

An Grianan Theatre Safety Statement.

Health and Safety Statement

SAFETY STATEMENT

An Grianan Theatre

Issue Date: September 2013.

This document has been prepared to comply with:

Safety, Health and Welfare at Work (General Applications) Regulations 2012

Under the above legislation, this document is due for revision on the 1st
December 2018.

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.

Revision of this document has been approved by:

Signed:

Date:

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Section 0.0 Document Control Management

This document will be controlled at An Grianan 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 Patricia McBride (**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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2.0 Introduction to the Safety Statement

GENERAL STATEMENT OF HEALTH AND SAFETY

It is the policy of An Grianan 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, 2012 and with any subsequent legislation or amendments.

An Grianan 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.

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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 **Patricia McBride**, the Director and **Niall Cranney**, the Technical Manager.

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

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

Communication

An Grianan 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 Grianan 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.

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Introduction to the Safety Statement.

This Safety Statement has been written by the Technical Manager of An Grianan Theatre. It has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2012, as well all other relevant safety legislation applicable to its operations.

This Safety Statement is specific to An Grianan 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.

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The aim of An Grianan 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 Grianan Theatre must not become routine.

This document must not gather dust on a shelf.

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3.0 Amendment Procedure

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 countersigned by the Technical Manager and The Director.

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

An Grianan 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. Safety Policy Statement

The Safety, Health and Welfare at Work Act, 2005 and its follow up, Safety, Health and Welfare at Work (General Applications) Regulations 2012, 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 Grianan 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.

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- 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 organisation's 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 and The Safety, Health and Welfare at Work (General Applications) Regulations 2012, 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:

Anne McGowan

Phil Dalton

Terry McEniff

Peter Coyle

Dessie Larkin

Jim Lynch

Joan Crawford

Eileen Burgess

Pluncead O'Fearraigh

Sean McCormack

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Date:

5. Staff Responsibilities Breakdown

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.

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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.

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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.

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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.

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- 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 an appropriate timescale and, where necessary, investigated, the cause is established 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.

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- 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.
- Take a direct interest in the Health and Safety Statement and positively support each employee in complying with its contents.

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5.0 Staff Responsibilities Breakdown – cont.

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.

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Under Section 13 & 14 of The Safety, Health & Welfare at Work Act, 2007, 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

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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 an 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.

6. Resources and Welfare Facilities

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:

Niall Cranney

Nicola Burns

Marian Funston

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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.

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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/CE Supervisor
 - 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.

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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 |CE Supervisor.

	Course	Required Attendees
	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

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employee in relation to their role and responsibilities.

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8.0 Employee Consultation

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

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.

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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.

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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

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- **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.

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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.

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

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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:

C02 – 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.

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An Grianan Theatre has a 2 minute warning system in operation on the Fire Panel covering Zone 2 (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

(Please note that voice activated alarms are installed inside the auditorium. In the event of a real alarm, this vice sounder will activate alongisde flashing red beacons and an audio 110db 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.

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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 are aware of evacuation procedures specific to their roles. See Above Duties list in this document, Fire Safety Register.

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

Disability Awareness Training:

An Grianan Theatre has access to an Evac Chair situated in the auditorium. All FOH Staff and Tech staff are to be trained in its correct and safe use. The people responsible for this training are:

Technical Manager/ Stage Manager

Safe evacuation of all:

An Grianan Theatre is aware that there may be customers or visiting performers who require specific aid in the event of a full evacuation.

While it is preferable to have all people evacuated from the building it is not always possible to do so.

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As part of the safety imperative for all our customers we have the following procedures in place:

In the event of an Evacuation staff are advised that there are two methods of evacuation for customers with mobility issues:

On arrival customers who have companions with them are to be advised that they may be asked to aid in the evacuation of the building.

All other members of the public are to be evacuated using the protected corridors to the middle left and rear left of the building (if available).

A designated refuge corridor is available as part of the evacuation.

When all other members of the building are evacuated customers with mobility issues are to be taken to this area and a member of staff will remain there with them until they are contacted by the fire authorities.

Note:

In consultation with the local fire authorities, a second refuge point is to be investigated. If confirmed then the second designated area is to be in the backstage corridor beside Dressing Room 1.

If this corridor is not hampered by a fire or smoke then this is to be the designated refuge area.

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

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SERVICE	LOCATION	TELEPHONE NO.
Fire Brigade		112 or 999
Hospital	Letterkenny General	074 9125888
Local Ambulance		112 or 999
An Garda Siochana	Letterkenny	074 9167100
Fire Warden	Niall Cranney	087 249 5381 074 9152996
Fire Warden	Peter Rose	087 6248814
Fire Warden	Alan McLaughlin/ Cathal James	087 053 6505 086 356 1853
First Aider	Niall Cranney	0872495381
First Aider	Marian Funston	074 9125947
First Aider	Nicola Burns	087 770 4392
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

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11.0 Safety Inspection & Audits

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.

Frequency	:	Annually
Area of Cover	:	All activities
Responsible Person	:	Technical Manager

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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.

Frequency	:	Monthly
Area of Cover	:	All Areas
Responsible Persons	:	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.

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

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Safety Inspections

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

Test/Inspection/Examination	Frequency	Inspector
Fire Fighting Equipment	Annually	ABC Fire Protection
Fire Alarm System Test	Weekly	Technical Manager
Fire Alarm System	Six monthly	Monaghan Fire Systems
Emergency Lighting	Quarterly	Technical Manager
Emergency Lighting Service	Annually	Charles Gallagher
Lift	Quarterly	OTIS
Lifting Equipment	Bi annual	Allianz
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.

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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.

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Hazard Inspection Forms

An Grianan Theatre - HAZARD INSPECTION CHECK LIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Access and Egress</u>	Yes	No	Action
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?			

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An Grianan Theatre - HAZARD INSPECTION CHECK LIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Fire</u>	Yes	No	Action
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?			

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An Grianan Theatre- HAZARD INSPECTION CHECK LIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Slips x Trips and Falls</u>	Yes	No	Action
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			

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An Grianan Theatre - HAZARD INSPECTION CHECK LIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Housekeeping</u>	Yes	No	Action
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?			

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An Grianan Theatre - HAZARD INSPECTION CHECK LIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Manual Handling</u>	Yes	No	Action
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?			

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An Grianan Theatre - HAZARD INSPECTION CHECK LIST			
AREA _____	AUDITOR _____		DATE _____
Hazard Type: <u>Electrical</u>	Yes	No	Action
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

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.

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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.

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This is a H.S.A. reportable accident

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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). 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

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

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

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14.0 Disciplinary Procedure and Corrective Action Process

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.

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Stages of the Corrective Action Process

Stage1 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

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improve to the stated level required within a given time period.

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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 Grianan 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. Management Review of Safety Statement

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

16.1 Visiting Risk Assessment.

An Grianan 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.

16.2 Standing Risk Assessment

An Grianan 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 Grianan 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

Lone Worker

An Grianan 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 Grianan 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

APPENDIX NUMBER	DESCRIPTION
1	Amendment Sheet
2	Training Standards
3	Register of Approved Contractors
4	Register of Fire Fighting Equipment , First Aid Equipment
5	Register of Fire Drills
6	Induction information for New Employees
7	Injury/Accident Forms
8	Theatre Display Notice
9	Standing risk documents
10	Contractor Control Forms
11	Visitor Rules/ Visitor Risk Assessment Forms
12	Anti- Bullying Policy
13	Risk Assessment for New Cleaning Products April 2014

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Appendix 1

Amendment Sheet

Document & Revision		Date	
Subject		Section	
Reason for the change.			
Cost implications of the change.			
Description Of Change.			
Changed By:		Date	
Authorised by:		Date	
Approved By:		Date	

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Appendix 2

Training Standards

Standards of Training at An Grianan, Letterkenny	
TRAINING DESCRIPTION	FREQUENCY OF TRAINING
Induction Training	Start Date
Manual Handling	Annually
Awareness and use of Fire Extinguishers	Yearly
Emergency Evacuation Training (Fire Drill)	6 months
Workstation Safety/Ergonomics	-
Occupational First Aid Training	3 years

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Contractor Name	Approved Work Type	Date Approved	Signed
Charles Gallagher Limited 0749131984	Electrical Installation	September 1999	
Boyle Construction 0749137899	Building extension	April 2007	
ABC Fire Protection eddie@abcfire.ie 0749156300	Maintenance of Fire fighting Equipment	July 2001	
Monaghan Fire Systems Ciaran Donnelly 0868072741	Maintenance of Fire Panel	July 2009	
Bluestack Oil Services Matin Homer 087 244 1249	Boiler Maintenance	July 2004	
Chamber Refrigeration 074 912 3089	Air handling Units Servicing	January 2007	
Moses Buchanan Allainz 0044 7870 231375	Mechanical Insurance Inspectors	January 2009	
Otis Lifts	Servicing of Lifts	January 2009	
Orbit Security 086 2670745 (24hrs) 07912989	Keyholding Security	September 2007	
Ben McAteer 074 913 9312	Plumbing	September 2007.	
ADT Security 04871 263626	Maintenance of CCTV equipment	September 2007	
John Boyce 086 284 7123	Café Bar repairs, etc	Sept 2009	
ADT	Intruder alarm Panel	July 2012	

Appendix 3 Register of Approved Contractors

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Appendix 4

Fire Fighting Equipment Register/First Aid Boxes

AREA OR SECTION	TYPE OF FIRE FIGHTING EQUIPMENT					
	Ext. Co ₂	Ext. H ₂ O	Ext. Foam	Ext. Powder	Fire Hose	Fire Blanket
1. Main Entrance					1	
2. Main Entrance			1			
3. Box Office	1					
4. Kitchen	1					
5. Kitchen						1
6. Electrical Switch Room	1					
7. Outside Fridge Room	1					
8. Orchestra Room	1					
9. Paper Store	1					
10. Substage Store			1			
11. Substage Store			1			
12. Substage Room					1	
13. workshop				1		
14. Workshop Exit	1					
15. Workshop Exit	1					
16. Earagail Room			1			
17. Main Loading Bay					1	
18. Main Loading Bay	1					
19. upstage Right Exit	1					
20. Downstage Left by prompt corner	1					1
21 auditorium entrance behind sound desk	1					

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AREA OR SECTION	Ext. Co₂	Ext. H₂O	Ext. Foam	Ext. Powder	Fire Hose	Fire Blanket
22. Upstage Left (under First Aid Box)			1			
23. Outside Green Room			1			
24. Green Room			1			
25. Fire Blanket						1
26. Outside Office					1	
27. Main Office	1					
28. upper Foyer outside Auditorium					1	
29. Lobby outside Auditorium			1			
30. Lobby outside Auditorium			1			
31. Control Room	1					
32. Dimmers Room	1					
33. Air Con Room					1	
34. Compressor	1					
35. Boiler Room	AUTO FIRE CONTROL					

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LOCATION OF FIRST AID EQUIPMENT	
	<ul style="list-style-type: none">• Green Room• Upstage Left• Box Office• Cafe Bar Storage Room

N. B. All First Aid Boxes are to be kept well stocked and regularly checked by the Technical Manager's Assistant

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Appendix 6

Induction Information for New Employees

On taking up employment with An Grianan Theatre, Letterkenny all new employees will receive induction training. The Technical Manager will, with the assistance of the CE Supervisor, organise this training. A section on Health and Safety will also be included.

Induction training will cover the following subjects.

- Aims & objectives of the organisation
- Organisation operating procedures
- Relevant legislation
- General job responsibilities
- Safety Awareness and responsibilities

The area of the induction training broken down in this section only refers to safety awareness and responsibilities. This section will cover the following areas:

- Statutory legal responsibilities of the employer
- Statutory legal responsibilities of the employee
- Introduction to the Safety Statement and it's operation
- Introduction to the emergency evacuation procedures
- Instruction on reporting accidents and incidents
- Introduction to the on site First Aid support structure
- Introduction to site safety rules
- Introduction to Disciplinary and Corrective Action Process

An Grianan Theatre Safety Statement.

-

Safety Rules

The following safety rules are applicable within An Grianan Theatre Letterkenny:

- A high standard of safety is mandatory at all times.
- Always heed the posted warning or safety signs at all times.
- Never interfere with items of equipment left unattended if you have not been trained to use them.
- Never leave cables or leads trailing on the ground unprotected.
- Never become involved in horseplay.
- Never take short cuts or chances in your job.
- Never attend work whilst under the influence of alcohol or drugs.
- Never block fire doors or emergency access routes. Never interfere with fire fighting equipment, or place materials in front of it.
- Always take reasonable care with regard to your personal safety and the safety of others who may be affected by your actions or omissions while at work.
- Always co-operate with the Technical Manager or responsible person because your safety is their responsibility.
- Always report to the Technical Manager or your Manager any defects in equipment or your place of work.
- Always report accidents or mishaps and management will decide if they should be investigated.
- Always keep your work area clean and tidy, as housekeeping is part of your job.
- Always follow the safety rules where you are working.
- When operating equipment e.g. photocopiers, shredders, etc.

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follow your instruction, training and the manufacturer's instructions; never
bypass guards, or clean equipment while powered up.

Appendix 7
Accident/ Incident reporting Forms

Accident/ Incident Report Form

All Incident forms must be printed and returned to the Technical Manager

Name of person involved:

Person who reported the Incident

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Location where the incident occurred:

Date of Incident:

Show Name:

Date incident was reported:

Person to whom incident was reported

Details of incident (please be as detailed as possible)

Signed

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ACCIDENT REPORT FORM – An Grianan Theatre	
CORRECTIVE ACTION TAKEN TO PREVENT A RECURRENCE	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Signed: _____ Date: _____ To be completed by: _____	
SIGNATURES OF RESPONSIBLE PERSONS	
Staff member / Instructor : _____	First Aider : _____
Injured Party : _____	Safety Co-ordinator: _____

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Appendix 8

Display document

The attached display certification will be hung on site to advise all staff members, visitors, contractors and members of the public that An Grianan Theatre, Letterkenny operates to a strict Safety Standard and that a working Safety Statement is being maintained to control all activities.

An Grianan Theatre, Letterkenny

Health and Safety Statement

This is to testify that An Grianan Theatre, Letterkenny has completed a Safety Statement in compliance with Section 20 of the Safety, Health and Welfare at Work Act, 2005.

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

Signed:

Anne McGowan

Terry McEniff

Dessie Larkin

Joan Crawford

Sean McCormack

Phil Dalton

Peter Coyle

Jim Lynch

Eileen Burgess

Pluinced O' Ferraigh

Date: 01/09/2013

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Appendix 9.

Risk Assessments for An Grianan Staff:

to include:

- **Stage Area**
- **Auditorium**
- **Orchestra Pit**
- **Bar/Cafe Area**
- **Green Room**
- **Office**
- **Control Room**
- **Dressing Rooms**
- **SAFETY GUIDELINES FOR TALLESCOPE USEAGE**
- **Guidelines For All Technical Staff**

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**STAGE RISK ASSESSMENT – For An Grianan
Use Only**

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Potential Hazard	Severity	Likelihood	Risk	Possible consequence	People at risk	Measure of Prevention
Tallescope	4	3	12	Minor injury from fall Major injury from fall Death from Fall Dropping equipment	Staff, operators	<ul style="list-style-type: none"> Only trained crew happy to use should do so Carriage of Tallescope to be closed when in use. 2 to move Tallescope at all times Outriggers to be used when required Equipment to be lifted by using lifting ropes Nothing to be left carriage of scope mobile phones not to be used when working tools to be attached to person with lanyard
Ladders	4	2	8	Minor injury from fall Major injury from fall Death from fall	Crew and visiting technicians	<ul style="list-style-type: none"> Only trained crew happy to use ladders should do so. Zargees bars to be locked in place when in use ladder locks to be secure mobile telephones not to be used all tools to be attached by means of lanyard to person. The last two steps of A Frames are not to be used for climbing!

An Grianan Theatre Safety Statement.

Fire Fire (contd)	4	3	12	Minor Injury Death	All	<ul style="list-style-type: none"> • All Staff to be made aware of firefighting equipment • Technical Manager to be made aware of any naked flame use on stage • Cloths and scenery to be treated with flame resistant paint or liquid • Certificates to be provided when requested • No naked flames the wings • Care to be taken to keep all hot lanterns away from cloths and scenery • Staff to be trained in emergency evacuation procedures
Electrocution	3	3	9	Minor burns major burns death Fire	Technicians, performers	<ul style="list-style-type: none"> • Power should be kept off when rigging and derigging of equipment • All electrical equipment should be visually inspected for faults and faults should be reported to Technical Manager. • Power to be kept off and all electrical equipment to be unplugged before repair work is carried out • Only trained staff should carry out electrical work.
Falling Lanterns from bars	3	2	6	Minor injury Head wounds	Onstage performers	<ul style="list-style-type: none"> • All lanterns to be rigged and made safe with lanyards • All barn doors and girders to be secured • All cables and splitters to be taped off

An Grianan Theatre Safety Statement.

Burning hands on hot equipment	2	2	3	Burns	staff	<ul style="list-style-type: none"> • All staff to wear protective hand gear • Equipment should be left to cool before handling • White tape to be used to mark danger areas of floor equipment • Special care to be taken when children in performances.
Stage risers	2	1	2	Back injury/toe injury	staff	<ul style="list-style-type: none"> • All edges to be marked with white tape • Access to be made safe • Where possible transportation to be via dolly and all staff to be trained in manual handling
Orchestra pit	3	2	6	Back injury Falling Trapped fingers	musicians	<ul style="list-style-type: none"> • In house crew to be trained in dismantling and resetting orchestra pit • Gloves to be worn • When pit open, access from stage to be roped off until last possible moment • Edges to be marked clearly.
Movement of Flattage	2	3	6	Back injury falling on performers	crew	<ul style="list-style-type: none"> • 2 crew to move equipment flat at all times • Staff to be trained in manual handling • Flattage to be secured safely when in position
Tripping	1	1	2	Minor injury	Performers, crew	<ul style="list-style-type: none"> • All loose cables to be taped down and covered with runners • White tape used to mark out hazards • Backstage blue lighting to be on at all times • Crew and performers to be made aware of hazards at all times

An Grianan Theatre Safety Statement.

Fall from stage	3	3	9		Performer s, crew	<ul style="list-style-type: none"> • Crew and performer to be made aware of hazards • Care to be taken all times • All edges to be taped where necessary
Backstage collision	1	1	1	Minor injury	Performer s, crew	<ul style="list-style-type: none"> • Blue lighting at all times • hazards to be clearly marked • care to be taken at all times • Instruction of NO RUNNING to be given.
Motorised bars/ Hemp lines	2	4	8	Minor/ major injury death equipment falling	Performer s, crew	<ul style="list-style-type: none"> • Correct calling to be given when fitting up or derigging • Staff to be trained in correct flying • clear lines of vision to be established before moving bars • performers to be made aware of any show flying • All technical equipment to be rigged/derigged by trained staff only • Staff to be made aware of SWL of bars
Grid work	4	4	16	Death or head injury from falling equipment	crew	<ul style="list-style-type: none"> • Only InHouse Staff to be allowed in grid • Hard hats to be worn onstage when work carried out on grid • All equipment to be raised safely • All tools to be attached to body by means of lanyard • NO ACCESS DURING PERFORMANCES

An Grianan Theatre Safety Statement.

Ladder at back of stage	3	3	9	Fall	crew	<ul style="list-style-type: none"> • Access only for inhouse staff • Blue lightis on du performances • Ladders to be kept clear of costumes, etc. • pathway beneath ladder to be kept clear a times
P.A./ Monitors	2	2	4	Back injury hearing loss\ tripping over cables	Crew , visitors	<ul style="list-style-type: none"> • \staff to be traine manual handling • Staff to be shown how to stack • 2 people to lift he equipment • dollies to be used where possible • Cables to be cove with tape, runners or cal traps • Ear plugs to be w by staff when required under heath and Safety regulations
Medical Conditions affecting crew member	4	4	16	Minor injury Death	individual	<ul style="list-style-type: none"> • Each crew membe responsible for their own condition. • Technical Manage CE Supervisor to be mac aware of conditions which may affect the work of individuals • Technical Manage be made aware of any drugs taken that may afi the safe use of certain equipment

Written by:

An Grianan Theatre Safety Statement.

Niall Cranney

Technical Manager.

Date: September 1 2013

Review date: September 1 2014

STANDING RISK ASSESSMENT: STAGE AREA ONLY
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AUDITORIUM RISK ASSESSMENT (For An Grianan Activities only)

Poten tial Hazar d	Seve rity	Likelih ood	Ris k	Possible consequ ence	Measure of prevention
Trippi ng / Falling	1	1	1	Minor injury from tripping	<ul style="list-style-type: none">• Footlights to be left on at all times• Pathways to be left clear at all times• worklights to be on when cleaners get- in crew in

An Grianan Theatre Safety Statement.

FOH rigging	4	3	12	Head injury Falling Death Injury from dropping equipment	<ul style="list-style-type: none"> • Staff to wear supplied Fall Arrest equipment • All equipment to be raised using pulleys operated from ground. • All tools to be attached by means of lanyard • Trained staff only in bridges • Bridges to be kept clear at all times • NO ACCESS DURING PERFORMANCES • Staff to be made aware of head bump hazards
Fire	3	3	9	Minor injury/ Death	<ul style="list-style-type: none"> • Staff to be trained in Emergency Evacuation Procedures • Staff to be trained in Fire Fighting Techniques • Staff to be made aware of any potential fire hazards • Duty manager and Technician to discuss Evacuation procedures before each performance.

Written by:

September 1 2013

Date:

Review Date: September

2014

Technical Manager.

ORCHESTRA PIT RISK ASSESSMENT – For An Grianan Staff only

Potential Hazard	Severity	Likelihood	Risk	Possible consequence	Measure of Prevention
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An Grianan Theatre Safety Statement.

Orchestra pit open	2	3	6	Minor injury Major injury Fall	<ul style="list-style-type: none"> • Crew and staff to be advised of hazards when pit is open • white tape mark onstage near edge • rope barrier to be across until last minute • metal barrier to be installed before public or performers in place
Lifting of instrument or floor	3	2	6	Minor injury	
Storage area underpit	2	3	6	Fire due to incorrect storage	<ul style="list-style-type: none"> • Staff advised to check regularly under pit and to remove any materials deemed to be hazardous

Written by:

Date: September 1, 2013

Review Date: September 1 2014

BAR/ CAFE RISK ASSESSMENT – For An Grianan Activities Only

Potential Hazard	Severity	Likelihood	Risk	Possible Consequence	Measures of Prevention
Coffee machines/filter coffee machine	3	3	9	Scalding from steam/ hot liquids	<ul style="list-style-type: none"> • Proper training provided by bar employer • constant supply of ice and cold water available

An Grianan Theatre Safety Statement.

Water boiler	3	3	9	Scalding/ Burns from touching sides or top	<ul style="list-style-type: none"> • Care to be taken when filling teapots • Proper attire to be worn to protect skin • proper training to be provided by bar manager • staff to be made aware of leaning on machine or setting other equipment on top of machine • care to be taken when emptying or using hot water to clean
Ovens	2	3	6	Burning	<ul style="list-style-type: none"> • Only trained staff allowed to use • heat resistant gloves to be used when removing or replacing objects at oven • Oven allowed to col before cleaning.
Chip pans	4	2	8	Fire/ Scalds	<ul style="list-style-type: none"> • Pan never to be left unattended. • Fire blanket to be installed • Heat resistant gloves to be worn when removing or placing items into the pan • Oil to be left to cool before cleaning or removing
Panini machine	2	3	6	Burns/ minor injury	<ul style="list-style-type: none"> • Proper training or be provided by Bar Staff
					<p>To be stacked safely.</p> <ul style="list-style-type: none"> • Doors to be cloed immediately after use
Glassware	2	2	4	Minor cuts	<ul style="list-style-type: none"> • Glasses to be stacked safely • All cracked glass to be removed from storage • care to be taken when giving glass to public • nothing to be stacked near the edges of counter
glasswasher	2	2	4	Scald, back injury form leaning	<ul style="list-style-type: none"> • Machine to be left to cool before opening • care to be taken when removing or inserting tray • tray not to be over-

An Grianan Theatre Safety Statement.

					filled
Cutlery	2	2	4	Cuts	<ul style="list-style-type: none"> • Proper training to be

Potential Hazard	Severity	Likelihood	Risk	Possible consequence	Measure of Prevention
					Taken when using or cleaning
Slippage	2	3	6	Fall from wet floor	Signs to be provided giving correct warning signals
electricity	3	3	15	Burns death	All equipment to be regularly maintained and checked for faults <ul style="list-style-type: none"> • all faults to be reported to technical manager or outside service engineers • all equipment to be unplugged before repairs take place
Roller shutter	2	3	6	Trapped fingers back injury from stretching	<ul style="list-style-type: none"> • Care to be taken when operating shutters

An Grianan Theatre Safety Statement.

Written by:

Review date: September 2014

POTENTIAL HAZARD	Severity	Likelihood	Risk	Possible Consequence	Measures of Pre
Follow Spot	2	3	6	Burns from heat Dropping follow spot Back injury from lifting ballast electric shock	Allow instrument to cool use safety bonds to attac manual handling training Follow spot to be unplugged attempting to repair or replace bulbs repairs to be carried out staff
Open windows	5	2	10	Major injury death from falling objects	Windows to be kept close followspots Staff to be warned of haz Objects not to be left near
Electrocution	5	2	10	Death	All equipment to be teste all equipment to be unpl repair work is carried out Only competent staff to c work on electrical equipm

Control Room Risk Assessment (For An Grianan Staff only)

Written by:

Date:

Review Date: September 2014

An Grianan Theatre Safety Statement.

Dressing Room Risk Assessment -For An Grianan Staff Only

POTENTIAL HAZARD	SEVERITY	LIKELIHOOD	RISK	POSSIBLE CONSEQUENCE	MEASURES OF PREVENTION
IRON	2	2	4	Burns Electric shock	Iron not to be left unattended equipment to be checked for faults Equipment to be unplugged before moving or carrying out any repairs Only trained and competent staff to carry out repair work
Dressing Room Bulbs	3	4	12	Burning Fire Electrocution	Nothing to be left leaning against bulbs Motion Switches attached to bulbs to turn off after five minutes RCDs to be tripped before replacing bulbs Broken bulbs to be reported and replaced immediately
Shower Rooms	2	3	6	Injury through slipping	Care to be taken in showers floors to be dried regularly

Written by:

Date:

Renewal date: September 2014

General Office Risk Assessment – For An Grianan Staff only

An Grianan Theatre Safety Statement.

POTENTIAL HAZARD	SEVERITY	LIKELIHOOD	RISK	POSSIBLE CONSEQUENCE	MEASURES OF PREVENTION
Files falling from shelves	2	2	4	Minor injury	All shelves to be stacked carefully and not overloaded Stepladders to be used to reach up to higher equipment
Computers	2	3	6	Eye strain Finger or wrist strain	All safety precautions regarding VDU equipment to be followed Computers to be left for at least 5 minutes every hour correct chairs and keyboards to be used
Windows	3	2	6	Falling when opening	Use hook provided to open windows

Written by: Niall Cranney

Date: 01/09/2013

review Date: 01/09/2014

Green Room Risk Assessment – For An Grianan Staff Only

POTENTIAL HAZARD	SEVERITY	LIKELIHOOD	RISK	POSSIBLE CONSEQUENCE	MEASURES OF PREVENTION
Water Heater	2	2	4	Scalding	Heater to be turned off when not in use Signs to be placed

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Kettle	2	2	4	Scalding	Care to be taken when Kettle is being used Do not lift until boiling process has completed
All electrics	3	3	9	Fire	Fire blanket provided and fire fighting equipment in room

Written by: Niall Cranney

Date: September 1, 2013

Review date: September 1, 2014

An Grianan Theatre Safety Statement.

An Grianan Theatre Safety Statement.
SAFE USE OF TALLESCOPE GUIDELINES

TALLESCOPE OPERATING GUIDELINES

As part of our commitment to Health and Safety, An Grianan Theatre has provided the following safety guidelines for using the in-house tallescope:

GENERAL:

A: **SWL** One person **115 kg (250 lbs)**

B: ensure all tools and personal equipment are attached to the body or belt before climbing

C: Never use damaged equipment BEFORE TILTING LADDER UPRIGHT

D: Ensure security hooks are engaged before climbing

E: width across outriggers shall be one third of intended height.

F: Lock wheels before climbing.

G: Please do not leave anything in the cradle of the Scope

MOVING:

A: The person in the cradle of the carriage must never propel themselves forwards or backwards by pushing or pulling along the flying bars.

B: If working alone, the person must descend from the cradle before moving the carriage.

C: Two people must be available to move the scope if the person remains in the carriage:

The person in the cradle must indicate the direction and distance they need to travel

The person on the ground in charge must unlock wheels and make sure way is clear.

The person in the cradle must be told when the scope is about to move. The person in the cradle must inform the ground crew when to stop.

All wheels and outriggers should then be locked.#

NEVER:

A lone worker must never use the scope on a rake or steps

Leave anything in the cradle of the scope

Use a mobile telephone when in the cradle

Use ladders, boxes or side of cradle to gain extra height

Use adjustable legs to gain extra height (these are for use solely on slopes and steps)

Carry objects up without use of lifting rope.

Use if feeling dizzy or uncertain of operating instructions

ALWAYS:

Be safe

Be clear in instruction

Be aware of overhead or ground level impediments, obstructions

Lock wheels and use outriggers where needed

An Grianan Theatre Safety Statement.

SAFETY GUIDELINES FOR ALL TECHNICAL STAFF

- Please ensure that appropriate safety wear is worn where required
- Steel toe-capped shoes or equivalent must be worn
- Where possible please use dolly provided to move heavy equipment
- Do not attempt to lift alone, should you deem the load too heavy or unstable
- Ensure that all access equipment is in good working order. Should you feel something is not "right" please bring it to the attention of a member of the Technical Staff.
- Strictly **NO SMOKING, NO EATING** onstage at any time
- Always give prior notice to a blackout or sudden loud sound effect onstage by calling:

BLACKOUT ONSTAGE

NOISE ON STAGE

When working at height please be aware of what is below. Ensure all equipment is secured by means of a lanyard.

MOBILE TELEPHONES SHOULD NOT BE USED WHEN WORKING AT HEIGHT.

Give clear notice when any item is coming onto the stage area from above by calling:

HEADS UP

Use common sense regarding possible hazards. Act to decrease risks of accidents. e.g. tape down loose cables, move unused equipment.

- Ensure all blue lights are on during shows
- Familiarize yourself with all fire fighting equipment, emergency exits and first Aid equipment.

STRICTLY NO ALCOHOL OR DRUGS TO BE TAKEN BEFORE OR DURING ANY WORK SESSION

- All incidents no matter how small should be reported to a technical member of staff.
- If you do not recognise anyone in the stage or the backstage area, please ask them to identify themselves and report any suspicious activity, immediately to a member of permanent staff.

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- Please be aware of the members of staff that have first aid training:

Niall Cranney
Marian Funston
Nicola Burns

Niall Cranney

Technical Manager

Appendix 10

Contractor Control Procedure

The following rules and procedures bind all contractors and their staff working within An Grianan 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.

An Grianan Theatre Safety Statement.

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- 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 Grianan Theate, 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

An Grianan Theatre Safety Statement.
live equipment must be covered by a method statement and permit.

An Grianan Theatre Safety Statement.

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- 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 Grianan Theatre, Letterkenny.
- The management of An Grianan 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 Grianan 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 Grianan Theatre Letterkenny

Date _____

An Grianan Theatre Safety Statement.

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

An Grianan Theatre Safety Statement.

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 Grianan Theatre:

An Grianan Theatre Safety Statement.

AN GRIANAN THEATRE ANTI- BULLYING POLICY

Written by: Niall Cranney

Date: September 1 2013

Witnessed by:

Date:

An Grianan Theatre Safety Statement.

Bullying can represent a serious problem for employees; An Grianan Theatre will not tolerate bullying at any time, anywhere, nor from anyone directly employed by An Grianan 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 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, inappropriate comment on social networking sites

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An Grianan 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 Grianan 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 Grianan 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.

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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 she 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 superior may be the alleged perpetrator. This formal complaint must state clearly the facts of the alleged incident(s).

An Grianan Theatre Safety Statement.

- 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.

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Cleaning Theatre Floors:

Use of new products for floor cleaning: TASKI Tender Poly Products.
MSDS available and attached when received .

Risk Assessment for use of Taski Tender Poly Products by FOH cleaning staff

Potential Hazard	Severity	Likelihood	Risk	Control Measure	Severity	Likelihood	Risk
Breathing difficulties due to enclosed spaces	3	3	9	All Cleaning staff to ensure spaces are well ventilated: staff to be supplied with breathing masks	3	1	3
Headaches due to fumes from products	3	3	9	Staff to use the breathing equipment as supplied	3	1	3
Skin irritation due to cleaning product	2	3	6	Staff to use latex gloves or similar when using this product	1	1	1
Eye irritation	3	3	9	Staff to use clear safety goggles when using products	3	1	3

Risk:

Date: April 30 , 2014.

Review Date: September 2014

Reviewed by

Niall Cranney
Technical Manager

