

<b>Fire marshal;</b>	
<b>Fire wardens</b>	
<b>Assembly point</b>	

**Employee fire evacuation instructions for permanent or temporary buildings**

**On hearing the fire alarm;**

- 1 Turn off your equipment / make safe your work area if safe to do so.
- 2 You must leave the room & building by the nearest safe exit.
- 3 You should walk, not run.
- 4 You must go to your assembly point.
- 5 You must stay at your assembly point until you are told that you may leave.
- 6 You must not collect any possessions from another area.
- 7 You must not under any circumstances, return to the building until you are told that you may.

**If a fire starts in your area;**

- 1 Sound the fire alarm.
- 2 Attack the fire if safe and trained to do so.
- 3 If you cannot extinguish the fire make note of the location and the material involved
- 4 Evacuate to your assembly point.
- 5 Notify your fire warden of all the facts.

**First aid can be obtained at the assembly point.**

**Fire marshals and Fire wardens are not there to be heroes; you are not expected to put yourself at unreasonable risk.**

<b>Irish Shows Association Affiliated Show</b>	<b>Emergency evacuation drill review report</b>
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Can be used where show grounds use permanent buildings on a permanent site.

<b>Date:</b>	<b>Evacuation drill start time:</b>	<b>Evacuation drill finish time:</b>
<b>No.</b>	<b>Check item</b>	<b>Comment / details</b>
1	Could the alarm system be heard in all areas?	
2	Did all employees attend their assembly point for roll call?	
3	Did all customers, visitors and contractors attend their assembly point for roll call?	
4	Did all personnel with fire drill responsibilities execute these as per the site emergency evacuation procedure?	
5	Did any customers, employees, visitors or contractors re-enter before completion of the drill?	
6	Did all employees co-operate with the evacuation drill procedure and demonstrate they understood their responsibilities?	
7	What improvements are required following this evacuation drill?	
8	Who is responsible for this action and by what date?	
9	When will the next evacuation drill be run?	
10	If employee's, customers or others did not evacuate quickly, why?	
11	Were any of the emergency exits blocked?	
12	Fire services response time, if involved?	
13	Detail any other comments	
<b>Signed:</b>		<b>Date:</b>

<b>Irish Shows Association Affiliated Show</b>	<b>Emergency numbers</b>
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These numbers should be displayed at the following locations;

- **First aid points**
- **The telephone / contact point**
- **With nominated personnel**

Emergency service	Phone number
Fire	
Gardai	
Ambulance	
Hospitals	
Company local doctors	
Doctor on call (out of hours)	
Religious contacts	
Local authority	
Department of agriculture	
Vet	
Key management	
Contractors	
Gas company	
ESB	
Rescue services	
EPA	

First aid facilities must be provided and be adequate in number. The first aid boxes should be conveniently located and be easily accessible. The number of first aid boxes present is dependant on the work activity and associated hazards in individual areas.

The contents of the first aid boxes are dependant on the number of people in the particular areas. The content requirements are set out on the check sheets as per the safety, health and welfare at work (general application) regulations, 2007.

The following check sheet has been drafted to review the first aid facilities and to ensure they are adequate in number and contents by area and department.

The first aid boxes are listed on the check sheets in this procedure. The first aid boxes will be checked to ensure they are in place and properly stocked. The first aid boxes should be accessible and clearly identified in their location. Note should be made of this during the audit and corrective action taken where required.

No	First aid box location	Responsibility
1		
2		
3		
4		

The above table lists the location of the first aid boxes. The people listed on the table above are responsible for ensuring the first aid box is properly stocked and located in an accessible area in each area. Each first aid box will be reviewed by the responsible person monthly to replace the items used since the previous check. This check will be recorded on the check sheets detailed in this procedure.

<b>Irish Shows Association Affiliated Show</b>	<b>First aid facilities check sheet</b>
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	No.	Quantity of materials in each box depending on employee numbers								
	1 – 5	12	-	2	2	-	1	-	8	1
	6- 25	20	2	6	6	6	2	3	8	1
	26 - 50	40	4	6	6	8	4	4	10	1
First aid box location by department on site	No. employees being covered by the first aid kit	Adhesive plasters	Sterile eye pads	Individually wrapped triangular bandages	Safety pins	Medium ind. wrapped sterile unmedicated wound dressings approx 8 x 10 cm	Large individually wrapped sterile unmedicated wound dressings approx 13 x 9 cm	Extra large ind. wrapped sterile unmedicated wound dressings approx 28 x 17.5 cm	Individually wrapped wipes	Paramedic shears/ Scissors & tweezers
<b>Box 1</b>										
<b>Box 2</b>										

	No.	Quantity of materials in each box depending on employee numbers									
	1 – 5	1	1	1	1+1	1	12	1	1	1	1
	6- 25	2	2	1	1+1	1	12	1	1	1	1
	26 - 50	2	2	1	1+1	1	12	1	1	1	1
First aid box location by department on site	No. employees being covered by the first aid kit	Pairs of latex gloves	Sterile wash - water not available 3 x 300 ml bottles	½” adhesive strapping	Burn dressing (large / medium)  Cool gel	Finger bobs	Cotton buds	2 x 3 “ roller bandages	Blanket	Paraffin gauge	Ice packs
<b>Box 1</b>											
<b>Box 2</b>											

<b>Irish Shows Association Affiliated Show</b>	<b>First aid personnel</b>
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The ISA has identified the number of first aid trained personnel required based on the requirements of the health & safety legislation and the type of work undertaken. Recommended numbers of occupational first-aiders under health & safety legislation are;

Type of work place	Maximum number of employees present at any one time	Number of occupational first - aiders
Other workplaces	Up to 99	One if safety statement risk assessment shows it necessary
	100 – 399	One
	400 – 699	Two
	Greater than 700	One extra for every 300 employees or part thereof

**Source: The safety, health and welfare at work (general application) regulations, 2007**

Employees ill or injured while at work or attending a show will receive prompt and efficient first-aid treatment and further medical treatment where required. To ensure this, properly trained First-Aid Staff are available on the grounds at all times, and properly equipped boxes have been provided and sited throughout the venue.

All First-Aid Personnel are fully trained prior to being appointed and will, at regular intervals as required by legislation attend a First-Aid Course and maintain the First-Aid Certificate.

All First-Aid Personnel will make themselves available on demand to attend injuries or illness.

All treatments and injuries will be recorded in the First-Aid Log which will be retained in the First-Aid Box and copies of the reports will be passed to the show committee chair person concerned within 24 hours. This first aid log will be reviewed to determine the need for accident investigation.

The show committee chair person will, upon receipt of reports of an injury causing an injury of a person, inform the health & safety coordinator to instigate an investigation of the accident in accordance with show procedures. The names of all occupational first - aiders are displayed on the list below.

No.	Name	Location	Date of certification
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

<b>Irish Shows Association Affiliated Show</b>	<b>First aid log</b>
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Date	Name of person receiving first aid	First aider in attendance	Brief description / details	Reported to	Further investigation required yes / no

**All first aid situations should be reviewed by the health & safety coordinator to determine if there is a need for an accident investigation in accordance with the shows accident / near miss investigation procedure as outlined in section 4 of the safety statement.**