



# Health and Safety Statement

## SAFETY STATEMENT

### An Grianán Theatre

Issue Date: September 2007

This document has been prepared to comply with:

#### **Section 20 of the Safety, Health and Welfare at Work Act, 2005**

Under the above legislation, this document is due for revision on the 1<sup>st</sup> August 2008.

This document will form the foundation for the overall management system, which will assist in reducing the possibility of accidents and ill health at work.

Reviewed and signed by the Chairman as agreed on behalf of the Board of Trustees.

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Sean McCormack

Date

## **Section 0.0 Document Control Management**

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This document will be controlled at An Grianán Theatre, Letterkenny by the **Technical Manager**.

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 safety documentation, the following document controls will be put in place.

- Each safety document will be approved for adequacy and accuracy prior to issue by **[NAME]** (The Director) and the Board of Management.
- Each document will be uniquely identified numerically and revised as appropriate under the legislation.
- Changes to this documentation can only be made using the approved amendment sheet, which will be recorded by the **Technical Manager** and approved by **The Director**

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**1.0 Contents Control Page**

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## 2.0 Introduction to the Safety Statement

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### GENERAL STATEMENT OF HEALTH AND SAFETY

It is the policy of An Grianán Theatre to provide and maintain a healthy and a safe working environment for all staff and visitors to the building. In order to do so it is our intention to comply with the Safety, Health and Welfare at Work Act, 2005 and with the Safety, Health and Welfare at Work (General Application) Regulations, 1993 and with any subsequent legislation.

An Grianán Theatre and its management recognise and accept its duty to protect the health and safety of all visitors to the building, including, contractors and members of the general public.

While the management will attempt to do all that is within its powers to ensure the health and safety of its employees, ***it is recognised that health and safety at work is the responsibility of each individual within the company.***

It is the responsibility of every employee to take reasonable care of their own and of other people's welfare to report any dangerous situation, which may threaten the wellbeing of the employee, or any other person.

All employees shall be provided with necessary training, supervision and information to maintain and to put the policy into effect.

All accidents and injuries must be reported to the management, however slight. The management recognises that accident records are crucial to the effective monitoring and revision of any policy. Communication between management and its employees is an effective way of adapting any health and safety policy. To this end all accident reports shall be accurate and comprehensive.

A summarised copy of this policy is given to each staff member and forms the basis of an induction session on Health and Safety issues.

Copies of the policy are available from the Technical Manager.

## **Responsibility**

Overall responsibility for the maintenance of the theatre's policy lies with the **Board of Management.**

The people responsible for monitoring, overseeing and implementing the policy are **[NAME]** the Director and **[NAME]**, the Technical Manager.

The person responsible for the day to day management of the Health and Safety Policy is the Technical Manager, **[NAME]**, or the Technical Manager's Assistant.

However, it is recognised that each employee is his or herself responsible for their own safety.

## ***Communication***

An Grianán Theatre sees communication between all staff as an essential part of a successful Health and Safety Policy. To comply with this belief there will be a meeting of all staff at least once every six months or as often deemed necessary. It will be the purpose of these meetings to assess the effectiveness of this policy.

An Grianán Theatre will try to communicate with all employees the commitment to safety and to ensure that all employees are aware of the contents of this Safety Statement.

Introduction to the Safety Statement.
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This Safety Statement has been written by the Technical Manager of An Grianán Theatre. It has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 1993, as well all other relevant safety legislation applicable to its operations.

This Safety Statement is specific to An Grianán Theatre, Letterkenny and should not be reproduced or given to a third party with the exception of the Health and Safety Inspectorate.

The Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

Within the constraints of the time and resources available, every effort has been made to identify all hazards and recommend remedies. This Safety Statement is advisory and must make the final decisions on acceptance of risk levels and implementation of control measures.

The aim of An Grianán Theatre, Letterkenny is to ensure a safe working environment at all times for both staff and clients and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all employees. Responsibility for health and safety rests with all employees at all levels within the organisation.

The Safety Statement will be revised on an ongoing basis by the Technical Manager in order to achieve our overall objectives, improve safety awareness and reduce accidents and ill health within the organisation.

**Health and Safety at An Grianán Theatre must not become routine.**

**This document must not gather dust on a shelf.**

### **3.0 Amendment Procedure**

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In order to keep the Safety Statement active, various amendments may be necessary throughout the life of the document. This is a statutory requirement, as a sedentary statement will not ensure a safe place of work. Changes can be instigated by any member of staff, but must be approved by the Technical Manager and The Director.

Changes to the content, structure or defined responsibilities of this document can be made by completion of the appropriate amendment sheet found in Appendix #1 of the Statement. This must be signed by the person making the change and counter signed by the Technical Manager and The Director.

The Safety Statement component of this document is available electronically and on the theatre's website.

An Grianán Theatre's copy of the Safety Statement will be held by the Technical Manager and will be available for viewing by any employee.

A further copy will be made available at the front desk of the building for perusal by any person requesting to do so.

The Safety Statement will be introduced to all employees at Induction Training during September and October each year.

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## **4.0 Safety Policy Statement**

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The Safety, Health and 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 employees is an important objective of the organisation. Each of us at all levels of the organisation must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right first time, in a safe manner, while meeting customer and staffing demands. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. The Safety Statement specifies the manner in which the safety and health of persons employed by the organisation will be secured. Please feel free to discuss the implications of the Acts or Regulations, the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, An Grianán Theatre invites anyone to bring it to the attention of the relevant staff.

The organisation and its management will do all that is reasonably practicable to ensure a safe working environment for both staff and clients at all times.

In particular, the organisation will:

- Provide a team structure that will value the health and safety of all personnel and clients, lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide the necessary training and instruction to enable employees to perform their work safely, effectively and without risk to health.
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe

place of work.

- Maintain a constant and continuing interest in health and safety matters pertinent to all the organisations activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.

Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 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. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

Signed: \_\_\_\_\_

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

**[NAME]**

Technical Manager.

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## 5.0 Staff Responsibilities Breakdown

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### **Director, Board of Management and Technical Manager**

Under statutory legislation it is management's responsibility to create an environment in which every individual employee, whether full-time or part-time is committed to health and safety improvement.

The overall and final responsibility for all the building's activities rests with the **Board of Management.**

The day to day running responsibilities lie with the Director and the Technical Manager (or deputy where applicable).

All other staff share the responsibility, provide administrative support and to establish programs and systems to attain and maintain the highest operational safety standards within the respective areas in which they are in control.

The Board of Management is ultimately responsible for health and safety within the organisation.

They will be supported in their job by all other management and staff.

The Technical Manager will fulfill the role of Safety Co-ordinator and, with the assistance of the CE supervisor, will co-ordinate and review the health and safety programmes. The Technical Manager will be supported in this role by all other staff. The Technical Manager has special day-to-day responsibilities to give full consideration to the health and safety of all employees and to ensure full compliance with the legislative requirements.

The Director and the Board of Management will support the Technical

Manager in maintaining an effective policy for the Safety, Health and Welfare at Work of all staff employed by the organisation and all visitors to the venue.

Specifically, the Director and the Board of Management will have a responsibility to:

- Ensure adequate resources are made available (time, finances, personnel) to carry out the functions of the Safety Statement effectively.
- Take a direct interest in health and safety and support the Technical Manager and other staff in complying with their duties.
- Ensure that competent staff and appropriate materials and equipment are available to comply with the requirements of the safety legislation at all times.
- Periodically appraise the effectiveness of the Safety Statement by meeting with the Technical Manager on a regular basis.
  
- Ensure that the importance of the Safety Statement is understood at all levels of the organisation by supporting the Technical Manager whose job it is to bring it to the attention of each employee and visitor.
  
- Ensure that appropriate safety procedures are in place through the Technical Manager for consultation with the employees in relation to health and safety matters.
- Ensure that, through the Technical Manager, adequate and workable disciplinary procedures exist to deal with any willful breaches of the theatre's safety rules and regulations.

The Technical Manager shares the responsibility for enforcing the organisational safety policy. It is the organisation's policy that the Director and the Board of Management will support the Technical Manager in the area of health and safety legislative requirements. The success of the Safety Statement will depend in a large way on the actions of the Technical

Manager. the Technical Manager will:

- Be fully familiar with the company's Safety Statement and subsequent revisions.
- Demonstrate through personal behaviour that only the highest standards of health and safety are acceptable.
- Maintain safe working conditions and practices by ensuring all processes and activities under their control are completed safely and that any unsafe conditions and practices are corrected as soon as is practicable.
- Ensure that the Safety Statement contents and any other relevant safety rules and guidance are communicated and implemented.
- Support each employee in complying with the requirements of the Safety Statement.
- Ensure that all equipment operated by staff or clients is properly maintained, guarded and that staff operating it are trained and competent in its safe use.
- Ensure that all activities are well planned so that they may be carried out in a safe manner.
- Ensure that, with the assistance of the CE supervisor, all employees within the venue receive adequate safety training and instructions appropriate to their job.
- Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency and that properly maintained and appropriate fire fighting equipment is available within their area.
- Ensure good housekeeping standards are maintained and that access routes, fire exit routes and fire points are kept clear of storage and equipment at all times.
- Provide effective supervision, particularly where an employee is undergoing training.
- Ensure that only specifically trained personnel are allowed to operate certain, equipment within the building

- Ensure that all safety devices are operating correctly at all times.
- Ensure that all staff understand the contents of the Safety Statement and that health and safety information is available as a right.
- Ensure that all accidents are reported within the shift and where necessary investigated, established the cause and ensure remedial measures are put in place to prevent a re-occurrence.
- Ensure that all outside contractors working in the building adopt safe systems of work and that the safety of employees and clients is not jeopardised by the activities of contractors.
- Consider and support, where appropriate, any representations made by the employees on health and safety.
- Carry out inspections of the venue on a monthly basis and bring to the attention of the Board of Management any remedial action required.
- Commend employees who by their actions or initiative, eliminate or reduce risk level on site.
- Ensure, with the aid of the CE supervisor, that induction training in health and safety is carried out for all levels of staff when they join the organisation and that all new staff are made aware of their responsibilities as laid out in the Safety Statement.
- Perform Safety Audits and inspections to ensure compliance with the Safety Statement and to ensure all hazardous situations are recorded and assessed.
- Ensure that adequate and up to date Safe Operating Procedures (SOPs) are in place for all hazardous operations.

## **5.0 Staff Responsibilities Breakdown – cont.**

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### **All other Staff and Employees**

It is the responsibility of all staff to co-operate with all levels of management in the implementation of the objectives of the Safety Statement within their areas of influence. Members of staff must also be aware that they have a responsibility for the safety of their contractors while working in the building.

Safety must be seen by all employees as a teamwork strategy for safety. Employees have a specific statutory responsibility under Chapter 2 Section 13 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 visitors and avoid damage to origination's equipment and property. All Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by the organisation for ensuing 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 management.

**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.
- Ensure that he/she is not under the influence of a toxicant 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 risks, to tell their employer.
- Report any contravention of health & safety legislation

1. 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.
2. 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 customer, the Health and Safety Authority have the power to prosecute them personally under statutory law for failure to discharge their functions safely.
3. Additionally An Grianan Theatre requires an employee 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. (Near misses)
4. Such reports must be written up on the network and printed out and signed and dated immediately after such and incident and that a permanent copy should be kept in the Accident Report Book in The Director's office.
5. Co-operation – An Grianan Theatre 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 this Safety Statement and by following the safe work practice methods outlined in our safety documentation.

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## 6.0 Resources and Welfare Facilities

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An Grianan Theatre will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary, to ensure in so far as is reasonably practicable the safety, health and welfare of all it's employees and clients who may be affected by it's operations and activities.

The following resources and welfare arrangements have been dedicated:

- The Technical Manager, with the assistance of Martina Murphy, C.E. supervisor will arrange appropriate dates for first aid training, fire training or any other relevant training, e.g. Manual Handling, Health and Safety Awareness.
- An Grianan Theatre will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work. This information will consist of:
  - Introduction to the building and staff.
  - General Information on the organisation and its safety standards
  - Communications within the organisation
  - Terms and Conditions of employment
  - Training and Development
  - General Safety and Health issues
- Fully stocked First Aid kits are supplied, supported by trained First-aiders. The trained First Aiders in this building are:

**[NAME]**

**[NAME]**

**[NAME]**

The First Aid Cabinets are located in the following areas:

Green Room

Upstage Left

Box Office

Cafe Bar Storage Area

- Adequate toilet and canteen facilities are available for all staff.
- Smoking is considered to be a high fire risk and a potential health hazard to employees. Smoking is prohibited by law inside the building. A dedicated smoking area is located outside the front of the building for the general public, and at the rear of the building for visiting companies and employees.
- Fire fighting equipment has been positioned throughout the premises. This equipment has been chosen and sited applicable to the fire risk. See Appendix 4.

Various welfare facilities are provided by An Grianan Theatre, Letterkenny and these are controlled by the following personnel:

- The liaison with insurance companies  
**Responsible person is: Director (or deputy)/ Administrator**
- The investigation and management of any alleged incidents of sexual harassment or abuse in the workplace  
**Responsible persons is: Director (or deputy) /CE Supervisor**  
The provision of a First Aid box and the filling of same  
**Responsible person is: Technical Manager (or deputy)**
- The notification of reportable accidents to the HSA  
**Responsible person is: the Director/ Technical Manager**
- The provision of eye sight testing of staff operating VDUs on a regular basis in compliance with the 1993 Regulations  
**Responsible person is: Technical Manager**
- The provision and testing of fire fighting equipment  
**Responsible person is: ABC Fire Protection Ltd.**
- The evaluation of workplace risks for the pregnant employee in compliance with the Pregnancy Regulations, 2000 (VDU Assessment)  
**Responsible person is: Technical Manager / CE Supervisor**
- The provision of adequate and suitable personal protective equipment  
**Responsible person is: Technical Manager**
  - The provision of hearing tests for staff / trainees exposed to noise levels over 85dB(A)  
**Responsible person is: Technical Manager**  
The evaluation of workplace hazards and risks with respect to office ergonomics  
**Responsible Person is: Technical Manager / Administrator.**

## 7.0 Training Standards

An Grianan Theatre is committed to providing appropriate health and safety training for all employees applicable to their function within the organisation. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Technical Manager in consultation with the JCE Supervisor.

	<b>Course</b>	<b>Required Attendees</b>
	Induction Training	All new CE Staff
	Manual Handling	All Staff
	Awareness and use of Fire Extinguishers	All Staff
	Emergency Evacuation Training (Fire Drill)	All Staff
	Workstation Safety/Ergonomics	All Staff
	Occupational First Aid Training	Selected Staff

The training shall also include specific training for each staff member and employee in relation to their role and responsibilities.

## **8.0 Employee Consultation**

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A general obligation is placed on every employer under Section 24 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 An Grianan Theatre to consult with their employees on all matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff through the management.

The Technical Manager is responsible for consulting with, and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern with the Technical Manager, the CE supervisor and, if necessary, with the Director.

## **9.0 Visitor Contractor Control**

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### **Definitions**

#### **Contractor**

A contractor is defined as anyone who undertakes or carries out work either themselves or through their employees or who is self employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the organisation. It will include contractors, sub contractors, cleaners, service call out staff, and employees of other organisations including, but not limited to, The Regional Cultural Centre or The Earagail Festival.

#### **Visitors, Course Participants, Artists and Performers**

##### **Visitors**

A visitor is defined as any person who comes inside the main doors for the purpose of sales, meetings, training, performances, exhibitions and visiting staff members or management. It will also apply to persons attending for job interviews. The visitor will not carry out any work and will be supervised by a member of staff at all times during the visit. The visitor will also be kept away from the more dangerous facilities and service areas of the confined building.

##### **Course Participants**

A course participant is any person who comes on site for the purpose of attending a training course. The course participant will not carry out any work and will be accompanied by a member of staff at all times during the visit. The course participant will also be kept away from the more dangerous facilities service unless under the supervision of a competent staff member.

**Youth Theatre Participants**

A Youth Theatre participant is defined as any youth who comes on site for the purpose of attending the regular Youth Theatre rehearsals and weekly summer schemes. The Youth Theatre participant will not carry out any work not suited to their course and will be in the presence of theatre employees at all times. The Youth Theatre participant will be kept away from the more dangerous facilities unless accompanied and under the supervision of a competent member of staff.

**Artists and Performers**

Artists and Performers are defined as any persons who undertake or carry out work either themselves or through their employees or as part of other organisations. These persons will work on site and will be supervised for the duration of the work by a staff member of the organisation. These will include Visual Artists, Performers, Musicians and practitioners any other reasonably accepted art form.

## **Controls**

An organisational control system will be in place to control all contractors, visitors, course participants, artists and performers to ensure they are not affected by the operations of the site staff and that organisation staff are not affected by the operations of the contractor. All contractors and visitors are bound by the standards of this control system. All contractors who wish to work for An Grianan must first be registered on the Approved Contractor Control Register (see Appendix 3). In order to have their name added to the register, the following items must be presented to the Technical Manager:

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.
- All contractors must work in compliance with the contractor control procedure defined below. Your staff must be instructed on these control conditions before work begins.
- Copy of the signed off Contractor Control Procedure

## ● 10.0 Emergency Evacuation Procedure

### **Definition**

To provide instruction on how to assume a state of readiness that anticipates any emergency and provides for a network of communications to alert those who may be involved as to the degree of threat and to provide a controlled effective response to all eventualities. This is a basic requirement of the Safety, Health and Welfare at Work Act, 2005 and the Fire Services Act, 1981.

### **Policy**

An Emergency Evacuation Procedure has been established at An Grianan Theatre that will cover all operations of the building. Since every incident is unique, the procedure will illustrate the principles to be followed. A fire and emergency plan has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies. The provisions of this fire and emergency plan will be communicated to all employees, contractors and visitors and appropriate training will be given to all employees.

**Awareness**

All employees will be instructed in their Induction Training and should make themselves aware of the location of all fire points, fire fighting equipment and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in their place of work.

All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out at intervals of not more than 6 months. Records of all drills will be kept in the office.

On an annual basis, Fire Safety Awareness Training will be given to An Grianan Theatre employees, which shall include training in the use of fire extinguishers.

**General procedures**

General procedures to be followed in the event of an emergency or on hearing/seeing a Fire Alarm are detailed below:

## On Discovering a Fire

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the employees, ensuring their continued personal safety.

Should a fire occur in any area of the building, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing it is safe to do so, attempt to extinguish or contain the fire using the appropriate fire-fighting equipment.

### **DO NOT PUT YOURSELF AT RISK.**

- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- If contractors and/or visitors are in the area, advise them to evacuate.
- Ensure you understand the colour coding and suitability of fire extinguishers on site:

- |                     |   |              |   |
|---------------------|---|--------------|---|
| • CO2 – Black       |  | Water-Red    |  |
| • Dry Powder - Blue |  | Foam - Cream |  |

- **DO NOT USE WATER ON ELECTRICAL ITEMS** unless the electricity is isolated first by a competent person.
- Upon arrival of the emergency services, let them take charge and evacuate to your designated assembly point in An Grianán Theatre's Car-park.

**An Grianán Theatre has a 2 minute warning system in operation on the Fire Panel. (This is due to the various type of theatre pyrotechnics and effects that might set off the alarm but which are used in a safely controlled manner) This enables the duty manager and the Technical Duty Manager to assess if a fire alarm is a false alarm. NO ACTION IS TO BE TAKEN UNTIL IT HAS BEEN ASSESSED.**

**IF IT IS A REAL ALERT/ ALARM THE FOLLOWING PROCEDURES WILL IMMEDIATELY BE ACTIVATED:**

**On Hearing/Seeing a Fire Alarm**

- Leave your work area calmly. If it is blocked, use an alternative route. When clear, report to your designated assembly point.
- Do not stop to collect personal belongings.
- Do not return to the area for any reason until authorised by the Fire Chief to do so.
- If you suspect that there is a fire on the other side of a door then do not open it and find another route to leave the building.
- If there is no other appropriate route test the door with the back of your hand to check for heat and only then open the door very slowly, shielding yourself as much as possible.
- If you are caught in a smoke filled area, crawl on your hands and knees, keeping your face close to the floor as possible, where the air is cleaner.
- If the escape route is cut off, go to a room with a window, closing the door behind you. Stand by the window, call for help and wait for rescue. The fire brigade will usually arrive within a matter of minutes when called.
- Duty Managers, Front of House Staff and Technical Duty Managers will ensure that all staff/visitors leave the building

- When clear, report to your designated assembly point in the Car Park. The Duty Manager (or their deputy) will take a roll call. The Emergency Services will be informed if any member of staff cannot be accounted for.

*Note: As An Grianan is a theatre venue, it is imperative that each member of front of House staff and bar staff(franchisee) are aware of evacuation procedures specific to their roles. See Attached Fire Safety Register.*

*Note: Staff are responsible for the evacuation of trainees/artists under their control.*

The locations of Fire Fighting Equipment, Emergency Escape routes and First Aid kits are attached in the Fire Register at the end of this document. (Appendix 4)

### **Emergency Services and Responsible Persons**

Telephone contacts and Names of Emergency Services and Responsible Persons

<b>SERVICE</b>	<b>LOCATION</b>	<b>TELEPHONE NO.</b>
Fire Brigade		112 or 999
Hospital	Letterkenny General	[TEL]
Local Ambulance		112 or 999
An Garda Siochana	Letterkenny	[TEL]
Fire Warden	[NAME]	[TEL]
Fire Warden	[NAME]	[TEL]
First Aider	[NAME]	[TEL]
First Aider	[NAME]	[TEL]
H.S.A Office	Hogan Place, Dublin 2	1890 289 389

*Note: It is the duty of all responsible persons to ensure their contact details are current*

## **11.0 Safety Inspection & Audits**

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The Technical Manager( or his deputy), at various frequencies throughout the year, will inspect the premises. This will provide an ongoing upgrade of safety awareness within the organisation and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. It provides a base line for management to build on. To increase safety awareness it is necessary for management and staff to have hands on involvement in support of the Safety Statement. This will be achieved by the completion of Safety Audits and Inspections throughout the year and using that information to upgrade the Statement. The frequency of each safety inspection, audit and area to be covered can be summarised as follows:

### **Safety Audit**

A Safety Audit subjects each area of the organisation's activity to a systematic critical examination with the object of minimising loss. Every component of the total system is included e.g. management policy, safety inspections and awareness training completed safety standards etc. An audit, as in the field of accountancy, aims to disclose the strengths and the weakness of the organisation and the main areas of vulnerability or risk.

<b>Frequency</b>	:	Annually
<b>Area of Cover</b>	:	All activities
<b>Responsible Person</b>	:	Technical Manager

### **Safety Inspections**

A Safety Inspection is a routine, scheduled inspection of the area activities, which may be carried out on a monthly basis. The inspection would check out the work practices, equipment safety, housekeeping, access and egress etc. The Safety Coordinator will complete this type of inspection.

<b>Frequency</b>	:	Monthly
<b>Area of Cover</b>	:	All Areas
<b>Responsible Persons</b>	:	Technical Manager

### **Safety Tour**

A safety tour is an unscheduled examination of a specific work area, carried out by the Director, Technical Manager or CE supervisor. This tour will identify any obvious hazards in the operation or process and ensure safety is being managed at an acceptable level.

<b>Frequency</b>	:	At least 3 monthly or as appropriate
<b>Area of Cover</b>	:	Different Department / Section each tour
<b>Responsible Persons</b>	:	Director, Technical Manager, CE Supervisor.

## Safety Inspections

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<b>Test/Inspection/Examination</b>	<b>Frequency</b>	<b>Inspector</b>
Fire Fighting Equipment	Annually	[COMPANY NAME]
Fire Alarm System Test	Weekly	Technical Manager
Fire Alarm System	Annually	[COMPANY NAME]
Emergency Lighting	3 Monthly	Technical Manager
Emergency Lighting Service	Annually	[COMPANY NAME]
Lift	Quarterly	[COMPANY NAME]
Lifting Equipment	Annually	[COMPANY NAME]
Air Handling Units	Six monthly	Chambers Refrigeration
Eye Sight Tests for VDU Staff	24 Monthly	External

Records of these statutory examinations or tests should be filed. These statutory tests will be co-ordinated by the Technical Manager. For in-house inspections see attached sample inspection sheets for access and egress, fire, slips, trips, falls, housekeeping, manual handling and electrical hazards See Below.

Additional checklists should be drawn up for all other aspects of safety, as required for your activities, and used for ongoing inspections. Management can use these checklists when completing their inspections.

**Hazard Inspection Forms**

<b>An Grianán Theatre - HAZARD INSPECTION CHECK LIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Access and Egress</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are there sufficient exits in the area for prompt escape?			
Are staff aware of all immediate egress points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency egress routes kept clear of all obstructions?			
Are passageways of sufficient width and clearly marked.			
Are spaces between equipment sufficient for safe operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked on a 13-week basis in compliance with IS 3217 of 1989?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			

**An Grianán Theatre - HAZARD INSPECTION CHECK LIST**

**AREA** \_\_\_\_\_ **AUDITOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>Hazard Type: <u>Fire</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all fire fighting equipment easily accessible?			
Is all fire fighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of fire fighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			
Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are "No Smoking" signs posted in the area where flammable liquids are stored or used?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			
Are fire doors kept closed?			

<b>An Grianán Theatre- HAZARD INSPECTION CHECK LIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Slips x Trips and Falls</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced			

<b>An Grianán Theatre - HAZARD INSPECTION CHECK LIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Housekeeping</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are floors kept free from all tripping hazards?			
Are tools and equipment returned to their proper places when not in use?			
Are suitable waste bins provided and used?			
Is waste removed on a regular basis i.e. daily?			
Are storage areas kept clean and tidy?			
Are leads from equipment prevented from trailing across aisle ways and walkways?			
Are there designated storage areas for stored materials?			
Are there designated storage facilities for all flammable/hazardous chemicals			
Are sufficient suitable containers available for scrap, waste and spillage?			
Are there separate disposal containers for broken glass?			
Are all spillages dealt with immediately?			

<b>An Grianán Theatre - HAZARD INSPECTION CHECK LIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Manual Handling</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all persons trained in safe manual handling techniques?			
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			
Are floor surfaces kept clear and in good condition where staff have to lift?			
Are containers marked with their maximum weight?			
Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			

<b>An Grianán Theatre - HAZARD INSPECTION CHECK LIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Electrical</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are ELCBs tested on a regular basis?			
Are all electrical panels protected against impact?			
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			
Are (EPO) emergency power off switches labelled as to what they turn off?			

## **12.0 Accident Reporting & Investigation**

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There are four reasons why every accident 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. A claim for compensation and possible litigation might ensue, in particular, where an apparently minor injury deteriorates.
2. A prosecution by the Health and Safety Authority might ensue if the organisation or individual within the organisation fails to report a lost time injury (3 days or more absence from work after the day of the accident)
3. Every accident affords an opportunity to improve safety by correcting some deficiency, eliminate the hazard and prevent a recurrence.
4. 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.

## **Definition of Injury Classes**

### **Level 1 Incident/ Accident**

Any situation which causes a near miss incident with no human injury, which may or may not cause property damage.

### **Level 2 Minor First Aid Accident (In House)**

Any injury reported to management, not major in nature and on completion of the First Aid treatment, the employee returns to his or her regular job or the customer leaves with no additional loss of time or function.

### **Level 3 Medical Treatment Accident (External)**

Any injury requiring medical attention beyond that of a First Aider, which will be administered outside the site i.e. hospital visit or doctor surgical treatment and the employee returns to his or her regular job with no additional loss of time or function, or the customer returns home.

### **Level 4 Reportable Lost Time Accident**

Any incident or injury which causes the employee to miss his or 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 a H.S.A. reportable accident**

### **Level 5 Serious Loss Time Accident**

Any accident or injury which causes the employee to miss his or her regular shift for long periods and in which there is a loss of limb, eye, permanent disability or fatality.

**This is a H.S.A. reportable accident**

## Reporting and Investigation Procedure

- All accidents/incidents to persons, whether or not in the immediate employment of the organisation, however slight, must be reported to the Technical Manager or The Director and recorded on the appropriate accident form. Appendix 7.
- All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Technical Manager on Form IR1 or IR3 (or through [www.hsa.ie](http://www.hsa.ie)). This is a legal requirement if a person is away from their place of work for 3 consecutive days or more after the day of the accident.
- Upon notification of an accident, the Technical Manager or Director must go immediately to the scene of the accident, bringing an injury and accident form to record details.
- Ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- Liaise with the medical persons in determining the extent of the injury and the treatment administered. Ensure the First Aid Report Form is completed. See Appendix 7
- Determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene. Record and number the photographs.
- Get brief details of the incident down on paper, keeping in mind the questions, **WHEN, WHERE, HOW** (the accident happened), **WHO** (was involved), **WHAT** (equipment, goods, work were involved), **WHAT** (conditions prevailed underfoot, weather, lighting etc.), **HOW** (did the accident occur), **WHY** (did the accident occur).
- Interview any witnesses to the accident including, where appropriate the injured person him or herself to assist in the investigation. At this

point, it is not vital to take written statements, these can be completed later.

- When the preliminary investigation is completed, do whatever is necessary to restore the conditions to normal. However, if the injury is serious, it may be advisable to leave the area undisturbed, until the Health and Safety Inspector visits. This is a legal requirement in fatal injury cases. This may call for a cordon to be thrown around the immediate area – use traffic cones, barrier tape or similar.
- Complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

The following persons should sign off the accident form:

- Investigating staff member: Technical Manager or Director
- First Aider (if one is available)
- Technical Manager(or his deputy)
- Injured Person unless significant injury has occurred

### **13.0 Policy & Procedures**

Policies are management's recognition of and commitment to addressing a potential issue with a flexible broad approach.

All written procedures and policies are controlled documents, and only current revisions may be used. All procedures and policies will be regularly reviewed in order to ensure that elementary behaviours are continuously improved.

An Grianán Theatre procedures are held by the Technical Manager and Director. The following procedures are included:

- Child Protection
- Disciplinary Procedures
- Grievance Policy
- Anti Bullying Policy

## **14.0 Disciplinary Procedure and Corrective Action Process**

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Disciplinary and Corrective Action process and procedures are necessary in all work areas for promoting fairness and order in the treatment of individuals and in the conduct of industrial relations. They also assist the organisation to operate effectively. Rules and set standards of conduct at work aided by control procedures help to ensure that the safety standards are adhered to and also provide a fair method of dealing with alleged failures to observe them.

The importance of Disciplinary and Corrective Action Process and procedures has also been recognised by the law relating to dismissals, since the grounds for dismissal and the way in which the dismissal has been handled can be challenged before an Industrial Tribunal.

An Grianan Theatre, Letterkenny provides the necessary training, information and procedures, and through these expects good standards of health and safety from all staff and contractors. The organisation is interested in ensuring that everyone gets a fair opportunity to rectify any problems identified.

Any case of gross negligence of the safety regulations or failure to use any safety equipment will be viewed very seriously by the management and may warrant instant dismissal. In most other cases, the situation will be discussed and the employee or contractor will be warned of any shortcomings and given a reasonable opportunity to put them right. The following basic procedure will be used.

## **Stages of the Corrective Action Process**

### **Stage 1 Verbal Warning**

The Director, in consultation with the Department Manager, will warn the employee or contractor verbally of the specific aspect of the work or conduct, which does not meet with the organisation's safety standards and advice on the required improvements and the specified time frame. The Director will clearly state that this is a first stage warning. The Director will note that the verbal warning has been given.

### **Stage 2 Written Warning**

Where the employee or contractor does not make improvements within the agreed time frame to the required safety standards, the Director, in consultation with the Department Manager, will issue a second Written Warning. The employee or contractor will be advised that a final written warning and or suspension will follow if the required standard of work or conduct is not attained within a specific time.

### **Stage 3 Final Written Warning and or Suspension**

If no improvements are forthcoming, the employee or contractor will be issued with a **final written warning** by the Director, in consultation with the Department Manager, identifying the fact that the required improvements have not taken place to the organisation's satisfaction. The written warning will make it very clear that the employees or contractors employment may be terminated if his/her conduct or performance does not improve to the stated level required within a given time period.

**Stage 4 Dismissal**

If the conduct or performance of the employee does not improve to the required standard following Stage 3, they may then face dismissal or be suspended with pay pending further investigation. After the facts have been ascertained, the employee may be reinstated or dismissed. The Director will undertake this action, in consultation with the Department Manager.

*Note 1 At all stages of the disciplinary process, an employee or contractor on being warned may request to be accompanied by a fellow employee or representative or the contractor if the employee works for the contractor.*

*Note 2 Any employee who wishes may appeal against any stage of the corrective action process provided it is done within one week of the warning and completed through the organisation grievance procedure.*

*Note 3 An Grianán Theatre Management have a sincere interest in your health and safety and in seeing that you are treated with consideration and fairness and would like to know about your safety problems in advance. They will be delighted to talk over a problem with you to prevent the need for disciplinary and corrective action process and procedures.*

## **14.0 Management Review of Safety Statement**

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In order to keep the Safety Statement operational and applicable to the changing functions of the Organisation, the Safety Statement will be reviewed and revision upgraded on a yearly basis by the Safety Co-ordinator.

This end of year revision update will be based on and incorporate all the changes made through the amendment completed throughout the year as per the requirements of Section 20 of the 2005 Act.

Areas to be covered in the submission are:

- Changes and amendments to this revision of the Safety Statement.
- Safety training completed during the year.
- Overview of the meetings and actions of the Safety Team.
- Results on the completed emergency fire drills.
- Breakdown of accident statistics for the year.
- Overview of the planned safety programme for the coming year.

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## **16.0 Risk Assessment Policies**

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### **16.1 Visiting Risk Assessment.**

An Grianán Theatre is dedicated to keeping a safe working environment. As part of this commitment, the theatre carries out a Risk Assessment of all visiting companies' productions. The person responsible for this assessment is the Technical Manager (or deputy). This assessment must be carried out with the assistance of a representative of all visiting companies. The theatre requires the production of all Safety Statements and Risk Assessments from all companies before the performance can begin. The Technical Manager (or deputy) reserves the right to refuse a company to use an obviously dangerous piece of equipment or scenery, and, with the assistance of the visiting company, will determine to correct and or make safe, where possible, any dangerous piece of Equipment or Scenery. The Risk Assessment forms, attached in the Appendix of this document must be filled out and countersigned by both the Technical Manager (or deputy) and the visiting company's representative.

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### **16.2 Standing Risk Assessment**

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An Grianán Theatre carries out regular Standing Risk Assessment of its own building. Attached in the Appendix of this document are the assessments. It is the responsibility of all members of staff to understand and to regularly make themselves aware of the risks around them. As An Grianán Theatre is an entertainment venue and may use all areas of the building for such purposes, all areas must be regularly assessed and all new hazards registered. (See Appendix 9)

**16.3**

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**Lone Worker**

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An Grianán Theatre recognises the hazards of the Lone Worker. It is imperative that where possible no one should be working alone in certain parts of the theatre. Whenever possible all workers should have at least one other person in attendance within the building. However, An Grianán recognises that being an entertainments building and, by the very nature of Theatre and the unsociable hours it demands of its workers, this may occasionally occur. At such times, a regular telephone contact, every 30 minutes, or a visit from someone else in the building shall happen.

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## 17.0 Appendices to Document No. 1

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