



## Relay For Life

# Event Management Plan

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# Relay For Life Event Management Plan

## Planning Your “Relay For Life” Event

Good planning is essential to a successful Relay For Life (RFL) event. You should plan your event in as much detail as possible, using this Event Management Plan as your guide. RFL is a long, emotional and complex journey but if you put the effort into a detailed plan you should have the solution to most problems as they pop up.

### RFL Event Manager:

The completion of the Event Management plan is responsibility of the Event Manager, who is usually appointed from the committee. The Event Manager is responsible for the overall management of the event and for everything that happens on the site. They will have contact details and role and responsibility details for all committee members and any other people involved in running the event. The responsibilities of this role include organising, resourcing, creative directing, negotiating, financial management, public representation, troubleshooting and liaison, health and safety planning.

### RFL Event Management Plan Template:

In this document, you will find essential information to ensure smooth running of your RFL event. Please complete the [Event Management Plan template](#) in Appendix 1 of this document. This template contains sections relating to:

- [Event Details](#)
- [Venue Site Plan](#)
  - [Risk Assessment](#)
  - [Contingency Plan](#)
  - [Traffic and Pedestrian Management](#)
  - [Adjoining Properties](#)
- [Public Health, Safety & Incident Management](#)
- [Incident Control & Onsite communication](#)
- [Vendors & Service providers:](#)
- [Event Promotion](#)
- [Money Counting, Handling & Banking](#)

Please ensure that the completed [Event Management Plan](#), associated documents and the Insurance Letter of Agreement are signed and returned to your Staff Partner at least **6 weeks** before your RFL event. If you have any questions, please speak to your Staff Partner or contact the RFL Team at [relayforlife@irishcancer.ie](mailto:relayforlife@irishcancer.ie)

### Insurance Details

Insurance for the actual 24 hour RFL event is covered by the Society’s insurance policy, through our insurance broker, JLT Ireland.

Insurance for all other committee fundraising and activities is on a separate policy. This separate policy is in the name of the local RFL committee and is paid for on each committee’s behalf by the Society. This

content of the policy cannot be altered by a RFL committee without the consent of the Society. **This policy is issued on the basis of your signing the "Insurance Letter of Agreement" (see Appendix 12) and returning it to your Staff Partner.**

If you have any queries about insurance, please contact your Staff Partner or the Society's insurance broker, JLT Ireland (our contact is Louise Hughes, [lhughes@jlt.ie](mailto:lhughes@jlt.ie), Tel: (01) 2026052)

*Summary of policy cover:*

- Public Liability: €6.5m
- Employers Liability €13m
- Charity Trustees Indemnity €125,000

Your policy documents and certificates will be issued directly to you by JLT Ireland.

**The Society does not extend any insurance or indemnity to the use of Bouncy castles at any event. Therefore Bouncy Castles cannot be used at any Irish Cancer Society event**

Fundraising activities and events organised by the RFL teams in advance of the RFL event are **not** covered by this policy. Teams should contact their own insurance broker to arrange appropriate cover. **Committees must communicate this in writing to all teams.** The committee should obtain copies of these team policies.

Many RFL events involve food vendors, plant hire providers, sound technicians etc. All external vendors and suppliers of services need their own valid insurance policies (whether these vendors are donating their services or are being paid). **They are NOT covered by the RFL Insurance Policy.** Temporary structures must be fully insured for erection and use.

Vendors must provide copies of their own insurance to the RFL Logistics Chair. **The Logistics Chair must pass copies of this insurance to JLT Ireland for review 4-6 weeks in advance of the event.**

If there are any insurance queries, contact your staff partner or the Society's broker:

**Louise Hughes**  
JLT Ireland  
[lhughes@jlt.ie](mailto:lhughes@jlt.ie)  
Tel: (01) 2026052

The level of cover required is:

- Public Liability €6.5m
- Employers Liability €13m

**Dangerous Activities:**

It is incumbent upon the event organisers to take all reasonable steps to ensure the safety of participants as far as possible. In the event that any potentially dangerous activity is to be organised, your insurer must be advised in advance, as public liability cover will not be automatic.

The following is a list of potentially dangerous activities:

- Rock climbing

- Abseiling
- Swimming
- Pony-trekking
- Dry slope skiing
- Clay-pigeon shooting
- Archery
- Horse-riding
- BMX cycling
- Assault course
- Barfly jumping
- Bungee jumping
- Pole climbing
- Ballooning and Balloon Releases
- Driving of any vehicle by persons who would not be allowed to drive such a vehicle on the public highway.

**N.B.** Horses and donkeys should be excluded from the event as they require a separate equestrian insurance.

**This list is not exhaustive and any other activity which you consider may be dangerous must be notified to your insurers.**

If you have any questions regarding cover provided, indemnities and vendor insurance, please contact JLT Ireland insurance brokers directly.

### **Manual handling**

A risk assessment must be carried out of all manual-handling tasks. Manual handling must be avoided if at all possible or mechanical handling aids such as trolleys used for moving heavy equipment. If chairs and tables have to be set up or moved, there should be sufficient numbers of able bodied people to assist. The poor handling of loads is one of the major causes of back injuries and permanent disablement. People with a history of back problems should not undertake heavy lifting activities. The erection of temporary staging and lighting gantries must only be undertaken by trained professionals.

### **Incident Control & Onsite communication**

All committee members need to be in contact throughout the event through an Event/ Incident Control Centre. You should have a committee representative at the Event / Incident Control Centre at all times to provide information to anybody who needs it. You must put in place procedures for communicating with the event attendees in case of emergencies. The event/incident control centre and first aid area must be accessible to ambulances and other Emergency Service vehicles and must be clearly marked on the site plan.

Consider borrowing “walkie talkies” for use by key staff / stewards and first aiders to aid communication during your RFL event.

### **Incident Reports**

There must a system for reporting all incidents / accidents and a nominated person to record these incidents. Even if it’s a small matter of somebody falling, it is important that there is a procedure for recording what happened and what action was taken for future reference.

If there is an incident, this Incident Report must be given to the Event Chair. The Chair must send it to JLT Ireland and a copy to the Irish Cancer Society within 24 hours of the incident taking place (Please see [Appendix 11](#)).

Please ensure that committee members have access to blank copies of the Incident Report form on the day of the event.

### **Alcohol**

Sale of alcohol is strictly prohibited at RFL events.

### **Security**

Appropriate security is essential to the success of an event and the safety of the public. You should examine the risks involved with the event by asking for example, "What could happen?" or "What if?" The answers will determine what security is required.

If the Committee decides to engage a professional security firm, please specify details in the Event Management Plan and provide details of their insurance to JLT Ireland 4-6 weeks before your event.

**Note:** Crowds of 5,000 or more will need to be licensed under the Planning and Development (Licensing of Outdoor Events) Regulations 2001. Please seek advice from your local Planning Authority.

Please discuss emergency evacuation procedures with Gardai, on site security contractor and other relevant parties and ensure that you have a clear Emergency Evacuation plan in place.

### **Electricians**

It is recommended that an electrician be available for the event. Only electrical contractors enrolled with the Electrical Contractors Safety and Standards Association (ECSSA) or the Register of Electrical Contractors of Ireland (RECI) should be employed. Persons bringing portable electrical appliances onto the site must be able to show that the equipment is correctly maintained and has been subject to routine inspection and testing. Electricians fall under the Vendors insurance requirements.

### **Animals:**

If animals feature as part of the event, there needs to be adequate separation from public. Provision must be made for the welfare of the animals and their supervision.

Participants and attendees should not bring dogs, with the exception of guide dogs, to the event.

**N.B.** Horses and donkeys should be excluded from the event as they require a separate equestrian insurance.

### **Toilets / Waste Management:**

The number of toilets to be provided will depend on a number of factors including the anticipated crowd numbers (women require more facilities than men) and the availability of existing facilities on site. It is essential that toilet facilities are accessible for the whole 24 hours of RFL and that they are regularly cleaned and restocked as necessary.

Waste management should be considered both for during your RFL event and afterwards, keep in mind that you may need extra bins for the event and may need to make arrangements for rubbish to be appropriately removed after your event.

### **Key Contacts**

*Irish Cancer Society Insurance Brokers:*

Louise Hughes  
JLT Ireland  
[lhughes@jlt.ie](mailto:lhughes@jlt.ie)  
Tel: (01) 2026052

Relay For Life Team  
Irish Cancer Society  
[relayforlife@irishcancer.ie](mailto:relayforlife@irishcancer.ie)  
Tel: (01) 2310500

## **Relay For Life Event Management Plan**

### **Appendices:**

- Appendix 1: Event Management Plan Template**
  
- Appendix 2: Performing a Risk Assessment (JLT Ireland guidelines)**
  
- Appendix 3: Sample Risk Assessment (JLT Ireland guidelines)**
  
- Appendix 4: Safety Tips when using Candles (JLT Ireland guidelines)**
  
- Appendix 5: First Aid Tips (JLT Ireland guidelines)**
  
- Appendix 6: Health and Safety Guidelines for Use of Volunteers (JLT Ireland guidelines)**
  
- Appendix 7: Legal Requirements for Preparation and Sale of Food (JLT Ireland guidelines)**
  
- Appendix 8: Use of Ladders (JLT Ireland guidelines)**
  
- Appendix 9: Glossary of Terms**
  
- Appendix 10: Cash Handling**
  
- Appendix 11: Incident Report Form**

## Appendix 1: Event Management Plan Template:

### 1. Relay For Life: Event Details

This section contains a general overview of the RFL event. It is important to think about set up and dismantling times for your event to ensure everybody can gain access to the venue at the appropriate times. Use the template below to create your own event plan.

<b><u>RFL Event Details:</u></b>	<b><u>Please complete this document (i.e. Appendix 1) and return to Staff Partner at least 6 weeks before your Relay</u></b>
Location of the event	
Event Manager Name	
Address	
Event Manager Contact details during Event	
Back-up Event Manager (with contact details)	
Have you signed the Staff Partnership Agreement	
Have you signed the Insurance Letter of Agreement	
Date & Time event starts	
Time COH starts	
Date & Time Event finishes	
Estimated number of Survivors expected at the Relay	
Estimated number of public expected at the Relay	
Date and Time Set Up commences	
Date and Time dismantling commences & planned finish time	
Who owns / manages the venue	
Are copies of food safety certificates attached to this document	
Have copies of vendor insurance documents been forwarded to JLT Ireland	

(E.g. Food Vendors, Security, Service providers, etc.)

## 2. Venue Site Plan

You should develop a comprehensive site plan for your RFL event. This map of the event is essential for event planning and management. It should be posted strategically around the site. It will be used for setting up the event and is also invaluable in an emergency. **Please attach a copy of the site plan to the completed Event Management Plan.**

When developing your site plan, you should consider potential hazards, access and exit of emergency services, access by members the public, health and safety, etc. Use a simple grid format and include surrounding streets and landmarks. **Have the following items been included and clearly marked on the Site Plan**

<u>Item</u>	<u>Yes or No (if No please give brief reason)</u>
Event and Incident Control Centre	
First Aid Tent / Posts	
Fire Protection Equipment	
Main Power control	
Emergency access & exit routes	
Lost Children tent	
Lost Property tent	
Picnic / quiet areas	
Security locations	
Pedestrian entrances & exit routes	
Vehicle access routes	
Parking	
Emergency exit routes	
Information centre	
Taxi & Bus stops	
Entertainment sites	
Toilets	
Survivors registration and seating areas	
COH Sales and staging areas	
Registration desk	
Team tents and vendor stall locations	
Sleeping area	
Seating	
Food/vendors/stalls	
Rubbish bins	

**Mark the following on the Map**



- **Candle of Hope Risks and Hazards**

<b>COH Ceremony Risks</b>	<b>Action to minimise Risk</b>	<b>Person responsible</b>
Are the COH bags flame retardant	(All bags provided by the Society are flame retardant).	
Lighting the candles		
Monitoring the candles during the ceremony		
Dealing with a bag that goes on fire		
Access to fire extinguishers		
Extinguishing the candles & dealing with the bags once the ceremony is over/	Candles should be extinguished, left to cool, collected from each bag and placed into crates for disposal	
Dealing with high winds or members of the public knocking the bags over		

- **Manual Handling Risks and Hazards**

<b>Manual Handling Risks</b>	<b>Action to minimise Risk</b>	<b>Person responsible</b>
Moving heavy equipment	Are mechanical handling aids, such as trolleys, used  People with a history of back problems should not undertake heavy lifting activities.	
Moving or setting chairs and tables ,	Are there sufficient numbers of able bodied people to assist	
Erection of temporary staging and lighting gantries	This must only be undertaken by trained, insured professionals.	


- **First Aid Risks and Hazards**

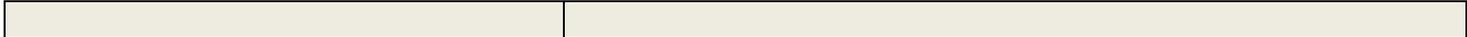
The risk assessment on the extent of First Aid provision required is based on the numbers attending the event and the nature of the activities (See Appendix 5 for First Aid Tips).

First Aid Risks	Action to minimise Risk	Person responsible
<b>What level of First Aid will be provided</b>	Select appropriate option: <ul style="list-style-type: none"> <li>○ Simple First Aid box</li> <li>○ Trained First Aiders</li> <li>○ Attendance by St John Ambulance Brigade</li> <li>○ Attendance by Order of Malta Ireland</li> <li>○ Attendance by Civil Defense</li> <li>○ Attendance by other group of local GPs</li> </ul>	
<b>Awareness of First Aid plan</b>	Are marshals & others in control aware of the extent and location of First Aid facilities	
<b>Emergency Plan</b>	Is an emergency plan in place if someone needs to be taken to hospital or receive emergency treatment	

- **Contingency Plan:**

Please list contingencies for things that can go wrong (i.e. rain during scheduled COH ceremony, power failure in venue or the RFL event has to be cancelled or postponed for any reason)

What can go wrong?	What is the contingency plan ?



#### 4. Traffic and Pedestrian Management

Access to the event site must be planned to ensure there is no disruption to neighbours and to ensure clear access by emergency services and RFL participants. The traffic management plan needs to be developed with the local Gardai in advance of the event.

Has a Traffic Management Plan been developed for your event	YES / NO (please add a copy of that plan to this document)
Is there sufficient car parking space, including over-flow parking	
Is there adequate lighting in car park area	
Is there adequate stewarding of car park area	
Do you require any roads to be closed for your event	
If yes, has this been approved by local Gardai	
Name & contact details of Garda responsible for managing road closures	
Date of proposed closure	
Time Commencement	

Does the Traffic Management plan adequately cater for:

	YES	No	Not Applicable
Emergency Vehicles			
Committee			
Survivors			
Access for people with disabilities			
Buses			
Taxis			

- **Adjoining Properties**

If the event is likely to impact on adjoining properties (e.g. noise, road closures, etc.,) you should contact the occupants to make them aware of the event and the activities and to invite them to take part.

Have adjoining properties been contacted about the Relay	Yes / No ( <i>Delete as appropriate</i> )
If yes, when & by whom	

## 5. Public Health, Safety & Incident Management

- **Incident Control & Onsite communication**

All committee members need to be in contact throughout the event through an Event/ Incident Control Centre. Incidents must be recorded using the [Incident Report form](#) in Appendix 11. Please ensure that committee members have access to blank copies of the form on the day of the event.

How will communication be conducted with RFL organisers	
How will communication be conducted with the attendees	
How will communication be conducted in the event of an incident e.g. handheld radios / mobile phones	
Is an Emergency Evacuation Plan in place	
Is an Emergency Evacuation Plan in place (if someone needs emergency treatment or hospitalisation - see Appendix 13.0 -First Aid Tips).	
If required, who will request further police and other emergency services assistance	

- **Incident Management Contact Details**

First Aid Officer in charge (the lead First Aid person who will be on site for your Relay)	
Name:	
Mobile	
First Aid Officer deputy (details of who backup First Aid contact)	
Name:	
Mobile:	
Incident Officer (person on committee to whom all incidents should be reported)	
Name:	
Mobile:	

- **Lost and Stolen Property / Lost Children**

What arrangements have been made for lost or stolen property	
What arrangements have been made for lost children	

## 6. Vendors & Service providers:

All external vendors and suppliers of services need their own valid insurance policies (whether these vendors are donating their services or are being paid). **They are NOT covered by the RFL Insurance Policy.** Vendors must provide copies of their own insurance certs to the RFL Logistics Chair

- **Food Vendors**

Will you or other outside vendors at your event be selling food YES / NO

Vendor Name	Contact Details	Type of Food	Food Safety Cert Provided	Insurance provided
			Yes or No	Yes or No

## 7. Toilets / Waste Management

It is essential that toilet facilities are accessible for the whole 24 hours of RFL and that they are regularly cleaned and restocked as necessary. Waste management is needed during and after the event.

<b>Toilets:</b>	
Who is managing the toilet facilities during the Relay (Name & Contact Details)	
How many toilets will be provided at the event <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Disabled</li> </ul>	   
Are toilets already on site	
Are additional portable units being brought in for the event	
Has a cleaning, restocking and monitoring schedule been established for the toilets	
Will the toilet facilities are accessible for the whole 24 hours of RFL	
Copy of vendor insurance provided	

<b>Waste Management:</b>	
Who is responsible for waste management during the Relay (Name and Contact Details)	
What arrangements have you made arrangement to have extra bins provided for the day	
Is there a rota / schedule for emptying bins	
Do you have enough bin liners	
What arrangements have you made for the rubbish to be removed appropriately on the day and after the event	
Copy of vendor insurance provided	

## 8. Security & Crowd Control

If a security firm has been contracted, please provide details:

What type of security has been selected for the event	
<p>If a security firm will be used, provide the following:</p> <ul style="list-style-type: none"> <li>○ <b>Name of security Company</b></li> <li>○ <b>On Site Contact</b></li> <li>○ <b>Mobile</b></li> <li>○ <b>Number of Security Personnel at Event</b></li> </ul>	
Copy of vendor insurance provided	
<p><b>Garda contact:</b></p> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Station</b></li> <li>○ <b>Mobile</b></li> </ul>	

## 9. Lighting and Power

Even though there are times during your Relay when darkness is required, lighting should always be adequate to identify exits as well as corridors, pathways and aisles leading to them.

Is there adequate power for your RFL on site	
If no, how will you be arranging adequate power to be on site	
Do you have emergency power & lighting	
Describe emergency power and lighting systems.	
It is recommended that an electrician be available for the event. <ul style="list-style-type: none"> <li>○ Name of Electrician:</li> <li>○ Contact Number</li> </ul>	
Are the main lighting controls or house lights easily accessible in case of an emergency?	
Is the location of the controls for these lights known to those on-site responsible for emergencies.	
Is the operation of the controls for these lights known to those on-site responsible for emergencies	
Are auxiliary battery power or generators installed to provide light in a power outage and to power the public address system	

## 10. Temporary Structures

Temporary structures must be fully insured for erection and use. Details of any temporary structures that will be erected for your Relay:

	YES / NO	Provider Name	Contact Details
Stages & platforms			
Seating			
Marquees/Tents			
Any other equipment			

Logistics Chair & Contact Details: _____	
---	--

## 11. Event Promotion

Clear appropriate signage is essential both to direct attendees to the RFL event and also at the event so people can find their way around easily.

Is there permission from the local Council to erect directional signs to the event YES / NO	
<p>Are the following signs installed at the venue, as per the site plan:</p> <ul style="list-style-type: none"> <li>• Parking</li> <li>• Entrances</li> <li>• Disabled Access</li> <li>• Exits</li> <li>• Survivor Registration</li> <li>• Team Registration</li> <li>• COH Bag Sales</li> <li>• Incident Control Centre</li> <li>• First Aid</li> <li>• Security</li> <li>• Toilets</li> <li>• Lost and Found</li> <li>• Lost Children</li> <li>• Water</li> <li>• Public Transport pick up/set down</li> <li>• Camping Areas and Facilities</li> <li>• No Smoking</li> <li>• Phones</li> <li>• Other _____</li> </ul>	

## 12. Noise

RFL events can create noise levels much higher than normal. If possible, establish anticipated noise levels in advance of your RFL and notify neighbours and Gardai. During your RFL it is important to monitor the level of noise and make efforts to minimise disruption to local residents and businesses.

Have you notified the local residents about the event	
Is there a time when the entertainment volume will be reduced	
Have you spoken to the local authorities & Gardai about noise control	
Who is responsible for monitoring the level of noise (to control and minimise the disruption to neighbours)	

## 13. Cash handling checklist:

See Appendix 10 for a guide to Cash Handling and Banking.

**N.B. Cash should not reside in anyone's home overnight - it is not safe and is not insured.**

	Name	Contact Details
Who is responsible for cash collection and handling during the event		
Who is responsible for cash counting		
Who is responsible for cash security		
Who is responsible for banking		

- **List of who will be counting the cash:**

	<b>Name</b>	<b>Contact Details</b>
Counter (1)		
Counter (2)		
Counter (3)		
Counter (4)		
Counter (5)		

- **Cash Checklist:**

Where will cash be stored before banking	
Have you secured access to a night safe	
Has key been arranged	
Who is responsible (& contact details)	
Will there be a security collection on the day	
Time of security collection on the day	
Where will the money be counted	



## Appendix 2: Performing a Risk Assessment - JLT Ireland Guidelines

### How to carry out a risk assessment and create a safety statement

The Health and Safety Authority (HSA) provides the publication Guidelines on Risk Assessments and Safety Statements (see [www.hsa.ie](http://www.hsa.ie)) Carrying out risk assessments, preparing and implementing a safety statement and maintaining both will not in themselves prevent accidents and ill health but they will reduce the likelihood of an occurrence. Under Section 19 of the Safety, Health and Welfare at Work Act 2005, employers and those who control workplaces must identify any hazards in their control and assess the risks associated by these hazards. A risk assessment is the ideal way to produce this analysis. Section 20 of the Act, requires that an organisation produce a written programme to safeguard the safety and health of employees while they are at work and also the safety and health of other people who may be at the workplace including customers, visitors and members of the public. This takes the form of a Safety Statement.

The HSA recommends the following steps are taken in a risk assessment and documented in a safety statement:

- **Safety and Health Policy** – This should start with a declaration signed by senior management to give a commitment to ensuring that a workplace is as safe and healthy as is reasonably practical and that all statutory requirements are complied with. It should also state the duties of the employer.
- **Identify Hazards** – A hazard is anything that could cause harm – although in this scenario it should be work-place generated. Hazards can be related to materials, equipment, work activities, untidy workplaces, chemicals etc. Hazards that are not so obvious tend to be working temperatures, unsuitable lighting, noise, violence and unpredictable clients. A good place to start would be to review the accident records at the workplace.
- **Assess Risks** – A risk is the likelihood, great or small, that someone may be harmed by the occurrence of the hazards identified. Risk depends on the number of people exposed to the hazard, the likelihood of the risk causing injury to workers or others, how serious the injury would be should the risk occur, and the current levels of controlling the risk.
- **Decide Precautions** – Precautions can be reviewed once the hazards/risks have been identified. These precautions should prevent the risk from occurring, or at least minimise the effects of it. It may not be reasonable to prevent a risk from occurring entirely, but there should be some methods of controlling the risk – e.g., providing adequate training and supervision.
- **Record the Findings** – The Safety Statement should record the findings of the Risk Assessment. It should also record how the precautions are to be organised and responsibilities assigned. It may include specific procedures, for example, the operating instructions or health and safety procedures, and also outline the responsibilities of certain members of staff with regards to health and safety (for example risk assessments or monitoring).

- **Review and Update** – As the Safety Statement needs to be relevant at all times it is extremely important that it is reviewed regularly and updated. It should also be available for inspection.

The guidance notes provided by the HSA provide a risk assessment proforma to assist in completing this process. Risk assessments are not difficult, but they do take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. Because charities vary so much, it is difficult to be specific as to who should do what. However, as an example, the office manager should look at offices, the catering manager or head chef the supply of food and drink, the sales manager any retail outlets, the distribution manager the warehouse etc. The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the premises and note all of the hazards and risks, and any existing safety measures. Note also any person who may be specifically at risk. You must then note any additional safety measures or 'controls' which will reduce those risks as far as possible. As well as the interior of the buildings, you must also look at the yards, car parks and other external areas and also events and activities away from your premises. In order to help you, a checklist is given on the next page, of common hazards which you should look for in each area being assessed. If any of these hazards are present, then record them and what you need to do about them. Look for any other hazards which may not be included in the checklist, such as specific activities or pieces of equipment which may cause harm.

You can calculate a risk rating in order to prioritise the implementation of the additional safety measures required. It is not necessary to do this if you don't want to. Just leave the likelihood, severity and risk rating columns blank and note any existing safety measures and any additional ones that you decide to implement. However, any risk, which could result in a fatality, must receive priority attention.

### **Risk assessment checklist**

#### **Accidents and First Aid**

- Provision of First Aid equipment
- Persons with First Aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Examine existing arrangements and assess what is needed
- Accident report book

#### **Fire safety**

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes and signage
- Provision of fire detection equipment and fire fighting equipment
- Evacuation plans and training

*Note: Regulation 19 of the Safety, Health and Welfare at Work Act 2005 requires every employer and every person controlling a workplace to identify the hazards of the place of work under his or her control and to assess the risks presented by those hazards. The employer must be in possession of a written assessment of the risks as they apply to employees, including any single employee, group, or groups of employees who may be exposed.*

#### **Electrical safety**

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Mechanical damage to wiring

#### **Gas safety**

- Condition and maintenance arrangements for fixed gas boilers and heaters
- Condition and arrangements for use, including storage and changing of cylinders for portable

- Liquid Petroleum Gas heaters

## Control of hazardous substances

### *Internal*

- Cleaning materials
- Paints, solvents, adhesives and other chemicals
- Types, amounts, storage arrangements
- Fumes and dusts
- Provision of personal protective equipment

### *External*

- Pesticides, herbicides, petrol
- Types, amounts, storage arrangements
- Provision of personal protective equipment

## Plant and machinery

### *Internal*

- Woodworking machinery
- Metalworking machinery
- Lifts, hoists and other lifting equipment
- Ladders and scaffolds including storage and accessibility
- Display screen and computer equipment
- Any other machinery and equipment

### *External*

- Forklift trucks / Lawnmowers, gang mowers, strimmers, etc.

## Slips, trips and falls

### *Internal*

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Spillages of water and other liquids
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

### *External*

- Uneven and poorly maintained yards, car parks, paths and steps
- Potholes, tree roots and unprotected drops
- Long grass and undergrowth
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails

## Lighting

### *Internal*

- Adequacy of lighting / Pay particular attention to stairs, steps, cellars and basements

### *External*

- Paths, steps, drives, car parks, boiler room steps and entrances

## Falls from a height

### *Internal*

- Arrangements for light bulb changing
- Mezzanine floors
- Use of unsecured ladders
- Unprotected openings and walkways at high level

### *External*

- Clearing of gutters and valleys
- Low parapets and balustrades

## Food hygiene

- Extent of food preparation
- Nature of foods to be prepared and stored
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Facilities for storage of foodstuffs
- Experience, training and competence of food handlers

## Manual handling

- Moving and lifting of stock, plant and other equipment
- Numbers required / Specialist equipment needed

## Display screen equipment

- List all computer equipment / Who uses it and for how long
- Check seating, workstation, screen, software

## Hazardous buildings/glazing

- Loose brickwork, stonework, falling masonry, slates, tiles, gutters, flagpoles
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height that is not of safety material or protected against breakage
- Narrow panes up to 250mm need not be included
- Check if any asbestos present

## Personal safety

- Lone working
- Handling of cash
- Means of raising an alarm, summoning assistance

## Other activities and hazards

- Events, exhibitions, work away, etc.
- Age-related hazards (children/elderly)
- Disability access/provision
- Fêtes, sponsored walks, fundraising activities
- Look for & note any other hazards that could cause harm, which are not included in the above checklist

## Risk assessment calculator

You need to grade both the likelihood and severity of each risk from 1 to 3. The grades are then multiplied together to give a risk rating.

## Likelihood

The likelihood of something happening can be graded as:

1 = Low (seldom)

- 2 = Medium (frequently)
- 3 = High (certain or near certain)

### **Severity**

The severity of injury if something does happen can be graded as:

- 1 = Low (minor cuts and bruises)
- 2 = Medium (serious injury or incapacitated for 3 days or more)
- 3 = High (fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood by the severity. This will give a rating from 1 to 9.

### **Risk rating matrix**

The implementation of additional controls can then be prioritised as follows:

#### **Risk rating:**

1 – 2 = low priority

3 – 4 = medium priority

6 – 9 = high priority

- With low priority, no action at all may be required
- With medium priority additional control measures or a change to systems of working may be required
- With high priority, it may be necessary to stop the particular activity or restrict access to the area until action has been taken

### Appendix 3: Sample Risk Assessment

Below is a sample risk assessment. You may find it a useful template to follow in conjunction with the headings laid out in Appendix 2.0

**Risk Assessment For: Relay For Life xxxxxx**

**24 Hour Event date:** \_\_\_\_\_

**Outline Details**

**Venue:**

Building \_\_\_\_\_  
 Town \_\_\_\_\_  
 County \_\_\_\_\_

**Participants**

Maximum number of teams: \_\_\_\_\_ Average number of people per team: \_\_\_\_\_

**Schedule**

Relay commences at \_\_\_\_\_ (AM/PM) on \_\_/\_\_/\_\_\_\_

Relay concludes at \_\_\_\_\_ (AM/PM) on \_\_/\_\_/\_\_\_\_

**Duration**

24 hours

**Risk Assessment**

<b>Hazard</b>	<b>Risk</b>	<b>Factor</b>	<b>Preventative Procedures</b>
Relay route defects.	Trip/fall causing personal injury	Low	A comprehensive inspection of the relay route prior to commencement.  Systematic and regular inspection throughout the entire event by experienced and competent staff members.
Overheated electrical appliances / cables. etc.	Electrocution / Fire	Low	All electrical appliances and cables will be PAT tested by a RECI certified electrician prior to the event.  RECI Certified electrician will remain at the venue throughout the relay.
Fire / Smoke Inhalation	Personal injury/Death	Low	All smoke detectors and call points to be tested  Fire alarm test to be carried out  Emergency lighting test to be completed.  Certified inspected fire extinguishers to be

			positioned in designated fire points
<b>Hazard</b>	<b>Risk</b>	<b>Factor</b>	<b>Preventative Procedures</b>
			<p>N.B. All of the above to be carried out and certified by suitably qualified and competent personnel</p> <p>Fire Marshalls on site throughout relay.</p> <p>Fire Station Chief Notified in writing of event with outlining details.</p> <p>All emergency exits and exit routes will have appropriate signage and fire action notification</p>
Discarded rubbish / accidental spillages	Trip/fall causing personal injury	Low	<p>Sufficient litter bins will be provided and monitored and emptied as required by P Cleaning Services.</p> <p>Cleaning Services will be on duty throughout the entire event and will carry out regular patrols of the building. Includes toilet facilities, wash rooms and access corridors.</p>
Unsociable Behaviour	Personal injury/Criminal Damage	Low	<p>Event well marshalled.</p> <p>The nature of the event does not typically attract an unsocial element.</p> <p>Garda Station Sergeant Notified in writing of event with outlining details.</p> <p>The venue is located within the confines of a gated business park which ensures access control measures are in place.</p>
Blocked Fire Exits / Corridors	Personal injury / death	Low	<p>All fire exits and corridors to be inspected and cleared for action.</p> <p>Continuous monitoring and inspections of all fire exits corridors and portable firefighting appliances by fire marshals.</p>

Overcrowding	Personal injury / death	Low	<p>Teams members arriving and departing at staggered intervals throughout the 24 hour period of relay hence significantly reducing the capacity volume.</p> <p>Marshalls on site to monitor and control pedestrian access / egress.</p> <p>All fire exits and corridors to be inspected and cleared for action.</p>
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## Appendix 4: Safety tips for the use of Candles - JLT Ireland Guidelines

### **Candles**

The use of candles to create a special atmosphere is now very common. However, it is important to remember that they can be the cause of major fires and serious injuries if not used correctly. Simple precautions should mean that candles can be used safely.

### **Choice of candle**

Good quality slow-burning candles are best. Cheaper, catering-quality candles will burn down quickly, and the flame may soon get dangerously close to foliage or decorations.

### **Hand-held candles**

Great care needs to be taken where people are given candles to hold, especially where large numbers are involved. Apart from the risk of igniting flammable materials, molten wax can cause damage to clothing and is very hot. Purpose-made candles are available, and should be used with proper slide-on card drip trays. Where children are involved, even greater care is necessary. Children should be properly supervised and care taken to ensure that they do not stand too close together and in particular not too close behind one another as there is a risk of both clothing and hair being set alight.

### **Placing of candles**

Candles must be kept clear of all combustible materials including flammable decorations, foliage and electrical equipment. Ideally, candles should be placed in metal holders on non-combustible surfaces such as stone or brick.

### **Fire extinguishers**

Fire extinguishers must always be readily available where candles are being used. Water extinguishers are the most suitable for dealing with burning foliage, paper and wood. Staff must know where the extinguishers are and how to use them. Training can be provided either by your fire extinguisher supplier or the local fire brigade. Water must not be used on electrical equipment.

### **Fire blanket**

A fire blanket may be a better way of dealing with certain fire situations, and you should have at least one available. They are particularly suitable for dealing with burning clothing.

### **Means of escape**

If a fire should start, you must be certain that people can get out of the building quickly. All doors must be unlocked and be capable of being opened quickly. Regular fire drills should take place with identified Fire Marshalls. Fire escape routes should be made clear to all staff and visitors and prior to the start of a special event.

## Appendix 5: First Aid Tips - JLT Ireland Guidelines

### First Aid

No matter what type of premises you have and irrespective of the nature of your activities, First Aid facilities should be provided for employees and visitors in the event of illness or injury whilst on your premises.

### Type of facilities

The type of facilities required depends on a variety of factors. Issues to consider are:

1. Nature of activities undertaken (high or low risk)
2. Number of people involved
3. Distribution of those people
4. Location of nearest doctor and ambulance station
5. Accessibility in the event of an emergency

### First Aid arrangements

All staff and volunteers should be aware of the arrangements for administering First Aid and the location of any First Aid kits or room. This is particularly important if your activities are potentially hazardous or are carried out away from your normal place of work.

### First Aid kits

First Aid kits should be identified by a white cross on a green background. They should contain sufficient quantities of the required materials and be replenished as soon as possible after use. The items should include only those that the nominated First Aider has been trained to use and must be appropriate for the circumstances of use. There is no mandatory list of items that should be included in a First Aid container. The Health and Safety Authority (HSA) operating under the Safety, Health and Welfare at Work Act 2005, provide the following guidelines, where no special risk arises in the workplace, a minimum stock of First Aid items for a workplace with up to 25 staff would normally be:

- A leaflet giving general advice on First Aid;
- 20 individually wrapped adhesive plasters;
- 2 sterile eye pads (bandage attached);
- 6 Individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium-sized individually wrapped sterile unmedicated wound dressings – approximately 10cm x 8cm;
- 2 large sterile individually wrapped unmedicated wound dressings approximately 13cm x 9cm;
- Extra large individually wrapped sterile unmedicated wound dressings – approximately 28cm x 17.5cms;
- 8 Individually wrapped wipes;
- 1 x Paramedic shears;
- 2 pairs of latex gloves;
- Additionally, where there is no clear running water, Sterile Eye Wash;
- First Aid kits should be stored in an area where conditions will not readily contribute to their deterioration and be checked on a regular basis;
- They should be sited in the workplace at the closest proximity to the area of which has the highest likelihood of an accident occurring.

### First Aid training

All First Aiders should be trained and certificates of competence obtained. Training should include specialised training on hazards specific to the activities undertaken.

### First Aid co-ordination

Where First Aiders are not available, appointed persons may be nominated to take charge of the coordination of activities in the event of an emergency occurring. Appointed persons are only responsible for summoning trained personnel or professional assistance and should not administer First Aid treatment other than emergency treatment, and then only when specifically trained.

## **Records**

Records of First Aid treatment provided should be maintained and be made available when requested by a Health and Safety Inspector. The records should contain the following information:

- Name and address of person treated;
- Occupation;
- Date of entry;
- Date and time of incident;
- Place and circumstance of incident;
- Details of injury and treatment given;
- Signature and address of person making entry.

## Appendix 6: Health & Safety Guideline for use of Volunteers - JLT Ireland Guidelines

### Volunteers

Whilst charities make extensive use of volunteers they are often overlooked when it comes to health and safety. Responsibilities and accountabilities are often confused and contradictory. Controls can be minimal, ad hoc and unpractised. Older volunteers may be unfamiliar with modern health and safety practices and are often reluctant to accept change. It is of the greatest importance that the same level of health and safety information, instruction training and protection should be provided to volunteers as to employees.

A detailed record should be maintained of all volunteers and a formal system should be introduced to ensure that volunteers are regularly appraised to ensure that they are able to undertake their duties without risks to their health, safety and welfare and that they do not endanger the health, safety and welfare of others. Volunteers should have regular reviews in the same way as if they were employed to ensure that they are aware of exactly what their duties comprise, the procedures that are in place to perform them and that they have the necessary instruction, information and training, and protective equipment in order to carry these out safely. The appraisal is not a substitute for the training, instruction etc. itself, but is a formal meeting to give the volunteer the opportunity to confirm that they do understand what is expected of them and that they have everything they need to carry this out safely.

By the same token of course, the volunteer can use the opportunity to say that they are not sure what they are meant to be doing and that they feel they need more training, instruction etc. and a timetable can then be agreed to put this in place. The health of the volunteer should be discussed to ensure that they are still able to undertake their duties and that they are still happy to continue doing so. With increasing numbers of older volunteers it is possible that persons may be undertaking duties for which they are no longer suited, such as jobs involving manual handling or climbing stairs.

In summary, the appraisal is really an opportunity for both parties to agree that they are happy with the current situation or if any changes are required. It could be that a volunteer is no longer keen to be involved with carrying cash, or undertaking activities which require a large amount of physical effort. Without an opportunity to raise such concerns persons may feel obliged to continue duties that could result in an accident or injury. A formal record should be kept of the meeting ideally signed by both parties. The appraisal should be carried out by the Head of the Department, Personnel Officer if there is one, or the person with overall responsibility for volunteers. Ideally this exercise should be undertaken on an annual basis.

## Appendix 7: Legal requirements for the preparation and sale of Food - JLT Ireland Guidelines

### Preparation and sale of food

Following the introduction of recent legislation, there has been a great deal of confusion over the position of charities with regard to the provision and sale of food, particularly where this has been produced by voluntary helpers.

Provided certain basic precautions are followed, there is no reason whatsoever why charities and not-for profit organisations should not be involved with the preparation and sale of food. This may range from the one-off annual event such as a fete, a weekly coffee morning or lunch, or a full scale catering operation providing a large number of meals on a daily basis. Different considerations apply depending on the scale of the operation, and these are outlined below.

### What the law says

The law relating to food safety is covered by the Food Safety Authority of Ireland Act 1998. The Act makes it an offence for anyone to sell or process for sale, food that is:

- Harmful to health
- Contaminated to such an extent that it would be unreasonable to expect it to be eaten
- Falsely described, advertised or presented
- Not what the customer can reasonably expect

*The things you must do to comply with the Act are contained in the regulations below:*

### Food Safety (General Food Hygiene) S.I. No 369 of 2006 / European Communities (Hygiene of Foodstuffs) Regulations 2006

These cover the basic requirements for safe premises, general food hygiene, personal hygiene, and training of food handlers. Everyone involved with food handling must have received training in basic food hygiene.

*More detailed information is given below.*

### S.I. No 370 of 1995 / European Commission Directive NO 92/1/EEC

These regulations apply to the requirement for temperature control to all types of food, which, without it, might support the growth of harmful bacteria or the formation of toxins.

### Product specific regulations

There are a large number of specific regulations relating to various foodstuffs such as dairy products, eggs, poultry and shellfish.

### Premises which are only used occasionally for food preparation

The Food Safety Authority of Ireland Act 1998 requires premises that are used occasionally for food preparation such as church halls, and moveable or temporary premises such as marquees, follow the guidance for temporary premises. The Food Safety Authority of Ireland (FSAI) provides guides to compliance with the Regulations, and gives advice on good practice. The following is a summary of some of the main requirements.

- There are requirements in place for food preparation that a review of the premises is to be undertaken using the HACCP (Hazard Analysis and Critical Control Points) food safety management system (the FSAI provides guidance notes for this).
- Anyone using the premises must have regard for other activities that have previously taken place in the premises. If these present a risk of food contamination, the premises should be thoroughly cleaned and, if necessary, disinfected before food preparation begins.
- Food contact surfaces must be in sound condition, clean and easy to disinfect.
- There must be a basin or basins for hand wash only, provided with hot and cold water, soap or detergent and a means of hand drying.
- Protective clothing must be provided, and high standards of personal hygiene maintained. Any wounds must be covered with a brightly coloured waterproof dressing.

- It is good practice for ALL visitors to a kitchen to wear protective clothing including hats if they present a risk of contamination.
- Hot and cold water must be available for washing tools and equipment together with a supply of detergent. It is good practice to use separate sinks for food washing. Where this is not practicable, the sink should be cleaned and disinfected between different activities.
- Adequate facilities must be available for maintaining and monitoring suitable food temperatures. In most circumstances, foods that need temperature control for safety must be held at either HOT (at above 63°C) or CHILLED (at or below 5°C). Please note that if cooking/storing foodstuffs, the minimum temperatures required for HOT is 70°C and Chilled 3°C. The temperature of freezers must be at 18°C or below. For holding/keeping food hot, insulated boxes will only be effective over short periods of time. For chilled storage, mechanical refrigeration equipment will normally be needed to achieve satisfactory temperatures. Ready-to-eat foods must be kept away from raw foods that may contaminate them both in storage and preparation.

### **Premises used for the regular preparation of food**

If meals are produced on a regular basis, in addition to the requirements outlined above, other regulations apply. It may be necessary to provide separate sinks for food preparation and equipment washing if the volume of preparation in the kitchen demands it. There may be a need for mechanical ventilation. If food is provided, you may need to advise the local Health Service Executive Office about any premises you use for storing, selling, distributing or preparing food. The majority of premises will have to be registered. However, certain premises may be exempt. You should contact your local office of the Health Service Executive to check whether or not you need to register.

### **Further information**

Details are given below of various publications providing more information.

- Acts and other legislation are available from **The Office of the Attorney General** [www.irishstatutebook.ie](http://www.irishstatutebook.ie)
- A number of free guidance notes covering all aspects of food safety are available from the **Food Safety Authority of Ireland (FSAI)** Abbey Court, Lower Abbey Street, Dublin 1 / Tel: (1) 817 1300 / [www.fsai.ie](http://www.fsai.ie)  
**Health Service Executive** Tel: 045 880400 [www.hse.ie](http://www.hse.ie)

## Appendix 8: Use of Ladders - JLT Ireland Guidelines

### Use of ladders

Every year, many people are injured, some fatally, while using ladders. A fall from as little as two metres can be fatal. More than half the accidents occur because ladders are not securely placed and fixed. A ladder is a means of access, not a safe working platform. Ladders should only be used for minor jobs of short duration which only require the use of one hand so that the other hand can be used to hold onto the ladder.

### Alternative means of access

See whether an alternative means of access is more appropriate. If possible use a mobile scaffold tower or a mobile elevated working platform (cherry picker). Consider using contractors who have the proper equipment rather than trying to do the work yourself.

### Ladder standards

Only ladders that meet the appropriate European standards should be used. EN/131 applies to both wooden and metal ladders. The following maximum permitted load must not be exceeded.

#### **Class 1 (Industrial) ladder**

The maximum static vertical load is 175kg

#### **Class 2(Domestic) ladder**

The maximum static vertical load is 125kg

European Standard Ladders are rated for a maximum permitted vertical static load of 150kg.

### Choice of ladder

Ensure the ladder is suitable for the job it is required for, is of the correct construction material, and the appropriate length. Ladders should not be painted as this can hide defects. For electrical work, only use ladders of a non-conductive material. Allow one metre of ladder length above the highest rung you use. Never stand on the top four rungs. We would suggest that ladders are not used for work in excess of five metres.

### Stepladders

Stepladders are suitable for small jobs of short duration where it is not possible to rest a ladder against a wall or other support. They should only be used for minor maintenance at a height not exceeding two metres. The stepladder should have an "A" frame with a small working platform at the top, which can be used to hold tools and materials. The platform should never be used to stand on. There must be a mechanism to prevent the legs from spreading out and a safety catch to prevent the joint opening. They must be placed on firm level ground. The height of the steps should not exceed three times the width of the base.

### Routine checks

Before use, the ladder should be checked to ensure that the general condition is sound and that it is clean and dry, free from wet paint, oil, mud or other slippery substances. In addition, checks should be made to ensure that there are:

- No cracks
- No rungs missing, bent or loose
- No stiles (outside uprights) damaged or bent
- No warping or splitting of wooden ladders
- No corrosion of metal ladders
- No sharp edges (metal) or splinters (wood)
- Foot pads, caps and other rubber fittings in place and sound

### Safe positioning

The ladder should be placed on a firm, level, and dry surface. Where this is not possible, for example working on grass, the feet should be tied to stakes in the ground to stop slipping and a large flat board placed underneath the feet to prevent them sinking into the earth. The ladder should only be set against structures capable of supporting

the load that will be imposed upon them. Ensure the ladder cannot be knocked over by passing traffic. Exclusion zones may be necessary to ensure unauthorised people do not pass underneath the ladder. The ladder should be set at an angle of 75° that is one unit of measure out from the wall, or support for every four units of measure up.

### **Securing the ladder**

Both the bottom and upper part of the ladder should be secured by tying from the stiles to fixed objects. If ladders are frequently required to be used in the same position, then permanent ladder ties should be located into any suitable nearby masonry or brickwork. Extension ladders should have an overlap of at least three rungs.

### **Safe use**

When using a ladder the following should be considered:

- Keep your body facing the ladder at all times centred between the stiles
- Don't reach too far forwards or sideways or stand with one foot on the ladder and one on something else
- Do not over-stretch. Climb down the ladder and move it however time-consuming this might be
- Keep both hands free to hold the ladder as much as possible. If you need to carry tools use a shoulder bag, belt holster or belt hooks. Use a rung hook for hanging a paint pot
- Hold onto the ladder with one hand when working
- Wear strong flat shoes or boots with dry soles and a good grip
- Do not wear sandals, slip-ons or have bare feet
- Do not use a ladder in strong winds or if it is raining
- Only use a ladder if you feel completely confident
- Do not use a ladder near overhead power lines

### **Routine maintenance**

Ladders should carry an identification number and a maintenance log should be kept. As well as an inspection every time prior to use, an inspection and maintenance schedule should be employed to ensure every ladder is thoroughly inspected on a regular basis, depending on the environment where it is used and stored and the frequency of use. If any defects are found, the ladder should be withdrawn from use, suitably labelled and segregated for repair or safe disposal.

Cords, chains and ropes should be checked and replaced if defective, and pulleys should be lubricated regularly. Missing or defective pads or sleeves should be replaced. All ladders should be cleaned regularly before being stored. Climbing or gripping surfaces should be free of oil, grease, mud or other slippery substances. Timber ladders may be coated with a transparent non-conductive finish such as varnish, shellac or a clear preservative but not any opaque covering such as paint. Aluminium equipment should be given an adequate protective coating when it is subject to acids, alkalis or corrosive substances.

### **What the law says:**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 come into force on 1 November 2007. They apply to employers and persons under their control and to the self-employed.

An employer shall ensure that:

(a) A ladder is used for work at height only if the risk assessment has demonstrated that the use of more suitable work equipment is not justified because -

- (i) The level of risk is low, and
- (ii) The duration of use is short, or
- (iii) Existing features at the place of work cannot be altered,

(b) Any surface upon which a ladder rests is stable, firm, of sufficient strength and of suitable composition to support safely the ladder, so that the ladder's rungs or steps and any loading intended to be placed on it remain horizontal,

(c) A ladder is so positioned as to ensure stability during use,

(d) A suspended ladder is attached in a secure manner so that, with the exception of a flexible ladder, it cannot be displaced and swinging is prevented.

(e) A portable ladder is prevented from slipping during use by -

- (i) Securing the stiles at or near their upper or lower ends,
- (ii) Effective anti-slip or other effective stability devices, or
- (iii) Any other arrangement of equivalent effectiveness,

- (f) A ladder used for access is long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold,
- (g) No interlocking or extension ladder is used unless its sections are prevented from moving relative to each other while in use,
  - (h) A mobile ladder is prevented from moving before it is used,
- (i) Where a ladder, or run of ladders, rises a vertical distance of 9 m or more above its base, sufficient safe landing areas or rest platforms are provided at suitable intervals, where reasonably practicable, and
  - (j) A ladder is used in such a way that -
    - (i) A secure handhold and secure support are always available to the employee, and
    - (ii) The employee can maintain a safe handhold when carrying a load unless, in the case of the step ladder, the maintenance of a handhold is not practicable when a load is carried, and the risk assessment has demonstrated that the use of a stepladder is justified because -
      - (i) The level of risk is low, and
      - (ii) The duration of use is short.

## Appendix 9: Glossary of Terms

<b>Irish Cancer Society (The Society):</b>	The Irish National cancer charity
<b>Relay for Life (RFL):</b>	24 hour community event in aid of the Society
<b>RFL Committee:</b>	A committee of volunteers responsible for organising the RFL event; The committee typically consists of: Event Chair, Team Recruitment Chair, Logistics Chair, Survivorship Chair, Finance Chair, COH Chair
<b>RFL Staff Partner:</b>	The Society's Community Fundraiser assigned to each RFL event
<b>JLT Ireland:</b>	JLT Insurance Brokers Ireland -The Society's insurance broker

## Appendix 10 Cash Handling Procedures

Your committee should put controls in place to protect volunteers handling any funds raised both at the 24 RFL and at any other events fundraising for Relay. This is to ensure their safety and to safeguard against any suggestion of mishandling of funds. Remember the safety of people is always more important than the protection of money.

The following rules will guide you and should also be used by the Committee when briefing teams about cash handling procedures:

### Cash handling rules for events:

- Teams should bank before your RFL event to avoid bringing large sums of money with them to the RFL.
- Teams should bank (or have their money collected) regularly during the RFL event. Retaining large sums of money should be avoided.
- Cash received should be counted and recorded by two people.

- A record of the totals counted should be recorded and signed by both counters.
- Cash should be counted in a secure environment and held in a tamper proof or secure drop chute safe - until it is possible to bank it. Check with the Society for the recommended safe standard.
- Arrangements must be made for cash to be banked at regular intervals. There should never be more than €5,000 of unbanked cash in the counting location at any time.
- To ensure the physical safety and reputation of volunteers and committee members the Society requires that all cash should be banked by at least two individuals which adheres to best practice cash handling procedures.
- Under the insurance policies for the RFL event and for Committee insurance, the Custodian Warranty for money in transit requires more than two individuals for higher amounts:
  - Up to €5,000 – one person
  - €5,001 to €10,000 – two persons
  - €10,001 to €15,000 – three persons
  - Above €15,001 – Professional Security Firm
- For banking after working hours, arrangements should be made with your bank to bank via the night safe. Please note that there may be limits on the number of lodgements night safes can accept.
- Any cheques should be made payable to the Irish Cancer Society or your RFL account and not to the volunteer/organiser of the event.
- Please have a receipt book available in the event that any donor requires a receipt.

## Appendix 11 Incident Report Form

Please fill out this Form and return it to the Relay For Life Event Manager

<b><i>Injured party:</i></b>	
Name:	
Address:	
Telephone:	
Supporter type:	<i>Committee Member / Team Member/ Survivor / Caregiver / Visitor</i>
Event Name & Location:	
If person is a minor - Name & number of responsible adult	
<b><i>Details of Incident:</i></b>	
Date of incident:	Time of incident:                      am / pm
Exact location of incident	
Activity in which supporter was involved (please provide details):	
Nature of the incident	
Theft <input type="checkbox"/> Damage <input type="checkbox"/> Personal Injury <input type="checkbox"/> Other: <input type="checkbox"/>	
How did the incident occur: <i>(attach any additional information)</i>	
Please detail the nature of the injury <i>(if relevant)</i> .	
<i>(Include photographs of the injury and photographs of where the incident took place if possible)</i>	
First aid attendant:	
Name:	Tel:
Comments:	
Any further action taken <i>(i.e. Garda, Ambulance, etc.)</i>	
Witness contact details (if any):	
1. Name:	2. Name:
Tel:	Tel:
<b><i>Report Completed by:</i></b>	
Name:	Date:
Phone Number:	





## Relay For Life \_\_\_\_\_ 20\_\_

### Appendix 12 Letter of Agreement for Insurance Purposes

We the Relay for Life \_\_\_\_\_20\_\_ Committee confirm that we agree to be bound by the Irish Cancer Society guidelines for producing an Event Management Plan for our event:

**Location:** \_\_\_\_\_

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

We undertake to ensure the completion of the Event Management Plan a minimum of 6 weeks prior to the event. We will submit the Event Management Plan to the Relay For Life Team at the Irish Cancer Society for their records.

Signed on behalf of the Relay for Life \_\_\_\_\_20\_\_ Committee:

**Event Chair:** \_\_\_\_\_  
(Print name) (Signature) (Date)

**Finance Chair:** \_\_\_\_\_  
(Print name) (Signature) (Date)