

## **Appendix 10**

### **Contractor Control Procedure**

The following rules and procedures bind all contractors and their staff working within An Grianán Theatre, Letterkenny. Once read and accepted, it must be signed off by a representative of the contractor. Non compliance with these procedures will expose the contractor and their staff to disciplinary and corrective action procedures.

- Only contractors on the approved contractor register list will be employed by the Organisation (see section 18.5).
- Contractors will not be allowed to commence work on the premises until they have been introduced to An Grianan Theatre's Safety Statement, Contractor Rules, which they must read and accept. This includes sub-contractors employed by contractors already on site.
- They will be introduced to the Emergency Evacuation Procedure and will be obliged to observe the safety guidelines in an emergency or an in-house drill.
- Contractors will not be allowed to work on the premises unless covered by adequate employers and public liability insurance against risk.
- Once on site, contractors should not enter areas where they are not authorised to visit.
- Each contractor working on site is responsible for the health and safety of all personnel working in the designated area of his/her operations.
- In the event of a fire or emergency evacuation activation, all contractors on site will evacuate through the nearest exit and assemble at the assembly point.

- Each contractor working on site will supply to his personnel, such protective clothing and equipment required by their operation to ensure their safety. The contractor must also supervise the use of such equipment.
- An Grianán Theatre, Letterkenny reserves the right to refuse or withdraw permission to anyone to be on site, at its discretion.
- Regular inspections of the contractor operation will be carried out by the Technical Manager and any breaches of the safe system of work will be dealt with. This could lead to disciplinary action being taken against the contractor, which could affect his contract and his status on the approved contractor register.
- All contractors coming on site must report to management, request permission to begin and carry out their actions in compliance with the requirements of the following statutory legislation:
  - Safety in Industry Acts, 1955 and 1980
  - The Safety, Health and Welfare at Work Act, 2005
  - The General Application Regulations, 1993
  - The Construction Regulations, 2001
- Any other statutory regulations governing the contract.
- Where the contractor work involves high risk levels such as working on roofs, hot work, high voltage electrical work a method statement identifying the controls to be imposed must be provided by the contractor. They may also have to work under the direction of a permit to work system.
- All electrical work can only be carried out by a competent person and completed to the Electrical regulations (ETU) Standards. All work on live equipment must be covered by a method statement and permit.

- Any accidents occurring on site must be reported to the Technical Manager, as soon as possible and the prescribed accident form completed. All instructions issued by the Technical Manager or his deputy must be complied with.
- Contractors shall not borrow or attempt to borrow any equipment or materials from An Grianán Theatre, Letterkenny.
- The management of An Grianán Theatre, Letterkenny reserves the right to halt or terminate any operations, which they deem to be hazardous to its employees or clients.
- Each contractor, at the end of each day and before completion of the operation will ensure that all materials and equipment are removed from the area and stored in a safe manner.
- No hot work or working on the roof will be carried out without first producing a method statement identifying the fire controls in place, or in compliance with a permit to work.

This control document must be read by the representative of the contractor and signed by both the contractor and nominated organisation representative before any work commences on site. Any deviation from these agreed conditions may lead to disciplinary action being taken by the organisation which could lead to the contractor being sent off site and the contract terminated, with the organisation released from all costs and outstanding contractual obligations. This will automatically remove the contractor from the approved contractor register.

# An Grianán Theatre Letterkenny

## **CONTRACTOR SAFETY AGREEMENT**

I \_\_\_\_\_, representing \_\_\_\_\_,  
having read, understood and accepted all the conditions laid out in  
this contractor control policy will conduct my operations in a safe  
manner in compliance with said conditions. I accept that any  
deviations of this policy or violation of the contract terms may lead  
to disciplinary actions being taken.

Signed on behalf of Contractor

\_\_\_\_\_

Signed on behalf of An Grianán Theatre Letterkenny

\_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 11**

### **Visitor Rules/Visitor Risk Assessment Forms**

The control of visitors on the premises, as with contractors is also required, but to a lesser extent than contractors, but a level of control must still be maintained to ensure our high standards of safety.

Visitors will be advised of the safety rules governing their visit and the consequences of non-compliance.

- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.
- Visitors to the site must observe and obey all safety signs posted throughout the building
- Visitors should not interfere with any equipment or hazardous materials stored or used even if left unattended.
- The management reserve the right to refuse entry or request that the visitor leave the premises.

## Visitor Risk Assessment Form

Potential Hazard	Severity	Likelihood	Risk	Possible Consequence	Measure of Prevention.

**Name of Show:**

**Name of Company:**

**Date of Performance:**

**Name of Persons Who Carried out Risk Assessment:**

**Signed on behalf of Visiting Company:**

**Signed on Behalf of An Grianán Theatre:**

**Appendix 12**

# ***AN GRIANAN THEATRE ANTI- BULLYING POLICY***

**Written by: [NAME]**

**Date: September 1 2007**

**Witnessed by:**

**Date:**

Bullying can represent a serious problem for employees; An Grianán Theatre will not tolerate bullying at any time, anywhere, nor from anyone directly employed by An Grianán Theatre and as such the theatre management is committed to providing an active response when it receives information that an employee is suffering harm in this way.

***All procedures involving allegations of bullying will be dealt with the utmost confidentiality on all sides***

As defined by Report of the Task Force on the Prevention of Workplace Bullying, March 2001, bullying is:

***...”repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could be reasonably regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.”***

When considering allegations that bullying is taking place the perception of the complainant is an important reference point. The following points are also relevant to this consideration:

- it may be difficult for the victim to defend him/herself
- bullying can be carried out by a group or by an individual

- bullying often begins with negative behaviour and statements towards the victim

Different forms of bullying fall into the following categories:

- VERBAL - threatening consequences, spreading rumours, excluding, calling names, teasing, making sexual, racist, sectarian remarks, highlighting physical appearance
- PHYSICAL - kicking, punching, hitting, spitting, biting, tripping
- EMOTIONAL - ignoring, talking behind backs, staring, writing unpleasant notes/letters/graffiti
- NON VERBAL - getting people into trouble, writing letters/ text messages or sending e-mails

**An Grianán Theatre will address situations where employees are involved in bullying behaviours in ways which are sensitive to their needs.**

- An employee who is a victim of bullying is offered a safe environment in which to describe their experience.
- The employee is engaged and listened to as a basis for identifying a solution which preserves her/his existing position in the staff structure

**Where information is received that indicates an employee is the victim of bullying, An Grianán Theatre will make all reasonable efforts to ensure that an active response is given.**

All staff will receive training which enables:

- recognition of signs and symptoms of bullying
- capacity to take appropriate action based on these principles and standards.

**An Grianán Theatre will adopt and promote effective anti-bullying policies and strategies.**

The policy will help to establish a culture of:  
openness  
safe telling and support



clear boundaries regarding appropriate behaviour  
mutual respect as a basis for addressing bullying behaviour.

An Grianan Theatre will monitor the policy to ensure it is used consistently in practice.

The purpose of the above action is to contribute to awareness raising and training for staff with an emphasis on the prevention of bullying.

## **Procedures for addressing allegations of Workplace Bullying:**

### *An informal Approach:*

While in no way diminishing the issue, an informal approach can often resolve matters. The objective of such an informal approach is to resolve such difficulty with the minimum of conflict and stress for the individuals involved.

- Any employee who perceives that he or she is being bullied may be allowed to explain clearly to the alleged perpetrator(s) that the behaviour is absolutely unacceptable.
- In circumstances where the alleged victim finds it difficult to approach the alleged perpetrator(s), he or may seek help, in strictest confidentiality, from a senior member of staff (if that member of staff is not the alleged perpetrator(s), who will listen without prejudice and advise on various options to resolve the situation.
- An employee who perceives that he or she is being bullied may, at this stage, request that the senior member of staff assist them in approaching the alleged perpetrator(s) in a confidential, non- confrontational discussion with a view to resolving the situation.
- An employee may at any time wish to bypass the above informal procedure. If he or she chooses to bypass this process this must in no way reflect negatively on a complainant in the following formal procedure.

### *A Formal Approach:*

If the informal approach is inappropriate or if the bullying persists, the following procedure should be invoked:

- the complainant must make a formal complaint in writing to a senior member of staff or any other senior member of staff where their direct senior may be the alleged perpetrator. This formal complaint must state clearly the facts of the alleged incident(s).
- At this point, the alleged perpetrator(s) must be informed in written form, that an allegation has been made against him/her. The alleged

perpetrator(s) will be given a copy of the allegation and advised that they will be afforded a fair and equal opportunity to respond to the allegation.

- The complaint will be initially examined by an independent designated member of staff with a view to determining the appropriate course of action.
- At this stage should the appropriate course of action be deemed unsatisfactory, a formal investigation will take place.

#### Investigation

- At this stage the designated investigator, or an agreed third party, will begin investigating the complaint in a fair and open manner, with the appropriate sensitivity, confidence and equanimity.
- The investigation shall be governed by terms of reference, preferably agreed by both complainant and alleged perpetrator(s)
- The investigator shall meet in confidence with both parties and in the case of an individual, the individual has the right to be accompanied by another work colleague or a third party representative, if requested.
- The investigation will be carried out as quickly as possible. On completion a written report detailing the findings will be submitted to the management.
- Both parties will be given the opportunity to comment on the findings before action is taken by the management.
- The complainant and the alleged perpetrator(s) will be informed in written form, of the findings of the investigation.

#### Outcome

- If the complaint is found to have grounds, the alleged perpetrator(s) will be given a formal interview to determine the appropriate steps.
- If either party is unhappy with the outcome of the investigation, the issue may be processed through the normal industrial relations mechanisms.

ENDS