assessment:</u></b>
<b><u>Scene No(s):</u></b>			

Describe here the activity, method of participation, including any props, sets or other structures involved. Where appropriate include drawing(s) and screenplay extracts, tech reccees and the like:

<b><u>HAZARDS:</u></b> (what might go wrong)	<b><u>RISK:</u></b> (e.g. H = High)	<b><u>PRECAUTIONS:</u></b> (risk elimination / reduction)	<b><u>RESIDUAL RISK:</u></b>	<b><u>WHO IS AT RISK:</u></b>	<b><u>RESPONSIBILITY:</u></b>

***Risk Assessors comments:***

*Production Safety Advisor comments:*

*Risk Assessment continued/2:*

*Notes to precautions, resources needed, P.P.E., etc.:*

*Signed and agreed by:*

**Risk Assessor print name:**

**Signed:**

**Date:**

**Production Manager name:**

**Signed:**

**Date:**

**Producer name:**

**Signed:**

**Date:**

*Copy to:*

## **27.0 – ADDITIONAL RISKS/CONSIDERATION FOR FILMING CREW**

### **SHOOTING CREW**

- Vehicles parked around locations should always leave adequate access and emergency route free
- When working directly outside residential houses or commercial buildings, access should never be obstructed
- When the need arises to redirect or halt traffic, emergency vehicles, such as, Garda cars, ambulances, fire engines and medical personnel on call should be allowed through without question
- Public walkways, fire exits in studio, should be kept clear at all times
- Children should be supervised by an experienced chaperone from the time they leave for set until they arrive home. They should be checked regularly to ensure they are all right to carry on with the production.

### **FILM EQUIPMENT**

- (Camera and Insert Cars, Cranes, Dollies, Elevated Platforms, Cherry Pickers, Helicopters and other action vehicles)
- Use proper equipment for the job
- Be aware of load and rider capacity. Under no circumstances over-ride any inherent safety mechanisms
- All passengers and operators should always use seat belts or safety harnesses in or on vehicles
- Be especially careful when working around helicopters and fixed wing aeroplanes. Never smoke within fifty feet of any aircraft and keep this distance
- The use of aircraft, boats, trains or cars may require special permits and/or operator certification. All vehicles including their peripheral safety equipment (e.g. harnesses, belts, roll cage etc.) must undergo thorough safety inspection and testing on a daily basis by qualified, experienced personnel.
- Crew, service and action vehicles should be suitable insured and road-worthy

## **ELECTRICAL SAFETY**

- Ground and properly maintain all electrical equipment and wiring – there should be no exposed live parts
- Use equipment only for the purpose intended
- Be especially careful around water – particularly during filming of rain sequences
- Keep electrical panels clear at all times – obstructions should be no closer than one meter from a panel
- Always keep in mind the danger of fire when lights are placed near props and sets. Make sure there is adequate distance from any potentially flammable material to prevent accidents

## **STUNTS, FIREARMS AND SPECIAL EFFECTS**

- An experienced special effects expert should supervise practical fires and/or special effects. The use of firearms and other weapons will always require special permits and/or operator certifications.
- Stunts and special effects require an on-site dry run or walk through with all involved parties before filming. The meeting and rehearsals should be documented on the daily Production Report. It is the policy of this company that all stunts and special effects and use of firearms be reviewed by all participants prior to execution to help ensure that they are performed in the safest possible manner.
- Special Effects involving pyrotechnics, explosives and/or fire must be noted in advance on the Call Sheet. All such effects must be performed by properly licensed individuals. The proper permits must be obtained and the appropriate regulatory agencies notified. Explosives and fire arms must be stored in their proper magazines.
- Any firearms may only be handled, and their use co-ordinated, by an experienced armourer.
- Appropriate safety equipment (eye and/or ear protection, glass shields etc) must be provided to the cast and crew as needed. There must be a planned escape route provided and each person involved should personally check the escape route to ensure its accessibility. Only persons necessary for the stunt and/or effect should be in the area.
- Treat all firearms as though they were loaded. Do not play around with firearms or any weapons and *never* point one at anyone, including yourself. Follow the directions of the armourer regarding all firearms and weapons.
- Live ammunition will not be used unless absolutely necessary. If use, it will be noted on the Call Sheet and announced prior to use on set. The loading of firearms should

take place just prior to the scene being filmed and unloaded immediately after the scene has been completed. Follow the directions of the armourer regarding all firearms and weapons.

### **SMOKE**

- Be aware that the use of atmosphere smoke has become highly regulated and limited by a variety of regulatory agencies because of the risk of emissions and toxicity. Efforts should be made to eliminate the use of fog and smoke altogether.

### **WATER HAZARDS**

- All cast and crew members working on boats, pontoons, rafts etc should wear life vest or other water safety gear.
- Safety lines, nets, observers and or divers should be used when filming in rivers or other bodies of water where unseen hazardous conditions may exist (e.g. Swift currents, thick underwater plant life, rocks etc.)
- Be aware of load capacities of any water craft. Only persons needed should on or in any craft – all others should remain on land.
- Be sure you are comfortable working around water, whether it is a pond, swamp, lake, river or ocean. Know as much as you can about its natural hazards, including its animal life.

### **ANIMALS**

- Animals are unpredictable creatures. The animal trainers should address the cast and crew regarding all safety precautions in effect and answer any questions you may have.
- Do not feed, pet or play with any animal without permission and direct supervision of its trainer. Defer to the animal trainers at all times.
- When working with animals, the set should be closed and notices posted to that effect, including a note on the Call Sheet.
- Protective materials or dustsheets should be provided where appropriate to cover furniture and flooring for interior filming.

**28.0 – ACCIDENT REPORT FORM**

**ACCIDENT REPORT FORM**

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm  
\_\_\_\_\_  
DATE: \_\_\_\_\_  
\_\_\_\_\_

**DETAILS OF INJURED PERSON / WITNESS TO ACCIDENT**

NAME OF INJURED:	NAME OF WITNESS:
_____	_____
POSITION: (please tick)	POSITION: (please tick)
Crew <input type="checkbox"/> Cast <input type="checkbox"/> Extra <input type="checkbox"/>	Crew <input type="checkbox"/> Cast <input type="checkbox"/> Extra <input type="checkbox"/>
Other( <i>please specify</i> ): _____	Other( <i>please specify</i> ): _____
Address: _____	Address: _____
_____	_____
_____	_____
Tel: _____	Tel: _____
Signed: _____	Signed: _____

**DETAIL OF ACCIDENT**

Details of Injury

Circumstances

**TREATMENT**

Was there a doctor called? Yes  No  Emergency Services? Yes  No

Give details :

### FOLLOW UP TREATMENT

Details of any follow up action:

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

**SIGNED:** \_\_\_\_\_ **(Medical Representative)**


## 29.0 - FORM OF NOTICE OF DANGEROUS OCCURRENCE

### FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION)  
REGULATIONS, 1993. S.I. No. 44 of 1993

#### EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+STD Code)	
Address of Head Office	Date of Incident:	
Address of establishment where incident took place if different from above:	Approximate no. employed at Establishment:	Approximate total no. employed at business:

#### TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place (e.g. inside buildings, under ground, field, public road, shop etc.)

#### CIRCUMSTANCES OF THE INCIDENT

Description and cause:
------------------------

#### DETAILS:

NOTIFIER	Employer/Self Employed	Person in Control of workplace	Person Providing Training	Other	DATE
Address and telephone number for acknowledge / clarification if different from above:					

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR3

## 30.0 - FORM OF NOTICE OF ACCIDENT –

### FORM OF NOTICE OF ACCIDENT

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993.

S.I. No. 44 of 1993

DETAILS OF INJURED PERSON			
Name:	Date of birth:	Sex:	Is the injured person: <input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part Time <input type="checkbox"/> Self Employed <input type="checkbox"/> A Trainee <input type="checkbox"/> A Family Member <input type="checkbox"/> A Member of Public
Address:	Nationality:	Length of Service:      Years      Months	
	RSI Number:	Date of Accident:	
Occupation:	Time of starting work:	Normal time of finishing work:	

#### EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone Number: (2) (+STD Code)		
Address of Head Office: (1)	Nature of Business:		
Address of establishment where injured person was based if different from (1) above:	Approximate no. employed at Establishment:	Approximate total no. employed at business:	
If accident did not occur at the establishment address state where:			

#### TYPE OF WORK AND WORK ENVIRONMENT

What type of work was the injured person doing at the time of the accident? (e.g. Iron founding, harvesting, word processing): _____
Where was the injured person at the time of the accident? (e.g. inside buildings, underground, field, public road, shop etc.) _____

#### CIRCUMSTANCES OF THE ACCIDENT (An "agent" may be another person, an animal, a substance, equipment or other item)

Briefly describe what the injured person was doing at the time of the accident identifying the agent involved:
Briefly describe the departure from normal, including the agent involved:
Briefly describe the action leading to the injury including the agent which actually caused the injury:

#### DETAILS OF THE INJURY

Indicate type of injury (tick one box only)	Indicate parts of the body most seriously injured (tick one box only)
<input type="checkbox"/> Bruising, contusion <input type="checkbox"/> Concussion <input type="checkbox"/> Internal injuries <input type="checkbox"/> Open wound <input type="checkbox"/> Abrasion, graze <input type="checkbox"/> Amputation <input type="checkbox"/> Open fracture (i.e. bone exposed) <input type="checkbox"/> Closed fracture <input type="checkbox"/> Dislocation <input type="checkbox"/> Sprain, torn ligaments	<input type="checkbox"/> Head, except eyes <input type="checkbox"/> Eyes <input type="checkbox"/> Neck <input type="checkbox"/> Back, spine <input type="checkbox"/> Chest <input type="checkbox"/> Abdomen <input type="checkbox"/> Shoulder, upper arm, elbow <input type="checkbox"/> Lower arm, wrist <input type="checkbox"/> Hand <input type="checkbox"/> Fingers, one or more
<input type="checkbox"/> Suffocation, asphyxiation <input type="checkbox"/> Gassing <input type="checkbox"/> Drowning <input type="checkbox"/> Poisoning <input type="checkbox"/> Infection <input type="checkbox"/> Burns, scalds, frostbite <input type="checkbox"/> Effects of radiation <input type="checkbox"/> Electrical injury <input type="checkbox"/> Injury not ascertained <input type="checkbox"/> Other	<input type="checkbox"/> Hip joint, thigh, knee cap <input type="checkbox"/> Knee joint, lower leg, ankle area <input type="checkbox"/> Foot <input type="checkbox"/> Toes, one or more <input type="checkbox"/> Extensive parts of the body <input type="checkbox"/> Multiple injuries <input type="checkbox"/> Other

#### CONSEQUENCES OF THE ACCIDENT

Fatal <input type="checkbox"/>	Date of resumption of work if back	Year      Month      Day	Anticipated absence	4-7 days <input type="checkbox"/>	8-14 days <input type="checkbox"/>	More than 14 days <input type="checkbox"/>
Non Fatal <input type="checkbox"/>			If not back			

#### DETAILS OF NOTIFIER:

Notifier: <input type="checkbox"/> Employer/Self Employed <input type="checkbox"/> Person in Control of workplace <input type="checkbox"/> Person Providing Training <input type="checkbox"/> Other    Date: _____
Address and telephone number for acknowledgement/clarification if different from (1) & (2) above: _____
Signature: _____      Position: _____

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR1

**31.0 – SECTION TO BE SIGNED WHEN REVIEWED AND ACCEPTED**

*Young Irish Film Makers (YIFM)*

This is to acknowledge that I have received a copy of the *YIFM* Safety Statement I have read it and understood it and agree to abide by it.

Employed by: .....

Employee Name (print):.....

Employee signature:.....

Job title and Department name:.....

Location:.....

Date:.....

**20<sup>th</sup> November 2014**