

EHS SAFETY MANAGEMENT SYSTEM



Occupational Health & Safety Management System

ISO 45001:2018

Reference: Master Document EHS 1

Revision: 001

Version "A"

Date: October '2018.

COMPANY

Adventure Rooms Dublin
Little Briton Street & Green Street,
Dublin
Ireland.

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Presented to:	Kieth Beggs	MD Adventure Rooms Dublin.	
Presentation Date:	30.11.2018	Release Date	30.11.2018



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ISO 45001:2018 SAFETY MANAGEMENT SYSTEM

Adventure Rooms Dublin

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 is the prevention of accidents and illnesses at the place of work. Safety consultation procedures, risk assessments and the preparation of a written safety statement are the key provisions of the Act. This will be undertaken by the Safety Co-ordinator acting on behalf of the Managing Director.

This Safety Manual has been prepared in compliance with the 2005 Act and provides details of the specific hazards relevant to this organisation and the controls that have been implemented to adequately safeguard the activities of this organisation.

Adventure Rooms Dublin, Safety Manual Revision 001 Version “A” is intended to assist in the management of all other safety documentation in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified procedures and controls applicable to our operations. Within the constraints of the time and resources available, every effort has been made to identify all hazards and recommend remedies in the Safety Manual and its supporting documents.

Changes since last revision SMS [Safety Management System]

Date	Document /Section/Item Amended	Amendment designed by:	Amendment Approved by:
October '2018	Original revision 001 Version “A” in compliance with the requirements of Sections 19&20 of Safety Health & Welfare at Work Act 2005.	Paul Tierney EazySAFE Consultant	Keith Beggs Managing Director Adventure Rooms Dublin

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Changes since last revision [Safety Management System Support Documents]

Date	Document /Section/Item Amended	Amendment designed by:	Amendment Approved by:
October '2018	EHS 1 Safety Management System designed in compliance with ISO 45001	Paul Tierney EasySAFE Consultant	Keith Beggs Managing Director Adventure Rooms Dublin

OHSAS 18001:2007 SPECIFICATION CONTENTS [Previous Standard]

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SCHEDULE of DESIGN for ISO 45001 STANDARD

Date	Phase
March 2013	Proposal stage
November 2013	Preparatory stage
March 2015	CD – Committee stage
July 2015	CD – 2nd Committee stage
November 2015	DIS – Draft International Standard Enquiry stage
May 2017	DIS - Draft International Standard 2nd Enquiry stage
November 2017	FDIS – Final Draft International Standard Approval stage - scheduled to end 25th, January 2018
March 2018	Publication of new standard.

WHAT ISO 45001 WILL BE & WHAT IT IS NOT

For users migrating from OHSAS 18001 to the new ISO standard and for those considering taking on the new standard for the first time, it is important to understand what the new standard is and is not.

The new standard takes on board the basic premise that its implementation is designed to improve occupational health and safety performance and therefore ISO 45001 has been designed to:

- Be used by organisations of all types and sizes.
- Provide a context for processes that take into consideration the effective management of risk, opportunities, legal compliance and any other conformance requirements.
- Identify and determine hazards and risks and implementing appropriate controls to manage these.
- Establish operational controls to manage identified OHS risk.
- Increasing awareness of OHS risk and involving workers in OHS matters.
- The evaluation of an organisations OHS performance and driving the continual improvement process by taking appropriate actions.
- Improve the involvement of the organisation's leadership team.
- Put the emphasis on proactive rather than reactive risk management.
- Follow the **PLAN-DO-CHECK-ACT** [PDCA Plan] workflow philosophy.
- Improve alignment with other standards, which are or will be based upon the ISO Annex SL framework.

All ISO Management Standard Systems released after 2012 have the same look and feel. Standards developed using the Annex SL Framework include:

- ISO 22301:2012 Business Continuity
- ISO 27001:2013 Information Security
- ISO 9001:2015 Quality Management
- ISO 14001:2015 Environmental Management
- **ISO 45001:2018 Occupational Health & Safety**

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The adoption of a standard to improve an occupational health and safety management system is undertaken for a number of important reasons:

- To reduce work related injuries, ill health and fatalities.
- Eliminate or minimise occupational health and safety risks.
- Inform, consult with and motivate workers to improve safety performance.
- Demonstrate management commitment and promote corporate responsibility.
- Improve and develop brand reputation.

Organisations have adopted management system standards of various types for many years now and it would be fair to say that the majority have been focused upon what we could call, the '3 sister' management system standards, that of occupational health and safety [ISO 45001], environment [ISO 14001] and quality [ISO 9001]. Environmental and quality management have been within the remit of ISO (International Standards Organisation) in recent times whereas occupational health and safety management system models existed outside of ISO such as the ILO-OHS 2001 model or BS 8800. Although these OHS standards provide a framework for developing and implementing a management system, they were not specifically designed to be audited and certifiable and also not specifically developed to seamlessly integrate with other management systems.

OHSAS 18001:2007 – Occupational Health and Safety Management Systems - Requirements, of which the 2007 iteration is to be the last, was developed back in 1999 by a group called the Occupational Health and Safety Advisory Services (OHSAS) project group although it was never adopted as an official ISO standard. The formation of this group was initiated by the UK based registrar BSI Management Systems who were a sister organisation to British Standards who themselves promoted the OHSMS standard BS 8800 that was never approved and adopted as an ISO standard. They collaborated with other international registrars and worldwide occupational health and safety experts to develop a standard that would meet the requirements of an auditable ISO OHSMS model and the OHSAS 18001:1999 standard issue was the result although ISO themselves were not involved in its development.

THERE WERE THREE GOALS FOR DEVELOPING THIS STANDARD:

1. To develop an occupational health and safety (OHS) standard that would be compatible with the increasingly successful ISO 14001:1996 and ISO 9001:2000 environment and quality management standards.
2. To develop an auditable OHS management system standard due to the rejection of the British Standard BS 8800 by ISO, which had been developed as a guidance document for developing an OHS management system framework, but it had not been designed as an auditable model.

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3. Brexit approval may see the reintroduction of the British Standards, as a full member of the European Community it is important organisations in Ireland operate to an International Standard in line with the other Member States.

Within the 10 main clauses (Sections) as per the Annex SL framework there are some subtle but important differences that need to be noted between the requirements of OHSAS 18001 and new standards including ISO 45001 (as was defined in the enquiry stage document ISO/DIS 45001):

- The context of an organisation needs to be defined for new standards as per clause 4. Context relates to the reasons why the organisation exists in terms of its business case, its relationship with internal and external stakeholders, the scope and scale of its operations and the boundaries of the implemented management system(s). (Ref: Safety File # 2 Document "D")
- There is a stronger emphasis on leadership including the promotion of a safety culture, demonstrating leadership and to management commitment.
- The terms documents, documentation and records have been replaced by the single term documented information.
- There are additional requirements regarding worker involvement and consultation
- The terms risks and opportunities are now strongly associated with each other. Although risks and opportunities have been within the ISO 14001 standard for some time, OHSAS 18001 never addressed risks and opportunities together. Opportunities are defined as potential beneficial effects.

Clause 4 to 7 fit within the **PLAN** Framework

Clause 8 fits within the **DO** Framework

Clause 9 fits within the **CHECK** Framework

Clause 10 fits within the **ACT** Framework

ISO 45001:2018

Reference Safety File #1 Document "B" for a listing of all approved safety documents

Required to make up the Safety Management System.

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1. SCOPE

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 is the prevention of accidents and illnesses at the place of work. Safety consultation procedures and the preparation of a written safety manual including a site-specific risk assessment are the key provisions of the Act. This will be undertaken by the Safety Co-ordinator acting on behalf of the Managing Director.

This Safety Manual ([Ref: Safety File # 1 Document "A"](#)) has been prepared in compliance with the 2005 Act and the ISO 45001:2018 Standard provides details of the specific hazards relevant to this organisation and the controls that have been implemented to adequately safeguard the activities of this organisation.

Adventure Rooms Dublin, Safety Manual Revision 001 Version "A" is intended to assist in the management of all other safety documentation ([Ref: Safety File # 1 Document "B"](#)) in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified procedures and controls applicable to our operations. Within the constraints of the time and resources available, every effort has been made to identify all hazards and recommend remedies in the Safety Manual and its supporting documents.

Adventure Rooms Dublin, Safety Manual sets out the health and safety policy and specifies the means provided to achieve that policy. It also provides an overview of the occupational health and safety (EHS) management system of Adventure Rooms Dublin. The goal of Adventure Rooms Dublin is to achieve and sustain a safe and healthy work environment for all our employees and to meet our health and safety duties to contractors, visitors, clients and members of the public who may be affected by our operations. In order to achieve this, the Safety Manual is written to reflect the requirements of the standards ISO 45001 Occupational health and safety management system.

In addition to the Safety Manual, there are a range of additional policies and procedures and other safety documents that are used to define Adventure Rooms Dublin EHS system ([Ref: Safety File # 1 Document "B"](#)). These documents are referenced throughout the Safety Manual and identified in a register of approved safety documents in the Occupational Safety Manual. All documents are managed and kept up to date by the Safety Co-ordinator in order to manage and control Safety, Health and Welfare within Adventure Rooms Dublin. All ancillary documents are date and version controlled by the Safety Co-ordinator to manage all changes.

The Safety Manual is reviewed annually in accordance with the Safety Manual Control Procedure or as required when changes or developments in health and safety legislation occur affecting Adventure Rooms Dublin. A soft copy of the safety manual shall be made available in all areas of operation within Adventure Rooms Dublin as a read only document. Our aim is to achieve continual improvement of our OH&S performance.

1.1 SAFETY OBJECTIVES

The general provisions of the Safety, Health and Welfare at Work Act 2005 impose a duty on all employers to ensure, in so far as is reasonably practicable, the safety of their employees and others at work by maintaining safe plant/equipment, machinery, safe systems of work, safe premises, safe access and egress, and also by ensuring adequate induction training, demonstration and supervision.

Adventure Rooms Dublin is also bound by the 2005 Act to ensure that the safety of all other persons who (though not employees) may be affected by their work activities ([Ref: Safety File # 6 Document "A"](#)). Adventure Rooms Dublin is required under the provisions of the 2005 Act to bring to the attention of all staff, visitors and

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contractors, a statement of its policy, organisation and arrangement with respect to health, safety and welfare at work ([Ref: Safety File # 1 Document "C"](#)). Working within Adventure Rooms Dublin Health and Safety Framework, the organisation is committed to providing and maintaining a safe working environment. This will be achieved by implementing, effective processes and procedures and through managing and conducting work activities in such a way as to ensure the health, safety and welfare of all.

1.2 ORGANISATION LOCATIONS

Adventure Rooms Dublin is based in:

- 6-7 Little Britain St, Campbell's Court, Dublin 7
- Classic House, Green Street, Dublin 7

Disciplinary Action

Any member of staff or contractor who contravenes or fails to manage to work with current safety health and welfare legislation, the Adventure Rooms Dublin Safety Manual and Codes of Practice will be subject to the organisations disciplinary procedures. Disciplinary & Corrective Action Document ([Ref: Safety File # 2 Document "H"](#)).

1.3 ORGANISATION and ARRANGEMENTS for SAFETY

Adventure Rooms Dublin legally must provide:

- A safe place of work [in so far as is reasonably practicable].
- Safe systems of work [in so far as is reasonably practicable].
- Safe access and egress.
- Safe plant and machinery.
- Adequate Information [in so far as is reasonably practicable].
- Adequate Instruction [in so far as is reasonably practicable].
- Training, demonstration and supervision.
- Emergency plans and safe emergency egress.
- Personal protective equipment (PPE) where applicable. (*Not applicable to Adventure Rooms Dublin normal operation*)
- Facilities and arrangements for welfare etc.
- Health and safety statements, risk assessments and control measures.
- Services of a competent EHS person. (Contact when necessary)



2. NORMATIVE REFERENCES

2.1 LEGISLATIVE REFERENCE & OTHER RELEVANT DOCUMENTS

- Adventure Rooms Dublin Safety Manual.
- Fire Services Act 1981 / 2003
- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended.
- Safety, Health & Welfare at Work (Construction) Regulations 2013 (Applicable to restructure work only)

All other statutory legislation applicable to Adventure Rooms Dublin operations and activities. Legal Statutory Register ([Ref: Safety File # 2 Document "F"](#))

2.2 REFERENCE PUBLICATIONS

- ISO 45001:2018 Published Standard
- Health & Safety Review Monthly Magazine
- Health & Safety Authority Codes of Practice [*See www.hsa.ie*]
- Health & Safety OH&S Publications [*See www.hsa.ie*]

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3. TERMS AND CONDITIONS

For the purpose of this document, the following terms and definitions apply.

3.1 ACCEPTABLE RISK

Risk that has been removed to a level that can be tolerated by Adventure Rooms Dublin having regard to its legal obligations and its own EHS Policy.

3.2 AUDIT

Systematic, independent and documented process for obtaining “audit evidence” and evaluating it objectively to determine the extent to which “audit criteria” are fulfilled.

Note 1 Independent does not necessarily mean external to Adventure Rooms Dublin. In many cases particularly in smaller Sections, independence can be demonstrated by the freedom from responsibility for the activity being audited.

Note 2: An audit can be an internal audit (first party) or an external audit (second party or third party), and it can be a combined audit (combining two or more disciplines).

Note 3: An internal audit is conducted by Adventure Rooms Dublin itself, or by an external party on its behalf.

3.3 CONTINUAL IMPROVEMENT

Recurring process of enhancing the EHS Management System in order to achieve improvements in overall EHS performance consistent with Adventure Rooms Dublin EHS Policy.

3.4 CORRECTIVE ACTION

Action to eliminate the cause of a detected nonconformity or other undesirable situation.

Note 1: There can be more than one cause for a nonconformity.

Note 2: Corrective action is taken to prevent recurrence whereas preventative action is taken to prevent occurrence.

3.5 DOCUMENT

Information and its supporting medium.

Note 1: The medium can be paper, magnetic, electronic or optical computer disc, photograph or master sample or a combination thereof.

3.6 HAZARD

Source, situation or act with the potential for harm in terms of human injury or ill health or a combination of these.

3.7 HAZARD IDENTIFICATION

Process of recognising that a hazard exists and defining its characteristics.

3.8 ILL-HEALTH

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Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.

3.9 INCIDENT

Work related event(s) in which an injury or ill-health (regardless of severity) or fatality occurred or could have occurred. Occurrence arising out of, or in the course of, work that could or does result in injury and ill health

Note 1: An accident is an incident which has given rise to injury, ill-health or fatality.

Note 2: An incident where no injury, ill-health or fatality occurs may be referred to as a "near-miss", "close call" or "dangerous occurrence"

Note 3: An emergency situation is a particular type of incident.

Note 4: An incident where no injury and ill health occurs but has the potential to do so may be referred to as a "near-miss", "near-hit" or "close call".

Note 5: Although there can be one or more nonconformities related to an incident, an incident can also occur where there is no nonconformity.

3.10 INTERESTED PARTY

Person or Group, inside or outside the workplace concerned with or affected by the EHS Performance of Adventure Rooms Dublin.

3.11 NON-CONFORMITY

Non-fulfillment of a requirement.

Note 1: A non-conformity can be any deviation from:

Relevant work standards. Practices, procedures, legal requirements etc.

EHS Management system

Note 2: Nonconformity relates to requirements in this document and additional OH&S management system requirements that Adventure Rooms Dublin establishes for itself.

3.12 OCCUPATIONAL HEALTH & SAFETY (EHS)

OH&S management system, management system or part of a management system used to achieve the OH&S policy. Conditions and factors that affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the workplace.

Note 1: Adventure Rooms Dublin can be subject to legal requirements for the health and safety of persons beyond the immediate workplace, or who are exposed to the workplace activities.

3.13 EHS MANAGEMENT SYSTEM

Part of Adventure Rooms Dublin management system used to develop and implement its EHS policy and manage its EHS risks. Set of interrelated or interacting elements of an organisation to establish policies and objectives and processes to achieve those objectives. [\(Reference: All Safety Files containing EHS Documents\)](#)

Note 1: A management system is a set of interrelated elements used to establish policy and objectives and to achieve these objectives.

Note 2: A management system includes organisational structure, planning activities (including for example risk assessments and the setting of objectives), responsibilities, practices, procedures, process and resources.

3.14 EHS OBJECTIVE

OH&S goals and objective in terms of EHS performance set by Adventure Rooms Dublin to achieve specific results consistent with the OH&S policy.

Note 1: Objectives should be quantified wherever practicable

Note 2: EHS objectives should be consistent with the EHS policy.

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3.15 EHS PERFORMANCE

Measurable results of Adventure Rooms Dublin management of its EHS risks. OH&S performance related to the effectiveness of the prevention of injury and ill health to workers and the provision of safe and healthy workplaces.

Note 1: EHS performance measurements includes measuring the effectiveness of Adventure Rooms Dublin

Note 2: In the context of EHS management systems results can also be measured against Adventure Rooms Dublin EHS policy, EHS objectives and other EHS performance requirements.

3.16 EHS POLICY

Overall intentions and direction of Adventure Rooms Dublin related to its EHS performance as formally expressed by top management.

Note 1: The EHS policy provides a framework for action and for the setting of EHS objectives.

3.17 ORGANISATION

Company, corporation, firm, enterprise, authority, institution, or part or combination thereof, whether incorporated or not, public or private that has its own functions and administration.

Note 1: For organisations with more than one operating unit, a single operating unit may be defined as an organisation.

Person or group of people that has its own functions with responsibilities and relationships to achieve its objections. [Sole trader, Company, Corporation, Firm, Enterprise, Authority, Partnership, Charity or Institution private or public.

3.18 PREVENTATIVE ACTION

Action to eliminate the cause of a potential non-conformity or other undesirable potential situation.

Note 1: There can be more than one cause for a potential non-conformity

Note 2 Preventive action is taken to prevent occurrence whereas corrective action is taken to prevent recurrence.

3.19 PROCEDURE

Specified the way to carry out an activity or a process.

Note 1: Procedures can be documented or not.

3.20 RECORD

Document stating the results achieved or providing evidence of activities performed.

3.21 RISK

OH&S risk is the combination of the likelihood of occurrence of a work-related hazardous event or exposure(s) and the severity of injury and ill health that can be caused by the event or exposure(s). Effect of uncertainty. Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill-health that can be caused by the event or exposure(s).

3.22 RISK ASSESSMENT

Process for evaluating the risk(s) arising from a hazard(s) taking into account the adequacy of any existing controls and deciding whether or not the risk (s) is acceptable.

3.23 WORKPLACE

Any physical location in which work related activities are performed under the control of Adventure Rooms Dublin.

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Note 1: When giving consideration to what constitutes a workplace Adventure Rooms Dublin should take into account the EHS effects on personnel who are, for example, travelling or in transit (e.g. driving, flying, boats or trains), working at the premises of a client or customer, or working at home.

3.24 WORKER

Person performing work or work-related activities that are under the control of Adventure Rooms Dublin.

3.25 PARTICIPATION

Involvement in the decision making.

3.26 CONSULTATION

Seeking views before making a decision

Note 1 to entry: Consultation includes engaging health and safety committees and workers' representatives, where they exist.

3.27 WORKPLACE

A place under the control of the organisation where a person needs to be or to go for work purposes

3.28 CONTRACTOR

External organisation providing services to the organisation in accordance with agreed specifications, terms and conditions

3.29 REQUIREMENT

Need or expectation that is stated, generally implied or obligatory

Note 1: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.30 LEGAL REQUIREMENTS OR OTHER REQUIREMENTS

Legal requirements that an organisation must comply with and other requirements that an organisation has to or chooses to comply with relevant to the OH&S management system, this may also include the provisions in collective agreements and those in accordance with laws, regulations, collective agreements and practice.

3.31 TOP MANAGEMENT

Person or group of people who directs and controls an organization at the highest level

3.32 EFFECTIVENESS

Extent to which planned activities are realized and planned results achieved

Note 1 to entry: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.33 OCCUPATIONAL HEALTH & SAFETY POLICY

OH&S policy to prevent work-related injury and ill health to workers and to provide a safe and healthy workplace.

3.34 OBJECTIVES

Result to be achieved

Note 1: An objective can be strategic, tactical, or operational.

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Note 2: Objectives can relate to different disciplines (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product and process).

Note 3: An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an operational criterion, as an OH&S objective, or by the use of other words with similar meaning (e.g. aim, goal, or target).

3.35 INJURY & ILL-HEALTH

Adverse effect on the physical, mental or cognitive condition of a person which include occupational disease, illness and death.

3.36 OCCUPATIONAL HEALTH & SAFETY OPPORTUNITY

OH&S opportunity circumstance or set of circumstances that can lead to improvement of OH&S performance

3.37 COMPETENCE

Ability to apply knowledge and skills to achieve intended results

Note 1: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.38 DOCUMENTED INFORMATION

Information required to be controlled and maintained by an organisation and the medium on which it is contained

Note 1: Documented information can be in any format and media, and from any source.

Note 2: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.39 PROCESS

Set of interrelated or interacting activities which transforms inputs into outputs

Note 1: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.40 PERFORMANCE

Measurable result

Note 1: Performance can relate either to quantitative or qualitative findings. Results can be determined and evaluated by qualitative or quantitative methods.

Note 2: Performance can relate to the management of activities, processes, products (including services), systems or organisations.

Note 3: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1. Note 1 to entry has been modified to clarify the types of methods that may be used for determining and evaluating results.

3.41 OUTSOURCE

Make an arrangement where an external organisation performs part of Adventure Rooms Dublin's function or process.

Note 1: An external organisation is outside the scope of the management system, although the outsourced function or process is within the scope.

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3.42 MONITORING

Determining the status of a system, a process or an activity

Note 1: To determine the status, there may be a need to check, supervise or critically observe.

3.43 MEASUREMENT

Process to determine a value

3.44 CONFORMITY

Fulfilment of a requirement.

3.45 CORRECTIVE ACTION

Action to eliminate the cause(s) of a nonconformity or an incident and to prevent recurrence

Note 1: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1. The term has been modified to include reference to “incident”, as incidents are a key factor in occupational health and safety, yet the activities needed for resolving them are the same as for nonconformities, through corrective action.

3.46 CONTINUAL IMPROVEMENT

Recurring activity to enhance performance.

3.47 SHALL

Indicates a requirement.

3.48 SHOULD

Indicates a recommendation.

3.49 MAY

Indicates a permission.

3.50 CAN

Indicates a possibility or a capability.

4. CONTEXT OF ADVENTURE ROOMS DUBLIN.

4.1 UNDERSTANDING ADVENTURE ROOMS DUBLIN AND ITS CONTEXT

Adventure Rooms Dublin is a leading professional firm specialising in escape games, team building with different options depending on the size of your group. We are open 7 days a week. Games start at the following times: 10am, 12pm, 2pm, 4pm, 6pm, & 8pm. A booking is required to attend Adventure Rooms.

Adventure Rooms is fun and unique outing for Families, Friends, Stag nights & Hen nights, Birthday celebrations, Tourists, Date Nights, Pre-Dinner Activity, Christmas celebrations, Corporate team building, and more. We also welcome teachers and lecturers with students for an interesting class outing.

Our Approach

We focus on delivering exceptional service, creating value for our clients through excellent technical quality, deep knowledge of our market sector and challenging games. Adventure Rooms is part of an exciting & unique global phenomenon of real-life escape games. Use logic, lateral thinking and team work to tackle the tasks at hand to solve puzzles with the help of strange objects.

Can you escape from the midst of a mysterious room/rooms within 60 minutes. Do you have what it takes to escape?

Our People

We have brilliant people who work together to bring the shared experience and knowledge of the firm to our clients. We believe in providing an environment which is supportive and inclusive. Where people develop professionally, enjoy their work and are proud of their contribution. This promotes a team spirit that is good for our people and our clients.

Our Market

We believe in Ireland as a home for both internationally renowned businesses and long-term sustainable domestic enterprises. With the international and domestic markets changing so quickly, we always have an eye on the future impact this may have on our clients. We harness our depth of experience and market knowledge to ensure that our clients get the very best advice and insight, with efficient execution and a personal service.

4.1.1 Games undertaken on site.

Original Swiss

Can be played with 2-6 players as a classic format game, or 7-14 as a duel format game. The “easier” of our games, it has an escape rate of 30-35%. It’s called Original Swiss because it was the first game we had, invented in Switzerland, by a Swiss teacher and his brilliant students. Come play the game that made Adventure Rooms one of the best escape games, worldwide!

EHS SAFETY MANAGEMENT SYSTEM

World Trip

One of our most popular games can accommodate 4-7 players as a classic format game and 8-14 players as a duel format game. With an escape rate of 20% -25%. You're going on your holidays! But wait, not so fast, before you get there, you must try to outsmart the game before you can finally get to your destination and bring back the treasure!

Mafia! (Basement)

MAFIA! Our newest game. Opens Thursday May 31st '2018. You have been captured by the mafia and are being held at their headquarters. The Big Boss has called a meeting to decide on how to "deal with you". Escape seems impossible, but you must try, you have one hour to escape before they return and reveal your fate... 12 yrs. PARENTAL ADVISORY escape rate 30%

Black Queen

Can be played with 3-7 players as a classic format game or 8-14 players as a duel format game. This game is a bit more challenging, with an escape rate of 20-25%. The Black Queen has you in her lair. Can you solve her series of puzzles and escape before time runs out?

(Location 1) 6-7 Little Britain Street, Dublin 7, Corner of Campbell's Court

Games at this location are The Original Swiss (Ground Floor) & The Black Queen (basement)

(Location 2) Classic house, Green Street, Dublin 7

Games at this location are The Original Swiss (Ground Floor) World Trip & Mafia (basement)

4.2 UNDERSTANDING THE NEEDS & EXPECTATIONS OF WORKERS AND OTHER INTERESTED PARTIES

4.2.1 Our Services

As one of the leading professional firm specialising in escape games, team building etc., Adventure Games Dublin provides the resources, experience and global expertise to help you in taking part of an exciting & unique global phenomenon of real-life escape games. Use logic, lateral thinking and team work to tackle the tasks at hand to solve puzzles with the help of strange objects.

We offer specialist skills beyond the reach of most other firms and have the international structure to leverage from our global talent pool.

Our clients include Google, Facebook, IMRO, Linked IN, Microsoft, PWC, Realex Payments, SKY, MMP numerous private individuals.

It is the responsibility of Adventure Rooms Dublin to Plan, Organise and Manage the activities of our games in such a way as to be as safe as is reasonably practicable at all times.

4.3 DETERMINING THE SCOPE OF THE OH&S MANAGEMENT SYSTEM

The provision of escape games, team building etc. to our Customers will always be completed in compliance with the standards defined by Adventure Rooms Dublin in line with statutory obligations.

This will apply under the following conditions:

- Company premises in Green Street Dublin.
- Company premises in Little Briton Street Dublin.
- Travelling for work.

All materials, product and equipment used by our staff and services provided by our Contractors and designers will be designed and maintained in a safe and controlled manner to reduce the potential of workplace accidents.

EHS SAFETY MANAGEMENT SYSTEM

4.4 OH&S MANAGEMENT SYSTEM

The Safety Management System operated by Adventure Rooms Dublin is designed in compliance with ISO 45001: 2018 International Standard and will be reviewed and maintained by the Safety Co-ordinator [Ruth Holmes Manager] representing management and the Directors.

EHS SAFETY MANAGEMENT SYSTEM

5. Leadership

5.1 LEADERSHIP & COMMITMENT

The management of Adventure Rooms Dublin will demonstrate Leadership and Commitment to the OH&S System by:

- a) Taking overall responsibility and accountability for the prevention of work-related injury and ill health as well as the provision of safe and healthy workplaces and activities;
- b) Ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of Adventure Rooms Dublin;
- c) Ensuring the integration of the OH&S management system requirements into the Adventure Rooms Dublin business processes;
- d) Ensuring that the resources needed to establish, implement, maintain and improve the OH&S management system are available;
- e) Communicating the importance of effective OH&S management and of conforming to the OH&S management system requirements ([Ref: Safety File # 7 All Documents](#));
- f) Ensuring that the OH&S management system achieves its intended outcome(s);
- g) Directing and supporting persons to contribute to the effectiveness of the OH&S management system;
- h) Ensuring and promoting continual improvement;
- i) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- j) Developing, leading and promoting a culture in Adventure Rooms Dublin that supports the intended outcomes of the OH&S management system;
- k) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities ([Ref: Safety File # 7 Documents "A,B,C."](#));
- l) Ensuring the Adventure Rooms Dublin establishes and implements a process(es) for consultation and participation of workers ([Ref: Safety File # 7 Document "A"](#));
- m) Supporting the establishment and functioning of health and safety committees ([Ref: Safety File # 7 Document "K"](#)).

5.2 EHS POLICY

Adventure Rooms Dublin are committed to the prevention of injury and ill health to its personnel and customers affected by all our activities. We aim to do this by continually improving our occupational health and safety management system. This is achieved by setting of health and safety related objectives, measurement of our performance, taking measures to ensure compliance with our legal requirements and compliance with national guidance applicable to Adventure Rooms Dublin.

5.2.1 Nature & Scale of Adventure Rooms Dublin

In accordance with Section 8 of the Safety, Health & Welfare at Work Act 2005, Adventure Rooms Dublin has a management function and responsibility for the following functions: The provision of a Safe Place of work, Safe System of Work, Safe Plant & Equipment and Safe people in so far as is reasonably practicable.

Adventure Rooms Dublin consists of office facilities in Green Street and Little Briton Street Dublin and includes administration staff, Game Masters, Game Designers, Maintenance staff and Management. The activities of Adventure Rooms Dublin consist of the following:

EHS SAFETY MANAGEMENT SYSTEM

- *Original Swiss Game*
- *World Trip Game*
- *Mafia! Game*
- *Black Queen Game*

Adventure Rooms Dublin EHS management system is designed to manage health and safety of all its services and activities. The following areas and personnel form the focus of the health and safety management system:

- All games identified above
- Management activities
- Support Employees
- Operational Employees
- Contract Employees
- Interaction with our Customers

5.2.2 Our major hazards & risks

Adventure Rooms Dublin endeavors to manage hazards and risks affecting personnel at operational incidents. Such hazards and risks consist of, but are not limited to, the following:

- **Green Street & Little Briton Street Facilities**
 - Dealing with the Customers & Contractors
 - Office safety
 - Fire Safety in a shared building.
 - Injury during games
 - Managing housekeeping etc.

Adventure Rooms Dublin use a documented hazard analysis and risk assessment process to manage planned tasks and work at fixed locations (i.e. Site visits and office support), where the main hazards and risks are as identified above (*Ref: Safety File # 3 Document "C,D,E."*).

5.2.3 Setting of objectives & continual improvement

Adventure Rooms Dublin is committed to prevention of injury and ill health and to continually improving its health and safety management system, and as such the Health & Safety Management Review Team decides on health and safety objectives and targets on an annual basis (*Ref: Safety File # 7 Document "K&L"*).

Adventure Rooms Dublin aim to assess health and safety, and identify areas for improvement through the following:

- Provide a team structure that will value the health and safety of all personnel, customers and contractors, by leading by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all Irish and European statutory requirements.
- Provide the necessary training and instruction to ensure competency and enable employees to perform their work safely, effectively and without risk to health (*Ref: Safety File # 6 Document "A"*).
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe and healthy place of work.
- Make available the provision of necessary resources to implement and monitor our safety programs.
- Maintain a constant and continuing interest in health and safety matters pertinent to all Adventure Rooms Dublin activities.
- Regularly review the Adventure Rooms Dublin Safety Manual and any other safety related documents (*Safety Co-ordinator*).

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- Carry out ongoing assessments of our operations through the medium of audits and inspections (*Ref: Safety File # 10 Document "A"*).
- Through the provision of our Safety Manual and Risk Assessment documents, provide all employees and contractors with information on all identified hazard and risks in their workplace (*Ref: Safety File #3 Document "C,D,E."*).
- Regularly consult with personnel (and their elected Safety Representative) regarding all measures being taken to manage safety and eliminate or control identified hazards and risks.
- Bring the Safety Manual to the attention of all staff and ensure they understand the documents (*Ref: Safety File #1 Document "C"*).
- Encourage reporting of all health and safety related incidents (i.e. near misses and accidents) in a prescribed format to allow for corrective action (*Ref: Safety File #8 Document "A"*).
- Implementation and compliance with guidance from the Original Swiss designer of the games and other guidance in relation to staff awareness and training.

5.2.4 Compliance with our legal and other requirements

The Safety, Health & Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. The safety and health of all Adventure Rooms Dublin employees whether full time or part time, is an important objective of Adventure Rooms Dublin. Each of us at all levels of the organisation must co-operate to ensure that safe working becomes an instinctive habit. It is the responsibility of Adventure Rooms Dublin to bring to the attention of all its employees, a statement of its policy with respect to Safety, Health and Welfare at Work and the organisations and arrangements for carrying out that policy (*Ref: Safety File #1 Document "C"*).

We will achieve and maintain compliance with the requirements of all Irish and European legislation as it pertains to our activities. Adventure Rooms Dublin suite of health and safety documents specifies the manner in which the safety and health of persons in Adventure Rooms Dublin will be managed in line with the highest possible standards of EHS and in accordance with the Safety, Health and Welfare at Work Act, 2005. It is the policy of Adventure Rooms Dublin to ensure in so far as is reasonably practicable, the safety and health of all its employees, contractors and visitors to our premises or sites.

Adventure Rooms Dublin will comply with all its duties as an employer under Section's 8 & 9 of the 2005 Act and will also comply with the provision of the Hazard & Risk assessment and Safety Manuals as defined in sections 19 & 20 of the Act.

Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 and the General Application Regulations 2007 and all other statutory legislation applicable to our activities to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work.

5.2.5 How the policy is communicated

An overview of this policy, the safety manual and the safety management system is presented to personnel in all areas of Adventure Rooms Dublin on an annual basis by the Safety Co-ordinator with support from Adventure Rooms Dublin external Safety Advisors where applicable. Changes in policy and changes or additions to the safety management system are communicated through the safety representative or defined Section Senior Management the Safety Management Committee, or through written correspondence.

5.2.6 How often the policy is reviewed

This policy is controlled and reviewed annually in Adventure Rooms Dublin by the Safety Co-ordinator and Managing Director as part of the Health & Safety Management Committee.

EHS SAFETY MANAGEMENT SYSTEM

The Safety Manual will also be reviewed as required and when the need arises due to changes in legislation, operation, personnel, risk levels and new technology.

This policy and safety manual have been approved by the following (a signed copy of the manual is retained in the Safety Co-ordinator's office):

Signed : _____

Keith Beggs

Title: Managing Director Adventure Rooms

Date :

Signed : _____

Ruth Holmes

Title: Safety Co-ordinator Adventure Rooms

Date :

5.3 ORGANISATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES

Roles and responsibilities in Adventure Rooms Dublin EHS management system are defined as follows:

MANAGING DIRECTOR (CEO)

The Managing Director is the Senior Manager & Director of Adventure Rooms Dublin and is responsible for creating a safety culture within Adventure Rooms Dublin. He will have to be supported in this task by all other management and staff.

Specifically, he will:

- Provide support to other Managers so that all processes and activities carried out in each game are undertaken safely and without risk to health.
- Take a direct interest in health and safety, making himself familiar with all applicable Safety and Health Acts & Regulations through the EHS Safety Co-ordinator appropriate to the facilities activities, and give full support to the other Management in the implementation of the legislative requirements.
- Support all Management in ensuring that the safety rules and procedures defined in the Safety Manual are adequately communicated and fully understood by all staff and contractors.
- Periodically review his own responsibilities and those of the other Managers as defined in the Safety Manual.
- Periodically review the effectiveness of the Safety Manual with his Managers.
- Provide support to the Management in ensuring that the Safety Manual is understood by staff at all levels within Adventure Rooms Dublin by ensuring it is brought to the attention of each employee at their induction training.
- Provide support to Management to ensure that all staff are competent in their operation and activity through the provision of the necessary information, instruction and training.
- Provide support to Management in ensuring that all members of staff are competent to carry out their work safely and are fully aware of all hazards in their job to themselves and our customers.
- Liaise with the Management to ensure that all game activities are planned so that they may be carried out in a safe manner.
- Support the Management in ensuring that all accidents to staff or Contractors and Customers however slight are reported through the immediate management and where necessary fully investigated and remedial advice is provided.
- Provide support to Management in ensuring where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed by the Safety Co-ordinator within the facility on the appropriate IR1 form for an accident and IR3 for a Dangerous Occurrence.

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- Regularly discuss with the Management any inspections of the applicable game facilities in relation to significant changes to ensure that safety standards are being complied with and where necessary make recommendations.
- Provide support to Management in ensuring that all employees understand that health and safety information is available as a right.
- Ensure that health and safety is discussed at the three-monthly Safety Management Committee meeting.

SENIOR MANAGEMENT [Manager: Ruth Holmes: Assistant Manager: David Tynan]

The Senior Management are the main functional management within Adventure Rooms Dublin responsible for creating a genuine safety culture within the facility. They will have to be supported in this task by all other management and staff.

Specifically, they will:

- Ensure through co-ordination with the Managing Director that all processes and activities carried out in the facility are undertaken safely and without risk to health.
- Take a direct interest in health and safety, making themselves familiar with all applicable Safety and Health Acts & Regulations appropriate to the facilities activities, through the Safety Co-ordinator of Adventure Rooms Dublin and the legal register (*Ref: Safety File #2 Document "F"*) and give full support to staff in carrying it out.
- Ensure that the safety rules and procedures defined in the Safety Manual are adequately communicated and fully understood by all staff and contractors.
- Periodically review their own responsibilities and those of all other Managers on site regarding the effectiveness of the Safety Manual.
- Ensure that the Safety Manual is understood by staff at all levels within Adventure Rooms Dublin by ensuring it is brought to the attention of each new employee at their induction training.
- Ensure that all members of staff are competent to carry out their work safely and are fully aware of all hazards in their job to themselves and customers.
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all accidents to staff or Contractors and Customers however slight are reported through the immediate management and where necessary fully investigated and remedial advice is provided. Support staff in this function.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed by the appointed person on the appropriate IR1 form.
- Regularly inspect the facility in a walk-through audit with the Managing Director to ensure that safety standards are being complied with and where necessary make recommendations directly to any employee, if necessary, who is in breach of Adventure Rooms Dublin Safety Standards.
- Ensure that all employees understand that health and safety information is available as a right.

EXTERNAL SAFETY ADVISOR [Paul Tierney EazySAFE]

The external safety advisor provides advice and guidance on request to the Senior Management and others in the area of Safety, Health & Welfare to ensure a safe place of work for all staff members and contractors.

Specifically, he will:

- Advise management of all applicable statutory legislation and its impact on their operations.

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- Ensure that adequate advice is available on all work practices which must be proceduralised, followed, and safety standards are maintained.
- Provide support to identify and remedy any defects in the safety systems, activities or procedures in conjunction with the management.
- Provide guidance on protective materials or equipment where required; regarding issue and use by all staff and contractors.
- Where all accidents and incidents are reported to the Senior Management on the appropriate accident or incident form, provide guidance on evaluation of the appropriate documentation on request. Provide advice on completion of the accident follow-up form (*Ref: Safety File #8 Document "B,C,D,E."*).
- Advise Management on the importance of carrying out regular safety inspections of the operational areas.
- Provide guidance and advice to management to ensure that all employees are appropriately trained and competent to carry out their assigned operations (*Ref: Safety File #6 Document "A"*).
- Advise Senior Management on all Health & Safety matters that affect them within their area of control.
- Provide advice to management regarding any Health & Safety Authority Inspector site visits and inspections or any HSA notices (*Ref: Safety File #2 Document "I"*).
- Support all Management and Staff in their operations in line with Adventure Rooms Dublin procedures and standards.

EMPLOYEES

Safety must be seen by all employees regardless of position as a teamwork strategy for safety. Employees have a specific statutory responsibility under Section 13 & 14 of The Safety, Health & Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and Clients and avoid damage to company equipment and property. All Management must make themselves aware of these requirements, show leadership by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Adventure Rooms Dublin for ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to their Manager. This is applicable regardless of whether the person is employed by Adventure Rooms Dublin or contracted to them.

Under Section 13 & 14 of The Safety, Health & Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

1. It shall be the duty of every employee, while at work to:
 - Take reasonable care for his / her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at Work.
 - To co-operate with his / her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
 - To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him / her in common with others) for securing his / her safety, health and welfare while at Work.
 - To report to his / her employer or his / her immediate supervisor, without unreasonable delay any defects in plant, equipment, place of work or system of Work which might endanger safety, health and welfare of which he / she becomes aware.

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- Ensure that he/she is not under the influence of an intoxicant to an extent of endangering their health & safety.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably be required by employer
- If suffering from a disease or illness that adds to the workplace risks, to inform their employer.
- Report any contravention of health & safety legislation

2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.

3. Where any member of staff is found to be in breach of their statutory obligations and this breach leads to an accident of a fellow employee, or client, the Health and Safety Authority have the power to prosecute them personally under statutory law for failure to discharge their functions safely.

4. Additionally Adventure Rooms Dublin requires employees to immediately report to his/her immediate supervisor any accident, loss or injury or property damage and any dangerous occurrence that could have resulted in a loss, injury or property injury.

5. Co-operation – Adventure Rooms Dublin has expended considerable time and resources in the preparation of a Safety Management Program designed to protect the interests of its employees. The program will not succeed unless each employee co-operates fully by observing the requirements of the Safety Statement and by following the safe work practice methods outlined in our safety documentation.

SAFETY CO-ORDINATOR [Ruth Holmes]

The Safety Co-ordinator will co-ordinate the safety role on behalf of the Managing Director to manage the safety management system to ensure a safe place of work for all staff members, customers and contractors.

Specifically, she will:

- Liaise with the Managing Director of Adventure Rooms Dublin on all applicable statutory legislation and its impact on our operations.
- Maintain all our Safety Documentation up to date incorporating all changes received through the amendment procedure.
- Accompany the Managing Director and where applicable on safety audits of the facility activities.
- Co-ordinate all work practices and ensures they are procedurised, followed, and safety standards are maintained.
- Co-ordinate the Identification and remedy any defects in our safety systems, activities or procedures.
- Ensure, where protective materials or equipment is required; they are issued, used and worn by all staff and contractors.
- Co-ordinate the reporting of all accidents and incidents on the appropriate accident or incident form are evaluated and filed with the appropriate documentation ([Ref: Safety File #8 Document "A"](#)).
- Co-ordinate the regular safety inspections of the operational areas and report the findings to the Managing Director. Assist managers in the identification of work-related hazards ([Ref: Safety File #10 Document "A"](#)).
- Co-ordinate the training of all employees to ensure competency to carry out their assigned operations ([Ref: Safety File #6 Document "A"](#)).

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- Ensure that all matters outside the bounds of the Middle Managers are brought to the attention of the Managing Director.
- Co-ordinate all disciplinary procedures records which are applied in cases where safety rules are broken.
- Co-ordinate through management and staff all personal protective equipment requirements (*Ref: Safety File # 2 Document "D"*).
- Ensure the Managers play an active role in any fire drill, when it takes place and (*Ref: Safety File # 4 Document "B"*) their actions are recorded. This should occur at least every 6 months in compliance with the Fire Regulations.
- Co-ordinate the supply of adequate fire-fighting equipment, always serviced and accessible, within her area of control (*Ref: Safety File #4 Document "C"*).
- Co-ordinate the requirement of all staff, contractors and customers in compliance with the no smoking rule on site.
- Liaise with the Managing Director of Adventure Rooms Dublin on a regular basis to ensure safety information is kept up to date.
- Carry out site specific risk assessments with area Management (*Ref: Safety File #3 Document "A"*).

PERSONAL RESPONSIBILITIES OF EMPLOYEES

Each individual employee and contractual employee will have to make judgments about the tasks/ work they are undertaking, to control the risks inherent in the unique circumstances of any situation. It is the practice of Adventure Rooms Dublin in so far as is practicable to ensure that every operational employee is:

- Competent to perform tasks assigned;
- Uses the equipment provided as trained and directed;
- An effective member of a team;
- Self-disciplined to work within accepted systems of work;
- Adaptable to changing circumstances;
- Vigilant for their own safety and the safety of others; and
- Able to recognise their own abilities and limitations.

This legal requirement will be overseen, enforced and managed by the responsible Management on site.

OPERATIONAL ACTIVITY RESPONSIBILITY

It is the responsibility of the Manager or Employee to:

- To manage activities and operations in a safe manner;
- Identify safety issues;
- Initiate corrective action;
- Select and maintain safe systems of work;
- Ensure appropriate Personal Protective Equipment is worn by personnel where necessary;
- Observe the environment;
- Monitor the physical condition of personnel;
- Regularly review the progress of the operation; and
- Use effective communications.

The management of all staff in relation to our Safety Management Systems will be reviewed and assessed by the next level of Management above and any deficiencies or non-compliance will be brought to the attention of the non-compliant Manager for action with a further follow-up and review (*Ref: Safety File #16 Document "A,B"*).

5.4 CONSULTATION AND PARTICIPATION OF WORKERS

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Adventure Rooms Dublin will set up a structure of consultation with its workforce both full time and contractual at all levels of the organisation (*Ref: Safety File #7 Document "A"*).

A safety Management Committee consisting of both management and staff will be set up and will meet on a scheduled three [3] monthly basis to review and deal with all safety issues. The minutes of the meeting including corrective actions will be published on the Health and Safety Notice Board.

A Safety Representative election will be facilitated to elect from the members of staff a safety representative to represent them to management on areas of health and safety. The elected Safety Representative will automatically become a member of the Safety Management Committee (*Ref: Safety File #7 Document "K,L."*).

An employee Speak-up policy form will be available to all members of staff to complete in relation to any concerns of occupational, Environmental, Health and Safety (*Ref: Safety File #7 Document "C"*). This form on completion will be forwarded to the Safety Management Committee for review and action at their quarterly safety meeting. If an issue is urgent and cannot wait for the next scheduled Safety Committee Meeting it will be addressed by the Safety Co-ordinator for immediate attention and action and copied to the members of the Committee.

On completion of the action a Safety Information Sheet may be produced on the subject and made available to all concerned staff. (*Ref: Safety File #7 Document "I [Sample] D"*)

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6. Planning

6.1 ACTIONS TO ADDRESS RISKS AND OPPORTUNITIES

6.1.1 General

6.1.1.1 Legal Requirement

Section 19 of the 2005 Act requires employers and those who provide workplaces for use by others (under section 15 to the extent they have control) to identify the hazards posed by their workplaces and work activities. These duty-holders must also assess the risks posed by these hazards to their own employees, to other employees, and others (e.g. visitors, customers or passersby), and prepare written risk assessments. Any improvements considered necessary in these assessments must be implemented.

Under section 20 of the 2005 Act, the employer and workplace controllers (under section 15) must also prepare a safety statement which specifies the manner in which the safety, health and welfare at work of his or her employees and others should be secured and managed. The safety statement must include the hazards identified and the risks assessed under section 19, the protective and preventive measures to be taken, and the resources to be provided for protecting safety, health and welfare. These risk assessments and the safety statement must be updated as necessary, particularly when situations change that affect safety and health (*Ref: Safety File #1 Document "A"*).

Several other statutory provisions contain provisions for risk assessment, e.g. the General Application Regulations on use of work equipment, PPE, manual handling, pregnant employees, etc. on noise, vibration, radiation, chemical and biological agents, major accident hazards, and on the classification, packaging, and labelling of chemicals.

6.1.2 Hazard Identification and assessment of risks and opportunities

All these Regulations require risk assessments to be carried out on the subjects covered by the Regulations. Risk assessment is the process of examining what can cause harm to people in the workplace so that a judgement can be made as to whether sufficient arrangements and precautions are in place or additional measures are required. Risk is also dependent on the number of employees exposed to the risk. The aim is to identify potential sources of harm and put in place adequate control or preventive measures before they result in an accident or ill-health.

Therefore, hazard identification and risk assessments should be carried out for all work areas in Adventure Rooms Dublin (*Ref: Safety File #3 Document "A."*).

6.1.2.1 Risk Assessment Process

Adventure Rooms Dublin has established a Hazard Identification and Risk Assessment procedure in order to establish implement and maintain a policy and procedure for the ongoing hazard identification, risk assessment, and determination of necessary controls (*Ref: Safety File #3 Document "A"*).

The procedure for hazard identification and risk assessment takes into account:

- a) Routine and non-routine activities;
- b) Activities of all persons having access to the workplace (including contractors and visitors);
- c) Human behaviour, capabilities and other human factors;
- d) Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of Adventure Rooms Dublin within the workplace;

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- e) Hazards created in the vicinity of the workplace by work-related activities under the control of the organisation;
- f) Infrastructure, equipment and materials at the workplace, whether provided by the Adventure Rooms Dublin or others;
- g) Changes or proposed changes in Adventure Rooms Dublin, its activities, or materials;
- h) Modifications to the EHS management system, including temporary changes, and their impacts on operations, processes, and activities;
- i) Any applicable legal obligations relating to risk assessment and implementation of necessary controls;
- j) The design of work areas, processes, installations, machinery/ equipment, operating procedures and work organisation, including their adaptation to human capabilities.

Risk assessments have been carried out for all work areas and activities within Adventure Rooms Dublin using the process as defined in the Hazard Identification & Risk Assessment document and the use of Standard Operational Guidance. The documented Risk Assessment for each area is produced in accordance with Adventure Rooms Dublin Hazard Identification & Risk Assessment procedure. The risk assessment process allows for determination of controls, or consideration of changes to existing controls ([Ref: Safety File #3 Document "A"](#)).

The key elements in any assessment of risk are:

- (a) Identification of the hazards.
- (b) Assessment of the risks associated with those hazards.
- (c) Identification of who is at risk.
- (d) The effective application of measures that control the risk.

In all instances where a risk assessment is carried out in Adventure Rooms Dublin consideration shall be given to reducing the risks according to the following hierarchy:

- a) Elimination;
- b) Substitution;
- c) Engineering controls;
- d) Administration controls;
- e) Signage/warnings;
- f) Personal protective equipment.

Documented risk assessments and action plans for implementation of control measures are available in all relevant work areas. Personnel should be aware of all risks in their area and the control measures in place. Further detail on risk assessments in Adventure Rooms Dublin are provided in the following documents:

- Completed R/A Dublin Office Green Street ([Ref: Safety File #3 Document "A"](#)).
- Completed R/A Dublin Office Little Briton Street ([Ref: Safety File #3 Document "A"](#)).

6.1.3 Determination of Legal and Other requirements

Adventure Rooms Dublin identifies legal and other EHS requirements applicable to it through use of a Legal Register ([Ref: Safety File #2 Document "F"](#)). This allows for a Register of Legislation to be implemented and maintained in Adventure Rooms Dublin. EHS related policies and procedures produced in Adventure Rooms Dublin or received from the Adventure Rooms Dublin policies and Procedures should reference applicable legislation at the start of the document.

Changes in legislation that apply to work practices in Adventure Rooms Dublin shall be communicated to personnel via the Safety Co-ordinator of Adventure Rooms Dublin, Adventure Rooms Dublin Safety Management Committee and Safety Representative or Safety Bulletins as required.

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Adventure Rooms Dublin designated personnel with access to the Legal Register service receive an email update whenever a new piece of legislation is published, or an existing piece of legislation is amended. Each year, Adventure Rooms Dublin H&S profile will be updated to ensure that all relevant legislation is updated on the Legal Register as appropriate. To confirm legal compliance a compliance assessment tool is used, where Adventure Rooms Dublin can benchmark its H&S legislative performance against best practice.

6.1.4 Planning Action

Adventure Rooms Dublin shall plan:

a) Actions to:

- 1) Address these risks and opportunities;
- 2) Address legal requirements and other requirements;
- 3) prepare for and respond to emergency situations;

b) How to:

- 1) Integrate and implement the actions into its OH&S management system processes or other business processes;
- 2) Evaluate the effectiveness of these actions;

The organisation shall consider the hierarchy of controls and outputs from the OH&S management system when planning to take action.

When planning its actions, the Adventure Rooms Dublin shall consider best practices, technological options, and financial, operational and business requirements.

6.2 OBJECTIVES AND PLANNING TO ACHIEVE THEM

Adventure Rooms Dublin establishes health and safety related objectives on an annual basis in order to demonstrate commitment to improving health and safety. Health and safety objectives are established at the annual management review meeting on health and safety in January/February of each year since 2018. The objectives are then reviewed at the next year's management review. This management review is conducted by the Safety Co-ordinator.

The objectives shall be measurable, where practicable, and consistent with the EHS policy, including the commitments to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which Adventure Rooms Dublin subscribes, and to continual improvement.

The program for achieving its objectives is co-ordinated by the Safety Co-ordinator with assistance from members of Adventure Rooms Dublin Safety Management Committee. The Safety Co-ordinator will set a time-frame by which the objectives are to be achieved, which will be agreed with the Senior Management. The Annual EHS Objectives Program will document designation of responsibility and the time-frame for objectives to be achieved. Included in the Annual EHS Objectives Program will also be a time frame for completion/revision of risk assessments, scheduling of safety inspections and audits, planned safety committee meetings and any EHS initiatives. The program shall be approved by the Managing Director and reviewed at regular and planned intervals at the Safety Management Committee and adjusted as necessary.

6.2.1 OH&S Objectives

Adventure Rooms Dublin will establish OH&S objectives at all levels of the organisation in order to maintain and continually improve the OH&S Management System and Performance. To achieve this the OH&S Objectives shall:

- a) Be consistent with the OH&S policy;
- b) Be measurable (if practicable) or capable of performance evaluation;
- c) Consider:

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- 1) Applicable requirements;
 - 2) The results of the assessment of risks and opportunities;
 - 3) The results of consultation with workers (see 5.4), and, where they exist, workers' representatives;
- d) Be monitored;
 - e) Be communicated;
 - f) Be updated as appropriate.

6.2.2 Planning to achieve OH&S Objectives

When planning how to achieve its OH&S objectives, Adventure Rooms Dublin shall determine:

- a) What will be done?
- b) What resources will be required?
- c) Who will be responsible?
- d) When it will be completed;
- e) How the results will be evaluated, including indicators for monitoring;
- f) How the actions to achieve OH&S objectives will be integrated into the organisation's business processes.

Adventure Rooms Dublin shall maintain and retain documented information on the OH&S objectives and plans to achieve them.

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7. Support

7.1 RESOURCES

Management in Adventure Rooms Dublin takes ultimate responsibility for EHS and its EHS management system. Management demonstrate their commitment to occupation health and safety by ensuring the availability of resources essential to establish, implement, maintain and improve the EHS management system. This includes allocation of personnel to manage the EHS system and the dedication of financial resources for EHS in the annual budget.

7.2 COMPETENCY, TRAINING & AWARENESS

a. Competency & Training

Adventure Rooms Dublin aim to ensure that all personnel under its control are competent based on appropriate education; training or experience to perform tasks that can impact on EHS Employee Training Competency Record. Personnel should not be put at risk based on tasks they do not have the competence to undertake. Adventure Rooms Dublin identifies training needs associated with its risks and EHS management system and provides training or education to meet these needs. The effectiveness of the training is often evaluated, and associated records retained (*Ref: Safety File #6 Document "A"*).

Training in Adventure Rooms Dublin is often adapted to changed circumstances or new risks and repeated periodically. Training is provided to personnel on recruitment, in the event of transfer or change of task, and when new work equipment, systems of work or new technology is introduced. Competency of staff is also maintained by ongoing training.

Training is provided based on a training needs analysis. The list of EHS related training and the training needs analysis matrix for Adventure Rooms Dublin can be found in Adventure Rooms Dublin Training & Development Policy (*Ref: Safety File #6 Document "A"*). The training matrix details what training is appropriate to competency for each level of the Adventure Rooms Dublin. It identifies what initial training and what refresher training is required. The majority of Adventure Rooms Dublin training provided to management and staff consists of a standard assessment and has a strong emphasis on health and safety as well as risk assessment. National policies and guidance may dictate the frequency of Adventure Rooms Dublin training provided. EHS related training provided to personnel in Adventure Rooms Dublin generally considers differing levels of responsibility, ability, skills and the risks associated with a role.

Adventure Rooms Dublin also aims to ensure that external contractors carrying out work on any of our premises or operational activities are competent to perform their tasks in a safe manner. This is done through use of the Contractor Control Procedure (*Ref: Safety File #5 Document "A"*) and a short safety induction to all visiting contractor personnel.

7.3 AWARENESS

As part of Adventure Rooms Dublin O&HS Communications & Consultation Procedure (*Ref: Safety File #7 Document "A"*) personnel under our control are made aware of:

- a) The EHS consequences, actual or potential, of their work activities, their behaviour, and the EHS benefits of improved personal performance;

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- b) Their roles and responsibilities and importance in achieving conformity to the EHS policy and procedures and to the requirements of the EHS management system, including emergency preparedness and response requirements;
- c) The potential consequences of departure from specified procedures.

EHS awareness involves safety induction training for all personnel, with an annual health and safety awareness talk given by the Safety Co-ordinator. Awareness is also shared in various ways by use of periodic Safety Bulletins, consultation at Safety Management Committee meetings, toolbox talks [Short 10 minute discussion of a EHS item], memos etc.

7.3.1 Communication, participation and consultation

7.3.1.1 Communication

Adventure Rooms Dublin operates and maintains an EHS Communications & Consultation Procedure for:

- a) Internal communication among the various levels and functions of Adventure Rooms Dublin on all matters relating to EHS; (*Ref: Safety File #7 Documents "A, K, L."*)
- b) Communication with contractors and other visitors to the workplace on hazards, safety procedures, safety controls etc. also see the Contractor Control Procedure
- c) Receiving, documenting and responding to relevant EHS communications from external interested parties.

In general, EHS issues are communicated through the following:

- Safety Bulletins
- Safety Representatives
- The Safety Management Committee
- Safety Memos
- Safety Co-ordinators Report
- H&S Awareness Talks
- Risk Assessment Presentations

7.3.1.2 Participation/ Consultation

The EHS Communications & Consultation Procedure details how personnel are:

- Involved in hazard identification, risk assessments and determination of controls;
- Involved in Incident/Accident Investigation Procedure
- Involved in the development and review of EHS policies and objectives;
- Consulted where there are any changes that affect their EHS;
- Represented on EHS matters.

Personnel are permitted at any time to highlight any health and safety issues through their Manager, safety representative, or safety co-ordinator. In such cases an Employee Safety Concern Form (*Ref: Safety File #7 Document "B"*) should be submitted to the Safety Co-ordinator or the Safety Representative Consultation Form (*Ref: Safety File #7 Document "M"*) should be completed for submission at the next Adventure Rooms Dublin Safety Management Review Team meeting.

Contractors shall be consulted in accordance with the Contractor Control Policy (*Ref: Safety File #5 Document "A"*) where there are changes that affect their health and safety. Adventure Rooms Dublin will also aim to ensure that, when appropriate, relevant external interested parties are consulted about pertinent EHS matters.

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7.3.2 Documentation

All documentation produced by Adventure Rooms Dublin for operation of the EHS management system is kept to the minimum required for effectiveness and efficiency. Documentation is produced to ensure the effective planning, operation and control of processes that relate to the management of our EHS risks.

EHS related documentation under the control of Adventure Rooms Dublin is produced in accordance with our EHS Management Plan and related templates. Adventure Rooms Dublin EHS related documents are controlled documents, and generally consist of the following:

- Policies
- Procedures
- Forms
- Reports
- Worksheets
- Presentations
- Registers
- Inspection checklists
- Training documents
- Communication documents
- Risk Assessments

Adventure Rooms Dublin incorporates several documents into our EHS management system, in relation to Adventure Rooms Dublin Training Needs Analysis Policy. These documents include the following:

- Standard Operating Procedures (SOPs) Workplace Instruction Documents ([Ref: Safety File #2 Document "E"](#))

All EHS related documentation in use in Adventure Rooms Dublin are listed in the Register of Approved Documents ([Ref: Safety File #1 Document "B"](#)).

7.3.3 Control of Documents

The control of internally produced EHS related documents and records in Adventure Rooms Dublin are carried out by the Safety Co-ordinator (as nominated by the senior management). EHS documents may also need to be read in conjunction with other reference documents and legislation. Documents and records are produced to demonstrate conformity to Adventure Rooms Dublin EHS management system, legal responsibilities and to the ISO 45001:2018 standard.

The objective of document control is to ensure that all safety related documents are available, utilised, controlled, effectively updated and revised. In order to control the issue and approval of all EHS documentation, the following document controls are in place:

- All EHS documents should be produced in a standard format as outlined in the EHS Management Plan.
- Each EHS document will be approved for adequacy and accuracy prior to issue by a Senior Manager with support as required from Safety Co-ordinator of Adventure Rooms Dublin.
- Each document will be uniquely identified numerically and by version number.
- Changes to safety documentation can only be made by the Safety Co-ordinator when updating to the next revision and should be recorded in the amendment table at the beginning of each document. Approval is also required by the designated Senior Manager within the Section.
- Copies of all obsolete documents may be retained and marked obsolete by the Safety Co-ordinator for reference purposes. All other obsolete safety documents should be removed and shredded.

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- Where a document is being constantly updated throughout the year, a copy with these changes (separate to the current revision of the document) should be saved with the tag (*working draft*) before being updated to the next revision.
- EHS documents should be available to all personnel in electronic format as read only documents.

Further detail on the producing and managing of documentation is provided in EHS Management Plan.

7.4 COMMUNICATION

7.4.1: General

Adventure Rooms Dublin must establish, implement and maintain a process or processes for internal and external communications relevant to the OH&S management system, which provides for the gathering, updating and dissemination of information and which encompasses the following (*Ref: Safety File #7 Document "A"*):

- What topics to communicate on;
- When to communicate;
- With whom to communicate (e.g. internally within Adventure Rooms Dublin and/or externally with contractors, customers, visitors and other interested parties);
- How to communicate.

Communications should be appropriate, comprehensible and intelligible for the audience at which it is aimed and take into account diversity aspects such as gender, language, culture, literacy and disability. The organisation should also take into account legal and other requirements and ensure that the information to be communicated is consistent with information generated within the OH&S management system and is reliable.

Information transmitted by internal or external communications, of interest to relevant interested parties, must be available when required.

Adventure Rooms Dublin must retain documented information as evidence of its communications, as appropriate.

7.4.2: Internal communication

It is critically importance to effectively communicate information about OH&S risks and the OH&S management system, including changes to the OH&SMS, at various levels and between various functions of Adventure Rooms Dublin.

This should include information relating to:

- Management's commitment to the OH&S management system;
- The identification of hazards and risks;
- OH&S objectives and programmes to achieve them;
- Incident investigation;
- Progress in eliminating hazards and associated OH&S risks;
- Operational changes that might impact the OH&S management system;
- Progress with consultation and participation of workers;

7.4.3: External communication

Adventure Rooms Dublin should have a process in place for receiving, documenting and responding to relevant communications from external interested parties, where appropriate. Paramount to this is the development and maintenance of a process for communicating with contractors and other visitors to the workplace. The extent of this communication should be related to the OH&S risks faced by these parties.

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Service level agreements (SLAs), contracts and pre-project OH&S planning meetings are often used to communicate on OH&S issues to external providers such as contractors, but Adventure Rooms Dublin should also use methods such as on-site induction to raise OH&S awareness amongst contractors' workers.

In addition to communicating about specific OH&S requirements relating to on-site and off-site activities, the following should also be considered when communicating with external providers, particularly contractors:

- Information about a contractor's OH&S management system;
- Legal and other requirements that impact on the method or extent of communication;
- Previous OH&S performance and history of notifiable incidents;
- The use of multiple contractors at the workplace;
- Emergency response;
- The need for alignment of the contractor's OH&S practices with those of the organisation and other contractors at the workplace;
- The need for additional consultation and/or contractual provisions relating to high-risk tasks;
- Reporting of OH&S performance, incidents, nonconformities and corrective actions;
- Arrangements for regular communications.

For visitors such as delivery companies, clients, members of the general public and service provider's specific OH&S information needs to be communicated as follows:

- OH&S requirements relevant to their visit;
- Evacuation procedures and responses to alarms;
- Traffic controls; **[Not applicable to Adventure Rooms Dublin]**
- Access controls and escort function;
- Details relating to the wearing of personal protective equipment (PPE). *[Not applicable to Adventure Rooms Dublin]*

External communication processes often include the identification of designated contact personnel from within Adventure Rooms Dublin. This allows for appropriate information to be communicated in a timely and consistent manner. This can be especially important in emergency situations where regular updates are required to be delivered in a clear and unambiguous manner.

7.5 DOCUMENTATION

7.5.1 General documentation

Adventure Rooms Dublin's OH&S management system shall include:

- a) Documented information required by this SMS document;
- b) Documented information determined by Adventure Rooms Dublin as being necessary for the effectiveness of the OH&S management system;

NOTE 1: The extent of documented information for an OH&S management system can differ from one organisation to another due to:

- The size of organisation and its type of activities, processes, products and services;
- The need to demonstrate fulfilment of legal requirements and other requirements;
- The complexity of processes and their interactions;
- The competence of workers.

7.5.2 Creating & Updating

When creating and updating documented information the organization shall ensure appropriate:

- a) Identification and description (e.g. a title, date, author or reference number);
- b) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) Review and approval for suitability and adequacy.

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7.5.3 Control of documentation information

Documented information required by the OH&S management system and by this document shall be controlled to ensure:

- a) It is available and suitable for use, where and when it is needed;
- b) It is adequately protected (e.g. from loss of confidentiality, improper use or loss of integrity).

For the control of documented information, Adventure Rooms Dublin shall address the following activities, as applicable:

- Distribution, access, retrieval and use;
- Storage and preservation, including preservation of legibility;
- Control of changes (e.g. version control);
- Retention and disposition.

Documented information of external origin determined by Adventure Rooms Dublin to be necessary for the planning and operation of the OH&S management system shall be identified, as appropriate, and controlled.

NOTE 1 Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.

NOTE 2 Access to relevant documented information includes access by workers, and, where they exist, workers' representatives.

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8. Operation

8.1 OPERATIONAL PLANNING & CONTROL

8.1.1 General

Adventure Rooms Dublin aims to establish and maintain operational controls to eliminate, or reduce and control, the EHS risks that could be introduced into the workplace by employees, contractors, other external personnel, members of the public and/or customers. Operational controls may also take into account situations where EHS risks extend into public areas or areas controlled by other parties.

Examples of areas in which EHS risks typically arise, and examples of their associated control measures, include:

- Fire in the building – **Controlled by** Site Specific Emergency Evacuation Control Procedures. Emergency Evacuation Procedure ([Ref: Safety File #4 Document “H”](#)).
- Contractor work endangering members of the staff or customers – **Controlled by** a Specific Contractor Control Procedure and Site-Specific Method Statement ([Ref: Safety File #5 Document “A”](#)).
- Members of Adventure Rooms Dublin staff operating Company Vehicles – **Controlled by** Vehicle Control Management System [VCMS] involving scheduled servicing, driver training, vehicle driver inspection, designated responsibility for Tax, Insurance, Tire replacements etc. **[Not applicable to Adventure Rooms Dublin]**
- Use of tools and equipment on work sites – **Controlled by** specific Preventative Maintenance systems and Controlled PAT Testing regime.
- Designated and Maintained safe access and egress in all our buildings and operational sites – **Controlled by** an individual housekeeping responsibility and workplace inspection procedure by responsible Section or Area management.
- Operational activities in Administration or Operational exposing our staff and members of the Public to hazards and risks – **Controlled by** a site-Specific Risk Assessment completed in the Safety Statement ([Ref: Safety File #3 Document “C, D, E.”](#)).
- Administration staff in our various facilities spending a high percentage of their working day sitting at Computer workstations – **Controlled by** VDU Ergonomic Assessments carried out at every workstation within the Company Sections by trained in-house Assessors ([Ref: Safety File #2 Document “B”](#)).
- Administration staff working in different environments that could impact on their safety – **Controlled by** maintenance of the thermal environment (temperature, air quality), maintenance of the ventilation systems and in hostile outdoor situations the provision of suitable Personal Protective Equipment and Thermal wears. Safety, Health & Environment Policy.
- Adventure Rooms Dublin staff interaction with Management, fellow employees, contractors and members of the public resulting in conflict – **Controlled by** policies related to travel, bullying, sexual harassment, drug and alcohol abuse, etc., health programmes (medical surveillance programmes). Dignity & Respect at Work Policy ([Ref: Safety File #2 Document “E”](#)).
- Adventure Rooms Dublin staff working at complex or highly technical situations - **Controlled by** training and awareness programmes relating to the use of particular controls, use of procedures, work instructions, or approved working methods, pre-qualification and/or training of personnel or contractors for hazardous tasks. Training & Development Policy.

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- Completion of high-risk activities by Adventure Rooms Dublin staff or Contractors – **Controlled by** the use of permit-to-work systems, pre-approvals, or authorisations, procedures controlling the entry and exit of personnel to hazardous work sites and controls to prevent ill health.
- Interaction with and use of Hazardous Materials by Adventure Rooms Dublin staff – **Controlled by** established inventory levels, storage locations and storage conditions, determining conditions of use for hazardous materials, limitations of areas where hazardous materials can be used, secure and safe storage provisions and control of access, provision of and access to safety data and other relevant information, shielding of radiation sources, isolation of biological contaminants and knowledge in the use of and availability of emergency equipment. Managing Hazardous Materials on Site & Register of Hazardous Materials on Site. **[Not applicable to Adventure Rooms Dublin]**
- Use of Equipment by Adventure Rooms Dublin staff which requires statutory and mandatory testing and inspection – **Controlled by** the inspection and testing of EHS equipment, such as guarding, fall arrest systems, shutdown systems, rescue equipment for confined spaces, lock-out systems, fire detection and suppression equipment, exposure monitoring devices, ventilation systems and electrical safety systems, inspection and testing of material handling equipment (cranes, forklifts, hoists and other lifting devices). **[Not applicable to Adventure Rooms Dublin]**
- The purchase and use of Machinery and Equipment that has the potential to cause harm to the user and others due to poor standards, unsuitability, wear and tear – **Controlled by** purchase of goods, equipment and services and the establishment of EHS requirements for goods, equipment and services to be purchased, communication of the Adventure Rooms Dublin's own EHS requirements to suppliers, pre-approval requirements for the purchase or transport/transfer of hazardous chemicals, materials and substances, pre-approval requirements and specifications for the purchase of new machinery and equipment, pre-approval of procedures for the safe operation of machinery, equipment, and/or the safe handling of materials prior to their use, selection and monitoring of suppliers, inspection of received goods, equipment and services, and (periodic) verification of their EHS performance and approval of the design of EHS provisions for new facilities.
- The use by Adventure Rooms Dublin of external Contractors in our various Sections and operations – **Controlled by** the establish criteria for the selection of contractors, communication of the organisation's own EHS requirements to contractors and evaluation, monitoring and periodic re-evaluation, of the EHS performance of contractors ([Ref: Safety File #5 Document "A"](#)).

8.1.2 Eliminating hazards and Reducing OH&S Risks

Adventure Rooms Dublin shall also manage and control any changes than can affect or impact its EHS hazards and risks. Such change may come about through introduction of the following:

- New equipment, technology, facilities, or work environment;
- New or revised procedures, work practices, designs, specifications or standard;
- Changes in the organisational structure;
- Modifications of health and safety devices and equipment or controls,
- Different chemicals; **[Not applicable to Adventure Rooms Dublin]**
- New PPE.

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8.1.3 It is important to note such change will almost certainly require revision of the risk assessment for an area or areas.

8.1.4 Management of Change

Adventure Rooms Dublin shall establish a process(es) for the implementation and control of planned temporary and permanent changes that impact OH&S performance, including:

a) New products, services and processes, or changes to existing products, services and processes, including:

- Workplace locations and surroundings;
- Work organisation;
- Working conditions;
- Equipment;
- Work force;

b) Changes to legal requirements and other requirements;

c) Changes in knowledge or information about hazards and OH&S risks;

d) Developments in knowledge and technology.

Adventure Rooms Dublin shall review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

NOTE: *Changes can result in risks and opportunities.*

8.1.5 Procurement

8.1.5.1 General

Adventure Rooms Dublin shall establish, implement and maintain a process(es) to control the procurement of products and services in order to ensure their conformity to its OH&S management system.

8.1.5.2 Contractors

Adventure Rooms Dublin shall coordinate its procurement process(es) with its contractors, to identify hazards and to assess and control the OH&S risks, arising from the:

- a) Contractors' activities and operations that impact the organisation;
- b) Adventure Rooms Dublin activities and operations that impact the contractors' workers;
- c) Contractors' activities and operations that impact other interested parties in the workplace.

Adventure Rooms Dublin shall ensure that the requirements of its OH&S management system are met by contractors and their workers. The organisation's procurement process(es) shall define and apply occupational health and safety criteria for the selection of contractors ([Ref: Safety File #5 Document "A"](#)).

NOTE: *It can be helpful to include the occupational health and safety criteria for the selection of contractors in the contractual documents.*

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8.1.5.3 Outsourcing

Adventure Rooms Dublin shall ensure that outsourced functions and processes are controlled. Adventure Rooms Dublin shall ensure that its outsourcing arrangements are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S management system. The type and degree of control to be applied to these functions and processes shall be defined within the OH&S management system.

NOTE: *Coordination with external providers can assist an organization to address any impact outsourcing has on its OH&S performance.*

8.2 EMERGENCY PREPAREDNESS & RESPONSE

Adventure Rooms Dublin has established an Emergency Procedure: [\(Ref: Safety File #4 Document "H"\)](#)

- a) To identify the potential for emergency situations;
- b) To respond to such emergency situations.

Adventure Rooms Dublin shall respond to actual emergency situations and prevent or mitigate associated adverse EHS consequences. In planning its emergency response Adventure Rooms Dublin shall take account of the needs of relevant interested parties, e.g. emergency services and neighbour's.

Adventure Rooms Dublin periodically tests this procedure to respond to emergency situations on a regular scheduled 6 monthly Fire Evacuation drill, where practicable, involving relevant interested parties as appropriate. [\(Ref: Safety File #4 Document "N"\)](#)

The Emergency Procedure identifies potential emergency situations associated with specific activities, equipment or workplaces that could impact on EHS.

Examples of possible emergencies, which vary in scale, can include:

- Incidents leading to serious injuries or ill health,
- Fires and explosions on any of our facilities or operations,
- Natural disasters, bad weather affecting any of our facilities or operations,
- Loss of utility supply (e.g. loss of electric power) to any of our buildings,
- Civil disturbance, terrorism, sabotage, workplace violence affecting any of our facilities or operations,
- Failure of critical equipment in any of our facilities or operations,
- Traffic accidents on any of our external operations. **[Not applicable to Adventure Rooms Dublin]**

When identifying potential emergency situations, consideration should be given to emergencies that can occur during both normal operations and abnormal conditions (e.g. operation start-up or shut-down, construction or demolition activities).

8.2.1 Performance Measurement & Monitoring

Adventure Rooms Dublin has established and implemented a Safety Audit & Inspection Procedure to monitor and measure EHS performance on a regular basis. The Hazard Identification & Risk Assessment Procedure and also allow for measuring and monitoring of performance [\(Ref: Safety File #10 Document "A"\)](#).

The above procedures provide:

- a) Both qualitative and quantitative measures;
- b) Monitoring of the extent to which Adventure Rooms Dublin EHS objectives are met;
- c) Monitoring the effectiveness of controls (for health as well as for safety);
- d) Proactive measures of performance that monitor conformance with the EHS programme, controls and operational criteria;

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- e) Reactive measures of performance that monitor ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient EHS performance;
- f) Recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.
- g) Hazard identification and risk assessment procedure.

8.2.2 Evaluation of Compliance

Adventure Rooms Dublin has established, implemented and maintains a process for periodically evaluating compliance with applicable legal requirements, through use of a Legal Register ([Ref: Safety File #2 Document "F"](#)). Records of the results of the periodic evaluations shall be maintained.

Adventure Rooms Dublin shall also evaluate compliance with other requirements to which it subscribes. Such evaluations may be combined with the evaluation of legal compliance referred to above.

EMERGENCY PREPAREDNESS & RESPONSE

Unplanned or unexpected events require an immediate response to minimise adverse effect on the health and safety of workers and relevant interested parties such as contractors, customers, neighbours and emergency services personnel. ISO 45001 requires the Adventure Rooms Dublin to establish, implement and maintain a process to prepare for emergency situations and to respond if they occur ([Ref: Safety File #4 Document "H"](#)). This response includes the provision of first aid. Where the process is combined with other emergency preparedness and response processes, such as those required by ISO 14001:2015 or ISO 22301:2012, Adventure Rooms Dublin must ensure that it addresses all potential OH&S impacts and should not presume that the processes related to fire safety, or environmental emergencies, etc., are sufficient.

The emergency situations to be covered can originate within or outside Adventure Rooms Dublin and have the potential to affect the health and safety of workers and others.

The emergency response process should address all of the following:

- Establishing a planned response to emergency situations, including the provision of first-aid; ([Ref: Safety File #9 Document "A"](#))
- Providing training for the planned response;
- Periodically testing the Adventure Rooms Dublin's capability to respond to the potential emergency;
- Evaluating Adventure Rooms Dublin's performance and, as necessary, revising the planned response, including after testing and, in particular, after the occurrence of an emergency situation;
- Communicating and providing relevant information to all workers on their duties and responsibilities;
- Communicating relevant information to contractors, visitors, emergency response services, government bodies and, where appropriate, the local community;
- Taking into account the needs and capabilities of all relevant interested parties and ensuring their involvement, as appropriate, in the development of the planned response.

When identifying potential emergency situations, consideration should be given to emergencies that can occur subject to both normal and abnormal conditions (e.g. operation start-up or shut-down, construction activities, etc.). How the potential emergency situations will impact all personnel within and/or in the immediate vicinity of the workplace should be assessed by Adventure Rooms Dublin, particularly those with special needs such as people with limited mobility, vision or hearing.

The emergency preparedness and response process should focus on the prevention of ill-health and injury to all personnel including workers, contractors, visitors, neighbour's, members of the general public and emergency services personnel and should take account of applicable OH&S legislation such as the Safety, Health and Welfare at Work (General Application) Regulations 2007 and the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015 (COMAH). The process should be clear

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and concise and should be understandable to personnel within Adventure Rooms Dublin with specific duties and responsibilities during an emergency such as fire wardens.

The emergency preparedness and response process should consider the following:

- Identification of potential emergency situations and locations;
- Details of the actions to be taken by personnel during the emergency;
- Evacuation Controls;
- Organisational roles, responsibilities and authorities of personnel with specific roles during an emergency such as fire-wardens, first-aid staff, spillage response personnel and members of the emergency response team (ERT);
- Interface and communication with the emergency services;
- Communication with workers, regulatory bodies and other relevant interested parties such as workers' families, neighbour's, the local community and the media;
- Information deemed necessary to facilitate the emergency response process such as plant layout drawings, identification and location of emergency response equipment, identification and location of hazardous chemicals and wastes, utility shut-off locations and contact information for emergency response providers;
- Review of emergency response equipment and materials;
- Emergency responses training;
- Periodic testing of emergency preparedness and response process;
- Review and revision of process, where appropriate.

Adventure Rooms Dublin should maintain and retain documented information on the emergency preparedness and response process and on any plans for responding to potential emergency situations.

9. Performance Evaluation

9.1 MONITORING, MEASUREMENT, ANALYSIS & PERFORMANCE EVALUATION

9.1.1 General

Adventure Rooms Dublin shall establish, implement and maintain a process(es) for monitoring, measurement, analysis and performance evaluation. (*Ref: Safety File #10 Document "A"*)

Adventure Rooms Dublin shall determine:

- a) What needs to be monitored and measured, including?
 - 1) The extent to which legal requirements and other requirements are fulfilled;
 - 2) Its activities and operations related to identified hazards, risks and opportunities;
 - 3) Progress towards achievement of the Adventure Rooms Dublin's OH&S objectives;
 - 4) Effectiveness of operational and other controls;
- b) The methods for monitoring, measurement, analysis and performance evaluation, as applicable, to ensure valid results;
- c) The criteria against which the Adventure Rooms Dublin will evaluate its OH&S performance;
- d) When the monitoring and measuring shall be performed;
- e) When the results from monitoring and measurement shall be analysed, evaluated and communicated.

Adventure Rooms Dublin shall evaluate the OH&S performance and determine the effectiveness of the OH&S management system.

Adventure Rooms Dublin shall ensure that monitoring and measuring equipment is calibrated or verified as applicable and is used and maintained as appropriate where applicable.

NOTE: There can be legal requirements or other requirements (e.g. national or international standards) concerning the calibration or verification of monitoring and measuring equipment.

Adventure Rooms Dublin shall retain appropriate documented information:

- As evidence of the results of monitoring, measurement, analysis and performance evaluation;
- On the maintenance, calibration or verification of measuring equipment.

9.1.2 Evaluation of compliance

Adventure Rooms Dublin shall establish, implement and maintain a process(es) for evaluating compliance with legal requirements and other requirements.

Adventure Rooms Dublin shall:

- a) Determine the frequency and method(s) for the evaluation of compliance;
- b) Evaluate compliance and take action if needed;
- c) Maintain knowledge and understanding of its compliance status with legal requirements and other requirements;
- d) Retain documented information of the compliance evaluation result(s).

9.2 INTERNAL AUDITS

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Adventure Rooms Dublin ensures that internal audits of the EHS management system are conducted at planned intervals to:

a) Determine whether the EHS management system:

1. Conforms to planned arrangements for EHS management including the requirements of the ISO 45001 Standard; and
2. Has been properly implemented and is maintained; and
3. Is effective in meeting the Adventure Rooms Dublin's policy and objectives;

b) Provide information on the results of audits to management.

The audit program for Adventure Rooms Dublin consists of internal audits carried out by senior management and the Safety Co-ordinator and external audits carried out by the Safety Co-ordinator of Adventure Rooms Dublin or EHS certification body where applicable. Yearly SMS Auditing Documents.

The audit procedure is established through the EHS Audit Procedure. This procedure addresses:

- a) The responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records; and
- b) The determination of audit criteria, scope, frequency and methods.

Selection of auditors and conduct of external audits shall ensure objectivity and the impartiality of the audit process.

9.2.1 Management Review

Senior management shall review Adventure Rooms Dublin EHS management system at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the EHS management system, including the EHS policy and EHS objectives. Records of the management reviews shall be retained.

The Safety Management Committee meets on an annual basis to review the EHS Management System and set EHS objectives for the coming year. Adventure Rooms Dublin Safety Management Committee carries out continuous monitoring of the effectiveness of the EHS Management System for Adventure Rooms Dublin.

Inputs to both Adventure Rooms Dublin Safety Management Committee meetings shall include some or all of the following:

- a) Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organisation subscribes;
- b) The results of participation and consultation;
- c) Relevant communication(s) from external interested parties, including complaints;
- d) The EHS performance of Adventure Rooms Dublin;
- e) The extent to which objectives have been or are being met;
- f) Status of incident investigations, corrective actions and preventive actions;
- g) Follow-up actions from previous management reviews;
- h) Changing circumstances, including developments in legal and other requirements related to EHS; and
- i) Recommendations for improvement.

The outputs from management reviews shall be consistent with Adventure Rooms Dublin Sections commitment to continual improvement and shall include any decisions and actions related to possible changes to:

- a) EHS performance;
- b) EHS policy and objectives;
- c) Resources; and
- d) Other elements of the EHS management system.

Relevant outputs from management reviews shall be made available for communication and consultation.

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9.3 MANAGEMENT REVIEW

The Safety Co-ordinator will complete an end of year report on the actions taken throughout the year in relation to the safety management system. This will include a plan of action for the coming year and will be submitted to management for review. (*Ref: Safety File #7 Document "J"*)

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10. Improvement

10.1 GENERAL

10.1.2 Incident nonconformity and corrective action

Non-Conformance Tracking

Adventure Rooms Dublin operates a Non-Conformance Tracking Register (*Ref: Safety File #16 Document "C"*) to document and track health and safety issues arising in any area of Adventure Rooms Dublin. Identification of health and safety non-conformances may arise by way of workplace inspections, incidents on the operational activities or at training, audits, reports from individuals, near misses etc. Regardless of the origin all non-conformances must be examined to determine if corrective action is required. Each non-conformance will be assigned a priority level and assigned to a designated person for action. A date for corrective action to take place will also be assigned. In most cases an individual Non-Conformance Report (NCR) will be generated for the non-conformance which will detail the issue, the origin of the issue, corrective action required etc. There is a standard NCR template in use. More detail is provided in the Non-Conformance Reporting Procedure. (*Ref: Safety File #16 Document "B"*)

SYSTEMS FOR IMPLEMENTATION AND REVIEW OF EHS

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work, Act 2005 to consult with their employees on matters of health and safety. It is the policy of Adventure Rooms Dublin to consult with the employees on all matters of health and safety to encourage a team work strategy for safety and carry this out through the medium of ongoing discussions with staff. Adventure Rooms Dublin is committed to managing and continual improvement of health and safety, and this demonstrated by the use of the system of implementation and review of the EHS management system for Adventure Rooms Dublin detailed in the following sections (*Ref: Safety File #7 Document "A,E."*).

ADVENTURE ROOMS DUBLIN SAFETY MANAGEMENT COMMITTEE

All areas of Adventure Rooms Dublin activities are represented on the Company Safety Management Committee by the Section Safety Co-ordinator and Section Safety Representative. The other personnel on this committee consist of one or more representatives from each section of Adventure Rooms Dublin. The Safety Management Committee will meet on a quarterly basis to review all Safety, Health and Welfare matters affecting Adventure Rooms Dublin. Health and safety related matters and progress on implementation of the health and safety management system are detailed to the committee.

Additional persons will be invited to the Safety Management Committee meetings as is deemed necessary by the Safety Co-ordinator.

At year end the Safety Management Committee will meet to discuss the following:

- General discussion on the operation of the EHS management system and annual programme
- Discussion of the Safety Co-ordinators Report (*Ref: Safety File #7 Document "J"*)
- Review results of audits and safety inspections
- Discuss Safety Manual and documentation updates
- Discuss National Policies affecting Adventure Rooms Dublin Sections
- Set EHS objectives and targets for the year ahead

SAFETY CO-ORDINATOR'S REPORT

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The Safety Co-ordinator will produce an annual EHS report for the Safety Management Review Team to keep them abreast of the past year's activities and the planned health and safety activities for the coming year (*Ref: Safety File #7 Document "J"*).

Areas to be covered in the Safety Co-Ordinator's Report are:

- Changes and amendments to the Adventure Rooms Dublin Safety Manual and EHS related documentation.
- Safety training completed during the year (*Ref: Safety File #6 Document "A"*).
- Overview of the Safety Management Committee meetings and actions in relation to health and safety for Adventure Rooms Dublin.
- Results on the completed emergency fire drills and any other emergency evacuations for Adventure Rooms Dublin (*Ref: Safety File #4 Document "N"*).
- Breakdown of accident and near miss statistics for the year applicable to Adventure Rooms Dublin.
- Overview of Adventure Rooms Dublin planned health and safety program for the coming year
- Progress on achieving EHS objectives and targets agreed at the last Management Review.

The Safety Management Committee meeting and the Safety Co-Ordinator's report will provide the basis for the Annual EHS Program for the coming year.

10.1 Nonconformity, corrective action and preventative action

Adventure Rooms Dublin has established, implemented and maintains a Non-conformance Reporting procedure for dealing with actual and potential non-conformity (ies) and for taking corrective action and preventive action (*Ref: Safety File #16 Document "A"*).

The procedure defines requirements for:

- a) Identifying and correcting non-conformity (ies) and taking action(s) to mitigate their EHS consequences;
- b) Investigating non-conformity (ies), determining their cause(s) and taking actions in order to avoid their recurrence;
- c) Evaluating the need for action(s) to prevent non-conformity (ies) and implementing appropriate actions designed to avoid their occurrence;
- d) Recording and communicating the results of corrective action(s) and preventive action(s) taken; and
- e) Reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

Non-conformities are generally identified through safety inspections, accident or near miss reporting, and safety concerns highlighted by personnel. Examples of issues that can give rise to nonconformities include:

a) For EHS management system performance

- Failure of top management to demonstrate commitment,
- Failure to establish EHS objectives,
- Failure to define responsibilities required by an EHS management system, such as responsibilities for achieving objectives,
- Failure to periodically evaluate compliance with legal requirements,
- Failure to meet training needs,
- Documentation being out of date or being inappropriate,
- Failure to carry out communications;

b) For EHS performance

- Failure to implement the planned programme to achieve improvement objectives,

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- Consistent failure to achieve performance improvement objectives,
- Failure to meet legal or other requirements,
- Failure to record incidents,
- Failure to implement corrective action in a timely manner,
- Consistent high rates of illness or injury that are not being addressed,
- Deviations from EHS procedures,
- Introduction of new materials or processes without appropriate risk assessments being conducted.

Adventure Rooms Dublin shall aim to ensure that:

1. Where new or changed hazards or the need for new or changed controls have been determined, the proposed corrective or preventive actions will be taken through a risk assessment, prior to implementation,
2. Corrective actions and preventive actions are implemented,
3. The results of corrective action and preventive action are recorded and communicated,
4. There is follow-up to review the effectiveness of the actions taken.

10.2 INCIDENT INVESTIGATION, NON-CONFORMITY, CORRECTIVE ACTION & PREVENTATIVE ACTION

10.2.1 Incident Investigation

The procedure for reporting incidents in Adventure Rooms Dublin is covered in the Incident/Accident Reporting Procedure. There are 5 good reasons why every incident (i.e. accident or near miss) should be investigated and reported, no matter how minor the injury, even where in a situation there is no injury but a near miss or property damage.

1. It is a requirement of Part 10 of the Safety, Health and Welfare (General Application) Regulations 1993, Part 2 Section 8(2) (k) of the Safety, Health and Welfare at Work Act, 2005.
2. A claim for compensation and possible litigation might ensue, in particular, where an apparently minor injury deteriorates.
3. A prosecution by the Health and Safety Authority might ensue if the company or individual within the Adventure Rooms Dublin fails to report a lost time injury (3 days or more absence from work after the day of the accident).
4. Every accident or near miss affords an opportunity to improve safety by correcting some deficiency, eliminate the hazard and prevent a recurrence.
5. By analysing accident trends, we can identify our weakness and put priority corrective action in place and improve safety awareness by training. This can be completed on a systematic basis.

For all incidents listed below the same Incident/Accident Report form shall be filled out. In addition to this form, an IR1 or IR3 form would need to be completed where incidents are reportable to the Health & Safety Authority (H.S.A). ([Ref: Safety File #8 Document "B, C."](#))

Types of incidents are as follows, with details below:

- Near miss – no injury.
- Dangerous occurrence – 16 defined occurrences reportable to HSA.
- General accident – injured person returns to work within 2 days.
- Reportable Lost Time accident – injured person is out of work for 3 consecutive days – reportable to the HSA.
- Serious Loss Time Accident - a loss of limb, eye, permanent disability or a fatality – reportable to the HSA.

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- General injuries involving members of the public as a result of Adventure Rooms Dublin activities - Accidents related to a place of work or a work activity where a member of the public requires treatment from a medical practitioner – reportable to the HSA.

10.2.2 Near Miss

Any situation, which causes a near miss incident with no human injury, which may or may not cause property damage. Some examples of near misses are:

- Equipment or material falling from above into a normally occupied area.
- Failure to use proper PPE, while working in an area with actual exposure to chemical/radiological hazards above limits.
- Finding a live wire with sparks.
- Slips resulting from ice on stairways and/or landings.
- Employee heat stress/stroke cases while performing work.
- Storage cabinet falling over or becoming unstable while moving it.
- Any tip over of equipment while it is operated by personnel

10.2.3 Dangerous Occurrence

Any of the 16 dangerous occurrences listed below which must be reported to the Health and Safety Authority on an IR3 form. Dangerous Occurrences (IR3) can be reported in two ways, namely by hard copy i.e. completing an IR3 form and posting it to the Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1 or reporting online. The in-house accident report form should be filled out in addition to the HSA's IR3 form in this instance. Highlighted in red below are some incidents of the 16 dangerous occurrences that could potentially occur in Adventure Rooms Dublin:

1. The collapse, overturning, or failure of any load-bearing part of:
 - (a) Any lift, hoist, crane, derrick or mobile powered access platform;
 - (b) Any excavator; or
 - (c) Any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrolled release of one tonne or more of highly flammable liquid liquefied flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:
 - (a) Any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material: or
 - (b) Any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and

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the extent and location of the release or escape, might have been liable to cause serious injury to any person.

9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line: -
 - (a) The bursting, explosion or collapse of a pipe-line or any part thereof:
 - (b) The unintentional ignition of anything in a pipe-line or of anything which immediately before it was ignited was in a pipeline.
12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
 - (i) Overturns: or
 - (ii) Suffers damage to the package or tank in which the dangerous substance is being conveyed.(2) Any incident involving a vehicle carrying a dangerous substance by road, where there is-
 - (a) An uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or (b) a fire which involves the dangerous substance or dangerous preparation being conveyed.
13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested
14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

10.2.4 General Accident

Any accident where any injury is not major in nature and on completion of any first aid or medical treatment, the employee returns to his/her regular job within 2 days with no additional loss of time or function. This should be reported to management.

10.2.5 Reportable Lost Time Accident

Any incident or injury, which causes the employee to miss his/her regular shift for 3 consecutive days or more after the day of the injury and where there is a total recovery in time, with no long-term effects. **This is an HSA reportable accident. [IR1 Form]**

10.2.6 Serious Loss Time Accident

Any accident or injury, which causes the employee to miss his/her regular shift for long periods and in which there is a loss of limb, eye, permanent disability or a fatality. **This type of accident should be immediately reported to the HSA by phone and completion of the IR1 form on line.**

Adventure Rooms Dublin has established implemented and maintains an Incident/Accident Reporting procedure to record, investigate and analyse incidents (i.e. accidents and near misses) in order to: ([Ref: Safety File #8 Document "A"](#))

- a) Determine underlying EHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents;

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- b) Identify the need for corrective action;
- c) Identify opportunities for preventive action;
- d) Identify opportunities for continual improvement;
- e) Communicate the results of such investigations.

All accidents and near misses afford an opportunity to implement a corrective or preventative action.

10.2.7 Control of Records

Adventure Rooms Dublin maintains records as necessary to demonstrate conformity to the requirements of its EHS management system and of the ISO 45001:2018 Standard, and the results achieved. Such records and documents aim to demonstrate that the organisation is operating its EHS management system effectively and is managing its EHS risks.

The EHS Management Plan details how EHS documents and records should be identified, stored, protected, retained and disposed of. Records should remain legible, identifiable and traceable.

10.3 CONTINUAL IMPROVEMENT

Deming's continuous improvement cycle

The four steps Plan, Do, Check and Action should be repeated over time to ensure continuous learning and improvements in a function, product or process. For example if employees want to improve either of the above areas, they should ask themselves about following question during the PLANNING phase of this cycle:

- What are we trying to accomplish?
- What changes can we make that will result in improvement?
- How will we know that a change is an improvement?

The **PLAN** stage involves analysing the current situation, gathering data, and developing ways to make improvements.

The **DO** stage involves testing alternatives experimentally in a laboratory establishing a pilot process or trying it out with small number of customers.

The **CHECK** stage requires determining whether the trial or process is working as intended, whether any revisions are needed, or whether it should be scrapped.

The **ACT** stage focuses on implementing the process within the organization or with its customers and suppliers. Once all these stages are completed to the fullest satisfaction, the improvement is standardised. The standardised work or product is the result of improvement initiative but it is not stopped here. With the changing circumstances or new techniques this standardised work, process, product or service is again subjected to further improvement thus repeating the Deming Cycle again and again.

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Plan:

Clauses are the sections of ISO 45001:2018 Standard.

- Leadership and commitment [Clause 5.1]
- Policy [Clause 5.2]
- Organisational roles, responsibilities & Authorities [Clause 5.3]

Do:

- Action to address risks and opportunities [Clause 6.1]
- Objectives & planning to achieve them [Clause 6.2]
- Resources [Clause 7.1]
- Competence [Clause 7.2]
- Awareness [Clause 7.3]
- Communication [Clause 7.4]
- Documentation, information [Clause 7.5]

Check:

- Operational Planning & Control [Clause 8.1]
- Monitoring, measurement, analysis and evaluation [Clause 9.1]
- Internal Audit [Clause 9.2]
- Management Review [Clause 9.3]

Act:

- Nonconformity and Corrective action [Clause 10.1]
- Continual Improvement [Clause 10.2]

**The PDCA Cycle
of Continuous
Improvement**



Adventure Rooms Dublin

