



# A GUIDE TO WRITING A SAFETY STATEMENT



## THE KEY ELEMENTS OF SUCCESSFUL H&S MANAGEMENT INCLUDE:

- Creating a Health & Safety Policy
- Planning to ensure that the policy is put into practice
- Organising an effective management structure and suitable arrangements for the delivery of the policy
- Monitoring health and safety performance
- Auditing and reviewing performance



## WHAT IS A SAFETY STATEMENT?

- A Safety Statement is a document that demonstrates to others that your organisation accepts that concern for health and safety is an integral part of the organisation of your event.
- In other words, it is a way of letting others know your commitment to safety issues.



- The whole question of safety is linked with the question of insurance.
- Festivals who wish to avail of the AOIFE Insurance Scheme from 2002 must produce a Safety Statement and name a designated Safety Officer



- The extent to which any festival needs to produce a Safety Statement is unclear.
- Those festivals that come, either wholly or partly, within the remit of the “Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events” (1990) must, under clause 5.14, produce a Statement of Safety Procedures.



- Likewise, events which fall within the remit of the Planning and Development (Licensing of Outdoor Events) Regulations 2001 are also required to produce a Safety Statement (Section 7.1) as part of the event licensing process.



- It is recommended that a statement should be produced as part of a commitment to safety planning - but also as a defence in the event of an accident occurring and a claim being made.
- **It is also a core requirement of using the AOIFE Group Insurance Scheme.**



# WHAT SHOULD MY SAFETY STATEMENT CONTAIN?

- Introduction
- Listing of the Festival Management Team
- The Risk Assessment
- Insurance Details
- General Listings
- Appendices



- The festival dates
- A brief overview of the festival
- Stress your organisation's awareness of safety (Your Safety Policy)
- The bodies with whom have you consulted
- A mention of general issues - insurance, emergency procedures etc.



## 2 - LIST THE FESTIVAL MANAGEMENT TEAM

- Contact details for your Safety Officer at the top of the list.
- Include a mobile telephone number (where available).
- List all committee members.



## 3 - IDENTIFY THE RISK AREAS AND CONTROL PROCEDURES IN PLACE

Include your Risk Assessment

Pay particular attention to

- Major events
- Fireworks
- Events which include children or animals
- Water-based events
- Drinking Glasses



- State that your festival holds public liability insurance, mentioning the level of indemnity, and any other insurances applicable - employer's, motor, property, weather etc.
- Name the broker or insurance company.
- Enclose a copy of your policy document.



Depending on the size, scale or nature of your event, it may be necessary to include some or all of the following:

- Venue evaluation
- Crowd Management
- Stewarding



- Communication
- Emergency Procedures
- Barriers
- Means of escape
- Fire precautions and equipment
- Noise control
- Special effects



- Medical
- Electrical services
- Welfare
- Sanitary Accommodation
- Waste disposal
- Litter Control



- Emergency Contact Numbers
- Site maps
- Traffic Management
- Road Closures List
- Accident Report Form



## IMPORTANT ISSUES TO REMEMBER

- Establish good communications with all parties concerned.
- Lodge a copy of your Safety Statement with the Gardai, Local Authority, Health Authority and Insurance Broker or Company.



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Activities such as fireworks and fun-fairs must be incorporated in the Safety Statement, even though they are operated by outside specialist contractors, and the safety details of each, as provided by the contractors, should be included as well.



# STANDARD ACCIDENT REPORT FORM

- Details of the accident (date, time, location, how did it occur)
- Who reported the accident (name and address) / What time
- List any action taken
- Did the police investigate (name)
- Details of the injured person and nature of the injury
- Was medical assistance administered and by whom
- Details of property damage (extent / whose property)
- Details of witnesses (names and addresses)
- Correspondence and/or discussion with the injured party

