



**DUNAMAISE
ARTS CENTRE**

SAFETY STATEMENT 2023

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1. MANAGEMENT POLICY

BUSINESS NAME: Dunamais Arts Centre.

ADDRESS: Church St Portlaoise.

BUSINESS ACTIVITY: Staging and Presentation of Plays & Shows

The purpose of the Safety, Health and Welfare at Work Act, 2005 is to ensure the safety, health and welfare of all employees in the workplace.

The Act requires the employer to prepare a written safety statement describing the employers arrangements and employee co-operation necessary to achieve this purpose.

It is our aim to protect our employees and customers from accidents and ill health. Our objective is to provide:

- A safe work place for employees, visitors and customers
- A safe means of access and egress
- Safe systems at work
- Safe equipment
- Information, training and supervision

The Dunamais Arts Centre has a safety management programme that will conduct regular safety audits of all work places and work practices to identify hazards assess risks and control the hazard where necessary. It will identify training needs and provide training where necessary. It will ensure adequate employee co-operation and consultation. It will ensure regular revision of the safety statement as necessary. It will allocate resources to implement the programme.

Safe working is a condition of employment. Every employee will assume responsibility for working safely. The successful implementation of this safety statement depends on employee co-operation. It is expected that all employees will comply with this.

Copies of this statement will be available to at the manager's office, the technical office and the box office. It is important that all employees carefully read this document.

SIGNED:



Michelle de Forge
Theatre Director

DATE: 6th July 2023

2 **ORGANISATION & RESPONSIBILITIES**

THEATRE DIRECTOR:	<i>Michelle de Forge</i>
TECHNICAL MANAGER:	<i>Nick Anton</i>
BOX OFFICE MANAGER:	<i>Laura Dunne</i>
F.O.H MANAGER:	<i>Martina Lawless</i>
TOTAL STAFF:	<i>3 no. Full-time 15 no. Part-time</i>

The **Theatre Director**, Michelle de Forge, shall have overall responsibility for the health, welfare and safety. She has signed the general policy statement and in doing so is committed to the implementation and review of the safety management programme. She has delegated the **Technical Manager**, Nick Anton, to assume responsibility for general health, welfare and safety functions for the Arts Centre. The individual responsibilities of staff members are:

Michelle de Forge, Theatre Director

- a) Approve financial resources to sustain the safety management programme.
- b) Monitor performance of safety statement in consultation with the technical officer.
- c) Chair any relevant staff meetings relating to the safety management programme.
- d) Ensure adequate staffing is supplied to ensure the health, welfare and safety of staff and public at all public events in the Venue.

Nick Anton, Technical Manager,

- a) Liaise with other members of staff regarding any matters relating to the safety management programme.
- b) Ensure safety statements are kept up to date.
- c) Bring to the Theatre Managers attention any concerns relating to the safety management programme and to obtain approval for any work necessary to eliminate or control hazards.
- d) Identify training needs of staff members.
- e) Identify personal protective equipment (PPE) needs.
- f) Ensure all visiting companies /performers are adequately briefed on safety procedures in the venue.
- g) Ensure all technical staff are adequately trained in emergency evacuation procedures.

Martina Lawless, F.O.H Manager

- a) Liaise with Technical Manager and Theatre Director in any matters relating to the health, welfare and safety of staff and public.
- b) Ensure all FOH/ Box Office staff are adequately trained in emergency evacuation procedures.

All Staff

It is the duty of Staff while at work to:-

- a) Take **responsible care** for their own safety, health and welfare and that of their colleagues and customers who may be affected by what they do or fail to do.
- b) Co-operate in the provision of a safe place of work, safe means of access and egress, and safe systems of work.
- c) Report immediately any defects in equipment, place of work, system of work which might endanger safety, health or welfare

Occupational First Aiders

Nick Anton Technical Manager
Martina Lawless Front of House Manager
Laura Dunne Box Office Manager

Wherever reasonably practicable one or more of the trained OFAs will be present during normal operational hours.

3. **HAZARD IDENTIFICATION**

Hazard – A hazard is any **object**, **condition** or **practice** which has the potential to cause an injury or loss. There is a general recognition of many common hazards, e.g. unguarded moving parts of machinery, an unsteady stepladder or a wet floor.

Unsafe working is equally hazardous and can cause serious injury and loss, e.g. poor lifting technique, careless driving of Forklift Trucks.

Physical Hazards - These include slips, trips, falls; mishandling of goods or equipment; handling loads; fire; electricity; machinery;; poor housekeeping; and collisions. Any hazards identified in the premises are documented on the Hazard Identification Sheets.

Chemical Hazards - These include chemicals such as cleaning materials and adhesives. Precautions required with such chemical hazards are outlined in **material safety data sheets** for each individual chemical.

Biological Agents - These include bacteria and viruses that can cause infection.

Human Factors - Apart from physical surroundings, human factors are also taken into account when identifying hazards. It is recognised that people must be **physically** and **mentally capable** of doing their jobs safely and that the following groups are particularly vulnerable,

Young workers; pregnant employees; people with disabilities; new or inexperienced workers; older workers.

4. **RISK ASSESSMENT**

Risk is a measure of the **likelihood** or **probability** of an **accident** coupled with the **severity** of the injury or loss.

The hazards identified have been ranked as high, medium or low risk, as follows, so that they can be controlled in an orderly way.

High Possibility of fatality, permanent disability, serious injury or significant loss (including loss of eye sight, or limbs, brain damage, spinal injury, serious burns). Possibility of minor injury to a number of people. Immediate control is necessary, justifying special maintenance activity. Hazards that are assigned a high (H) risk are to be dealt with on a priority basis. Where it is not reasonably practicable to immediately eliminate the hazard as recommended, the appropriate controls are in place or will be put in place in the short term.

Medium Possibility of fatality unlikely, serious injury or significant material loss (serious injury that results in hospitalisation, excluding those injuries classified being high risk - includes deep cuts or lacerations, breaks or fractures, dislocation of joints, back injury, respiratory problems). Possibility of minor injury to a small number of people. Control can be accommodated within normal maintenance activity.

4. **RISK ASSESSMENT cont.**

Low Minor injuries including cuts, bruising, sprains, scalds, headache, and nausea. Control can be deferred until all other more serious hazards have been dealt with or until the plant or building concerned is being replaced.

5. **HAZARD CONTROLS**

Safety Audits - A safety audit is a systematic and critical examination of the workplace and work systems for the purpose of identifying hazards, assessing the risk and recommending controls of the hazard, where appropriate.

Regular safety audits will be carried out at least twice per year. Results of the audit are outlined in the Hazard Identification and Control Sheets.

Any future hazards identified are to be documented in a similar manner.

Control measures and resources to secure Health and Safety given the specific hazard identified are outlined.

Where hazards cannot be removed, controls to reduce the risk to an acceptable level will be put in place. **Safe work practice sheets** are to be provided to staff as a guide. Employees are expected to read, understand them and work in accordance with their recommendations.

6. **ACCESS, EGRESS AND PLACE OF WORK**

Good housekeeping practices in the premises, and maintaining clearways for access and egress are a priority. It is of paramount importance to ensure all areas are kept tidy and all goods and materials are stored carefully.

It is policy to ensure that **employees** and **customers** are free to circulate safely and that all access and egress routes comply with the requirements of Fire Safety legislation.

Good Housekeeping is maintained by:

- Orderly arrangement of operations and equipment
- Provision of a definite place for every item
- Keeping each object in the designated place and returning it if removed
- A regular cleaning programme
- Adequate disposal of waste

7. **SAFETY TRAINING AND INSTRUCTION**

It is the duty of an employer to provide **training** on matters of Health and Safety for all.

All employees are trained at the **commencement** of employment in safe working procedures with particular emphasis on the safe use of any machinery or tools. At the workplace, instruction and information is given to employees by supervisors. The **Safe work practice sheets** are an important part of this process.

Specific training (e.g. Manual Handling & Safe lifting techniques) will be given where appropriate. Details of all training will be maintained.

8. **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment such as safety goggles are provided. They are to be used by technicians when drilling and using saws. Gloves are also provided for hand protection to be used as necessary, hard hats are available and a safety harness is provided for use if deemed necessary.

Technical staff should wear steel toe boots or shoes. Other employees should wear **closed shoes** with **non-slip rubber soles**. Open toe sandals and tennis shoes / "runners" should be avoided.

9. **ACCIDENT REPORTING PROCEDURES**

An accident is an unplanned event that causes, or has the potential to cause damage to people, equipment, or materials. In the event of an accident, a report will be written giving details of:

1. The name and address of those injured
2. Date and time of accident
3. Place where accident occurred
4. Detailed account of accident
5. Name and address of witnesses (if any)

The Health and Safety Authority will be notified, using FORM IR1, where appropriate.

10. **EMERGENCIES**

Procedures for situations that could force evacuation (fire, bomb threat etc.), partial evacuation or other emergency actions to be undertaken are to be documented in appropriate **Safe work practice sheets**.

11. VISITING COMPANIES

Visiting companies or other people hiring or working in the Dunamais Arts Centre will be given access to **Safe work practice sheets**. They must also have their own Safety Statement and Safe work Practice sheets in order.

12. WELFARE & FIRST AID

Staff toilets and washing facilities are located backstage.

First Aid Kits are maintained in the foyer and the tech office to be used in the event of an accident. The First Aid Kits will be fully stocked on an on-going basis. The person responsible for stocking these is Nick Anton.

13. RESOURCES

The Management are committed to supplying the resources necessary in **time, people, finance** and **information** in order to secure safety, health & welfare of employees, patrons and visitors

Specific resources provided are:

First Aid Equipment

Fire Prevention & Fire Fighting Equipment

Personal Protective Clothing/Equipment

Safety Signs/Notices

Staff Training

14. CONSULTATION

We are **committed** to meeting obligations with regard to employee consultation, in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005. Employees are encouraged to bring to attention any matter relating to Health and Safety that is not addressed in this safety statement.

The safety statement will be **reviewed annually** and any approved recommendations for improvement put forward will be incorporated in the review.

15. HAZARD IDENTIFICATION AND CONTROLS

- Work At Heights
- Slips, Trips And Falls
- Fire
- Electrical Safety
- Manual Handling
- Security / Violence
- Visual Display Unit
- Hand Tools

15.1 WORK AT HEIGHTS

Work at heights is defined as working in an area/location where a person could fall any distance. All work must be carried out as defined in part 4 of S.I. 299 of 2007 (General Applications Regulations).

Hazard

The main hazards associated with Work at heights are

- Falls of persons from working places or accesses
- Falls of materials or articles

Risk Assessment:

Serious Personal injuries. Risk category: High

Control Measures

- Work is planned to ensure safe access/egress to the height and that there is a safe area to work from.
- Where practicable work at height will be carried out from a safe position on the structure or from a scaffold provided.
- Suitable protection bars are provided on all the lighting gantries.
- Where required operatives will receive instruction in the use of safety equipment provided.
- There must be strict adherence by all operatives on the steps outlined in the Safe Work Practice Guidelines on towers, ladders, lifting on stage, use of flying equipment.
- The doors onto the lighting gantry are to be kept locked at all times and accessed only by house technicians.
- Adhere to Safe Work Practice Guidelines

15.2 SLIPS TRIPS AND FALLS:

Hazards:

Slipping on floor surface
Improper stacking of goods; obstructions
Tripping over misplaced items

Risks:

Slips, trips or falls of employees or visitors to the premises.
Risk Category: Medium

Control Measures:

- A carpeted floor surface is provided throughout. Non-slip floor tiles are provided at the counter and in all toilets / wash rooms.
- Any defects noted in floor surface will be reported and remedial action shall be taken as soon as possible.
- All items to be stored in the premises will be stacked on shelving and shall, as far as possible, not be stored directly on the floor.
- The premises will be maintained in a tidy condition at all times, and good housekeeping principles are a priority.
- Passageways, stairs and delivery areas are kept clear.
- Any loose packaging is properly disposed of.
- A safe work practice sheet has been developed in relation to working on stage which, as well as the other safe work guidelines, must be followed at all times.

15.3 FIRE:

Hazards:

Electrical wiring, electrical equipment.

Risks:

Personal Injuries: – burns, smoke inhalation, asphyxiation.
Property and equipment damage.

Risk Category: High.

Control Measures:

- An automatic fire alarm system has been provided.
- Fire extinguishers are provided and the locations are adequately sign-posted as “Fire Points”
- The alarm is serviced quarterly and Fire extinguishers annually
- Fire Exits will be kept clear at all times.
- An evacuation policy has been developed and an evacuation drill will be carried out once per year to ensure everybody is familiar with the procedure.
- Escape routes are inspected on a daily basis by front of house staff.
- Emergency lighting and illuminated exit signs are provided throughout the premises, and checked on a weekly basis and tested quarterly.
- Cigarette smoking is **totally** forbidden within the facility, persons wishing to smoke must go outside the building.
- Safe work practice guidelines to be followed

15.4 ELECTRICAL SAFETY:

Hazards:

Misuse of electrical appliances, over loading circuits, trip hazards from electrical wiring, flexes, etc.

Risks:

Electrical shock, Electrical fire, Tripping, Physical injury.
Risk Category: High

Control Measures:

- A registered electrical contractor has carried out all electrical wiring. Any necessary repairs will similarly only be carried out by registered personnel.
- All electrical equipment, flexes etc. shall be routinely checked for damage, and any damaged flexes or cables shall be replaced and not repaired.
- Sufficient sockets are provided in suitable locations within the premises to avoid, as far as possible, the use of double/multi adapters and to avoid long trailing flexes.
- All loose wiring, cables, flexes etc. in the premises shall be permanently fixed to adjoining walls and floors in such a manner as not to cause a potential trip hazard.
- Residual Current Devices (RCD) is provided in the ELCB boards to safeguard against electric shock. RCDs shall be checked every 6 months to ensure they are in working order.
- Safe work practice guidelines to be followed

15.5 MANUAL HANDLING:

Hazards:

Manual Handling includes lifting, putting down, pushing, pulling, carrying, or moving a load which involving a risk particularly of back injury to employees.

Risks:

Musculo-skeletal injury, ruptured discs, muscle strain, hand injury; foot injury.
Risk Category: Medium

Control Measures:

- Work shall be organised, as far as reasonably practicable, to avoid manual handling tasks.
- Crates and drinks are brought up and down from the bar in the lift.
- Employees are not to lift, move, carry, push etc. any load which they consider to be too heavy, and to always look for help whenever necessary.
- Any fall while carrying a load can be very serious. Every precaution shall be taken by employees to ensure that before commencing manual handling tasks there are no obstacles en route, and that the area in which they are working is maintained in a tidy condition.
- All shelving and racking installed in the premises is of adequate structural strength to carry the burden of weight of goods stored on the shelving.
- Care shall be taken when storing items on shelving, worktops etc. to ensure that such items are incapable of falling from their storage position.
- Pregnant employees are instructed not to lift any heavy loads.
- All employees who are **routinely** involved in the manual handling of loads will receive the necessary instruction and training in "Manual Handling and safe lifting techniques".
- Safe work practice guidelines to be followed

15.7 SECURITY / VIOLENCE:

Hazards:

Violence from visitors

Unauthorised persons gaining access to the premises

Risks:

Assault, theft, personal injury.

Risk Category: Low

Control Measures:

- A security alarm system has been installed in both the box office and the bar.
- Staff members are advised to exercise caution in dealing with difficult customers and to call for help where necessary.

15.8 VISUAL DISPLAY UNIT:

Hazards:

Habitual use of VDU workstation.

Risks:

Upper limb pains and discomfort.

Eyestrain.

Fatigue and stress.

Risk Category: Low.

Control Measures:

- Suitable VDU equipment is provided. Office chairs are stable and provide good postural support. Work desks are sufficiently large to allow a flexible arrangement of the screen, keyboard, documents and related equipment.
- Eye and Eyesight tests may be arranged for any habitual user of Visual Display Unit.
- Staff will organise their work to ensure regular breaks from screen work.

15.9 HAND TOOLS:

Hazards:

Misuse of hand tools
Portable electric hand tools

Risks:

Cuts, scraps, eye damage. Electric shock
Risk Category: Medium

Control Measures:

- All tools are kept in good condition and are only used for their intended purpose
- Tools are stored safely and in an appropriate place
- Eye protection must be worn when using a drill or angle grinder
- All portable electric tools are double insulated and regularly inspected

16. SAFE WORKING PRACTICE GUIDELINES

- Tower
- Use of Ladders
- Flying
- Trussing
- Electrical
- Working on stage
- Fire
- Visiting Companies
- Seating and Stage erection
- Manual Handling

16.1 Tower: *(part 4 of S.I. 299 of 2007)*

- Always inspect the tower before use.
- Do not attempt to carry equipment up the ladder.
- Always pull it up with a rope from the platform.
- Do not stand on kickboards or rails to gain extra height.
- Ensure all tools etc are properly secured to prevent them accidentally falling to the ground. When using the tower you must ensure that it is level.
- Outriggers must be used and castor brakes must be locked.
- Never attempt to move the tower by pulling yourself along the bars from the platform.
- When moving the tower with anyone on the platform there must be at least two people at the foot of the to stabilize it and move it.
- On level floors always move the tower along the long axis.
- On raked floors four persons should be used.
- Never move the tower until the person on the platform is happy to do so.
- Clear communication between the person on the platform and the person in charge at the foot is essential.
- Do not attempt to move the tower over uneven surfaces with anyone on the platform.
- Wear a safety harness if for any reason you cannot adhere to any of the above guidelines.
- **If in doubt ask an experienced operator.**

16.2 Use of Ladders etc: *(part 4 of S.I. 299 of 2007)*

- Always use the appropriate equipment for the job you intend to do.
- Check that equipment is not faulty and erected properly.
- Ensure the equipment is stable and safe.
- Make sure you have enough light to work safely in.
- Take precautions to prevent equipment or tools from falling.
- Do not attempt to move heavy ladders by yourself.

16.3 Flying: *(part 2 Ch 2 of S.I. 299 of 2007)*

- Only suitably experienced and trained personnel should attempt to use flying equipment.
- A risk assessment must be provided to the technical manager for any flying of equipment or scenery brought in by visiting companies.
- **The flying of persons is prohibited, other than in exceptional circumstances agreed in advance between the visiting company and the Technical Manager.**

16.4 Toured Trussing: *(part 2 Ch 2 of S.I. 299 of 2007)*

- Only suitably experienced personnel should attempt to assemble trussing.
- All use of trussing must be cleared with the Technical manager.
- The Technical Manager or his representative must inspect trussing before it is flown.
- Safety steels should be used as secondary suspension at all times – no exceptions.
- Dunamais staff must oversee any such work.
- Heavy loads may require additional support points.
- No one should climb on to a truss without the express permission of the Technical Manager. Suitable PPE must be worn when working on truss.
- Only competent, experienced people may climb on trussing and only when wearing suitable safety gear.

16.5 Electrical: *(part 3 of S.I. 299 of 2007)*

- Inspect all house and toured electrical equipment before use for faults.
- Any faulty equipment should not be used until it is replaced or repaired.
- All cables should be kept off the floor wherever possible.
- When this is not possible, carpet or other suitable floor covering should be used to cover any exposed cabling.
- Flats or pieces of scenery should never be placed over cables.
- Wheeled boxes or the tower should never be run over cables on the ground. Always lift things over.

16.6 Working on stage: *(part 2 Ch 1 of S.I. 299 of 2007)*

- Only suitably experienced staff should attempt to assemble staging.
- During a fit up the stage can get cramped and lighting can be poor. This is not an excuse for bad work practice. The visiting company's production manager or stage manager must ensure that adequate space and lighting is provided for work to be carried out safely. This is especially important during focus or plot sessions when light levels are very low.
- Trip hazards or obstacles that cannot be moved should be clearly marked. All people likely to be working within the vicinity of the hazard should be explicitly warned.

16.7 Fire: (*COP Fire In Places of Assembly Act 1991*)

- Smoking is prohibited in all areas of the theatre.
- Use of pyrotechnics or naked flames is not permitted except with the permission of a house technician and only when suitable safety precautions have been taken.
- Scenery and sets must be flame proofed to a recognized safety standard.
- Fire doors must be kept clear and closed at all times. No exceptions.
- Fire extinguishers must be kept accessible at all times.

16.8 Visiting Companies

- Visiting companies must provide for an adequate level of staffing for all work to be carried out safely within the time allowed.
- Adequate LX crew should be provided to move the tower safely and/or to stabilize ladders etc. Adequate stage crew should be provided to lift all scenery and equipment safely without risk of injury.
- Appropriate PPE should be provided.
- Personnel are entitled to regular breaks and are not obliged to work more than 13 hours in any 24-hour period.

16.9 Seating erection/retraction

- Suitably experienced personnel must erect/retract the seating rake.
- All seats must be properly secured.
- The seating bank must be level.
- All aisles must be clear.
- Handrails must be used at all times.
- All signs of wear and tear must be reported to the Technical Manager.

16.10 Manual Handling: (*part 2 Ch 4 of S.I. 299 of 2007*)

- Avoid manual handling where possible. Use mechanical aids, such as trolleys.
- Plan any necessary lifting.
- Determine the best lifting technique.
- Ensure a good firm grip with palms of both hands.
- Keep feet apart with leading foot in direction of travel to allow follow through and to prevent hands reaching out excessively.
- Keep arms and elbows close to the body keeping load as close to the body as possible
- Raise head and keep chin in.
- Relax both knees, which prevents bending, and stooping.
- Crouch and lift with a straight back.
- Avoid: Forward bending, Twisting,
Sideways bending of back, Reaching above shoulder height.

APPENDICES

- Fire Evacuation procedure
- Guidelines on avoiding slips, trips, and falls
- Guidelines on Safety signs
- Contents of First Aid Boxes
- Areas of special concern

FIRE EVACUATION PROCEDURE

In the event of the Fire Alarm activating:

1. Check address of where the problem lies: see list beside Fire Alarm panel
2. Notify Control Room of which address showing up on fire alarm screen
3. Check out the address of fire and its severity. If it is small enough to deal with, use the nearest fire extinguisher. If there is any amount of smoke (which is much more dangerous than flames), close any doors around the area and evacuate.

EVACUATION

4. If building needs to be evacuated go immediately to the control room where the operator/ Technical Manager will, using the public address system, ask all patrons to leave the building. Patrons must be asked to wait at meeting points to ensure an accurate count of people evacuated. The meeting points are on Main Street (outside the Courthouse) and on Church Street (across from the main entrance). Ask them to use all emergency exits, but keep them away from any exit that leads towards the site of the fire. Ushers should be sent to each exit from the auditorium to assist people with doors
5. If a false alarm, silence and reset the fire alarm
6. Notify Control Room of permission to proceed

In the event of a fire being discovered:

- Assess seriousness of fire
- If manageable, locate nearest fire extinguisher and aim at the base of the fire
- If not manageable, call for assistance
- Break nearest glass unit
- Contact FOH Manager to state location of fire
- Move to a safe place (behind nearest fire doors) and direct all members of the public/staff away from this area

FOH Manager

- Send each usher to doors of auditorium to open fully
- All members of public and staff must be moved out of the building, taking the exits furthest away from the fire
- Once outside, wait for the arrival of the fire brigade (called automatically)
- Have numbers in the building (patrons and staff) ready for the fire/security personnel
- Give them details of where fire is situated
- **ENSURE THAT NO-ONE RE-ENTERS THE BUILDING**

Meeting point:

Main Street Church Street: Opposite the Courthouse

Anyone who uses the exit leading to the back yard (Railway Street) must be asked to go directly to the Courthouse for a head count.

HOW TO AVOID SLIPS – TRIPS – FALLS AT WORK

WATCH OUT FOR...

- ❖ Hidden Steps when stepping outside or turning a corner
- ❖ Smooth Surfaces such as floors which have been waxed but not buffed
- ❖ Wet spots
- ❖ Oil and grease spots
- ❖ Carpets which are without rubber underlay or are not tacked down
- ❖ Loose tiles or floorboards
- ❖ Electrical leads that are not secured to the floor or wall
- ❖ Open filing cabinet drawers
- ❖ Small movable objects on the floor such as pencils
- ❖ Furniture not in its proper place
- ❖ Loose or worn stair carpet
- ❖ Shoes with worn out soles or high heels
- ❖ Poor lighting conditions which may distort vision
- ❖ Unsafe chairs
- ❖ Unsafe ladders and steps

SIGN SAFETY

The following are some guidelines for placing of Safety Signs

- ❖ **FIRE POINTS** at all Fire Extinguishers.
- ❖ **FIRE ASSEMBLY POINT** where staff will automatically congregate should a fire break out
- ❖ **FIRE EXIT** on all exit doors from the premises
- ❖ **EMERGENCY ROUTES** from the premises
- ❖ **CAUTION** signs on external stairs (if possible)
- ❖ **WATCH THE STEP** sign where a step is involved gaining access to or egress from a location
- ❖ **ELECTRICITY HAZARD SIGN** at main control switch, isolation switches, control panels, High Voltage Control Rooms
- ❖ **CAUTION, WARNING and INSTRUCTION SIGNS** from machinery (where applicable)
- ❖ **SLIPPERY SURFACE** on floors which are recently washed or polished
- ❖ **CLEANING IN PROGRESS** after spillage's or when part of premises are being washed or moped up
- ❖ **FLAMMABLE HAZARD SIGN** where spirits or other such highly combustible products are stored
- ❖ **NO UNAUTHORISED ENTRY** where indicated
- ❖ **FIRST AID BOX** where indicated

Other signs to be used as appropriate whether WARNING or INFORMATION e.g. "Watch your Head", "Maximum Weight", "Keep Stairway Clear".

RECOMMENDED CONTENTS OF FIRST AID BOXES AND KITS

The management should endeavour to supply and make available the following first aid supplies and equipment in sufficient quantity for the number of individuals involved. The supplies should be maintained at this level and checked periodically for depletion of for signs of deterioration.

MATERIALS	FIRST AID TRAVEL KIT CONTENTS	FIRST AID BOX CONTENTS		
		1 - 5 Pers.	6 – 25 Pers.	26 – 50 Pers.
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (with Bandage attached)	1	1	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Un-medicated Wound Dressings (Approx. 10 x 8 cm)	2	2	6	8
Large Individually Wrapped Sterile Un-medicated Wound Dressings (Approx. 13 x 9 cm)	1	1	2	4
Extra Large Individually Wrapped Sterile Un-medicated Wound Dressings (Approx. 28 x 17.5 cm)	1	1	3	4
Individually Wrapped Surgical Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Sterile Eye Wash (Where there is no clean running water)	1	1	2	2

Where more than 50 persons are employed, pro rata provisions must be made.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye bath / eye cups / refillable containers should not be used for eye irrigation.

Areas Of Special Concern

1 Stairs to the Technical Manager's Office

These stairs are for access to the office only and must be used only by Dunamais technical staff.

2 Loading Bay/ Mechanical door

Special care must be taken when working at the scene dock due to the height of the drop. Only Dunamais technical staff must operate the door.

3 Gantry/Patch Bay

Dunamais technical staff may access the gantry and patch bay and touring staff deemed technically competent. Access will be denied to any one without suitable training or experience.

4 Orchestra Pit

Only Dunamais Staff must open the pit. Guardrails must be used at all times when the pit is open and only the custom-built access ladder is permissible to use for access and egress. Special care must be taken to make performers and crew aware of the pit edge and the dangers of trip hazards round the same.

5 Flys, Rigging and LX Motors

Only Dunamais Staff may operate the flys and LX motors. Keys are never to be left in the motor controls. The stage must be clear before lowering or raising the fly bars and LX bars. Abnormal loads must be marked with the signs provided and secured with a secondary bond. The rig will be inspected annually by a qualified rigger and periodic inspections will be carried out in house. Any concerns about the safety of any part of the system must be reported to the Technical manager immediately.

FIRE PROCEDURE -DAILY USE OF VENUE

IN THE EVENT OF THE FIRE ALARM ACTIVATING

1. Check address of where the problem lies: see list beside Fire Alarm panel
2. Check out the location of fire and its severity*. If the fire is small enough to deal with, use the nearest **suitable** fire extinguisher. If there is any amount of smoke (which is much more dangerous than flames), close any doors around the area and ensure the area is evacuated.
3. If Zone 5 address 18, 82 or 92 show proceed to Evacuation

FALSE ALARM

4. If it's a false alarm, silence and reset the fire alarm
5. Notify Precision Security on 01-5249267 --OR--
6. Call the Fire Brigade call centre 01-6713951

EVACUATION

7. If building needs to be evacuated, using the public address system ask all patrons to leave the building. Patrons must be asked to wait at assembly point**.
8. Use all emergency exits, but keep away from any exit which leads towards the site of the fire.
9. Check Public toilets for patrons
10. Proceed to any spaces being used for meetings or workshops to ensure evacuation.
11. Once outside, wait for the arrival of the fire brigade (called automatically)
12. Have numbers in the building (patrons and staff) ready for the fire/ security personnel
13. Give them details of where fire is situated

- **ENSURE THAT NO-ONE RE-ENTERS THE BUILDING**

****Fire Assembly Point:**

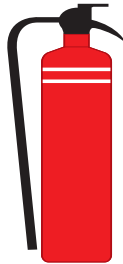

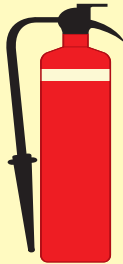
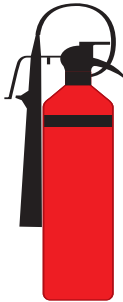
MAIN ST: FRONT OF COURTHOUSE

Anyone who uses the exit leading to the back yard (Railway Street) must be asked to go directly to the Courthouse for a head count

***In the event of a fire being discovered:**

- Assess seriousness of fire
- If the fire is behind a closed door **do not open it**, feel the door and if it is hot leave it closed.
- If manageable, locate nearest appropriate fire extinguisher and aim at the base of the fire
- If not manageable, do not hesitate-evacuate
- If the alarm has not sounded, break nearest glass unit
- Move to a safe place (behind nearest fire doors) and direct all members of the public/staff away from this area

DO NOT RE-ENTER THE BUILDING

Main types of portable extinguishers, their uses and colour coding.			
WATER For wood, paper, textile and solid material fires	POWDER For liquid and electrical fires	FOAM For use on liquid fires	CARBON DIOXIDE (CO₂) For liquid and electrical fires
			
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

FIRE PROCEDURE- SHOW

IN THE EVENT OF THE FIRE ALARM ACTIVATING

1. Deploy Ushers to the lower and upper entrances of the auditorium, in the house, to await instruction. Nominated usher to announce to audience to remain in their seats etc.
2. Check address of where the problem lies: see list beside Fire Alarm panel and inform the duty technician of the location.
3. The Duty Technician is to proceed to the address/location of fire and assess its severity*. If the fire is small enough to deal with, use the nearest **suitable** fire extinguisher. If there is any amount of smoke (which is much more dangerous than flames), close any doors around the area and ensure the area is evacuated.
4. If **Zone 5** address **18, 82** or **92** show proceed to **Evacuation**

FALSE ALARM

5. If a false alarm, silence and reset the fire alarm
6. Notify Precision Security on 01-5249267 --OR--
7. Call the Fire Brigade call centre 01-6713951
8. Notify Control Room of permission to proceed

EVACUATION

9. If building needs to be evacuated immediately inform to the control room where the operator/duty tech will, using the public address system **or live from the stage**, ask all patrons to leave the building. Patrons must be asked to wait at assembly point** to ensure an accurate count of people evacuated. Use all emergency exits, but keep away from any exit which leads towards the site of the fire. Ushers should be sent to each exit from the auditorium to assist people with doors

*In the event of a fire being discovered:

- Assess seriousness of fire
- If the fire is behind a closed door **do not open it**, feel the door and if it is hot leave it closed.

-
- If manageable, locate nearest appropriate fire extinguisher and aim at the base of the fire
 - If not manageable, do not hesitate-evacuate
 - If the alarm has not sounded, break nearest glass unit then contact FOH Manager to state location of fire
 - Move to a safe place (behind nearest fire doors) and direct all members of the public/staff away from this area

FOH MANAGER-EVACUATION RESPONSIBILITIES

- Send each usher to doors of auditorium to assist patrons
- Check public toilets for patrons
- All members of public and staff must be moved out of the building, taking the exits **furthest away from the fire**
- Once outside, wait for the arrival of the fire brigade (called automatically)
- Have numbers in the building (patrons and staff) ready for the fire/security personnel
- Give them details of where fire is situated
- **ENSURE THAT NO-ONE RE-ENTERS THE BUILDING**

DUTY TECHNICIAN-EVACUATION RESPONSIBILITIES

- Check all dressing rooms, toilets and back stage for cast and crew
- Liaise with FoH manager at all times

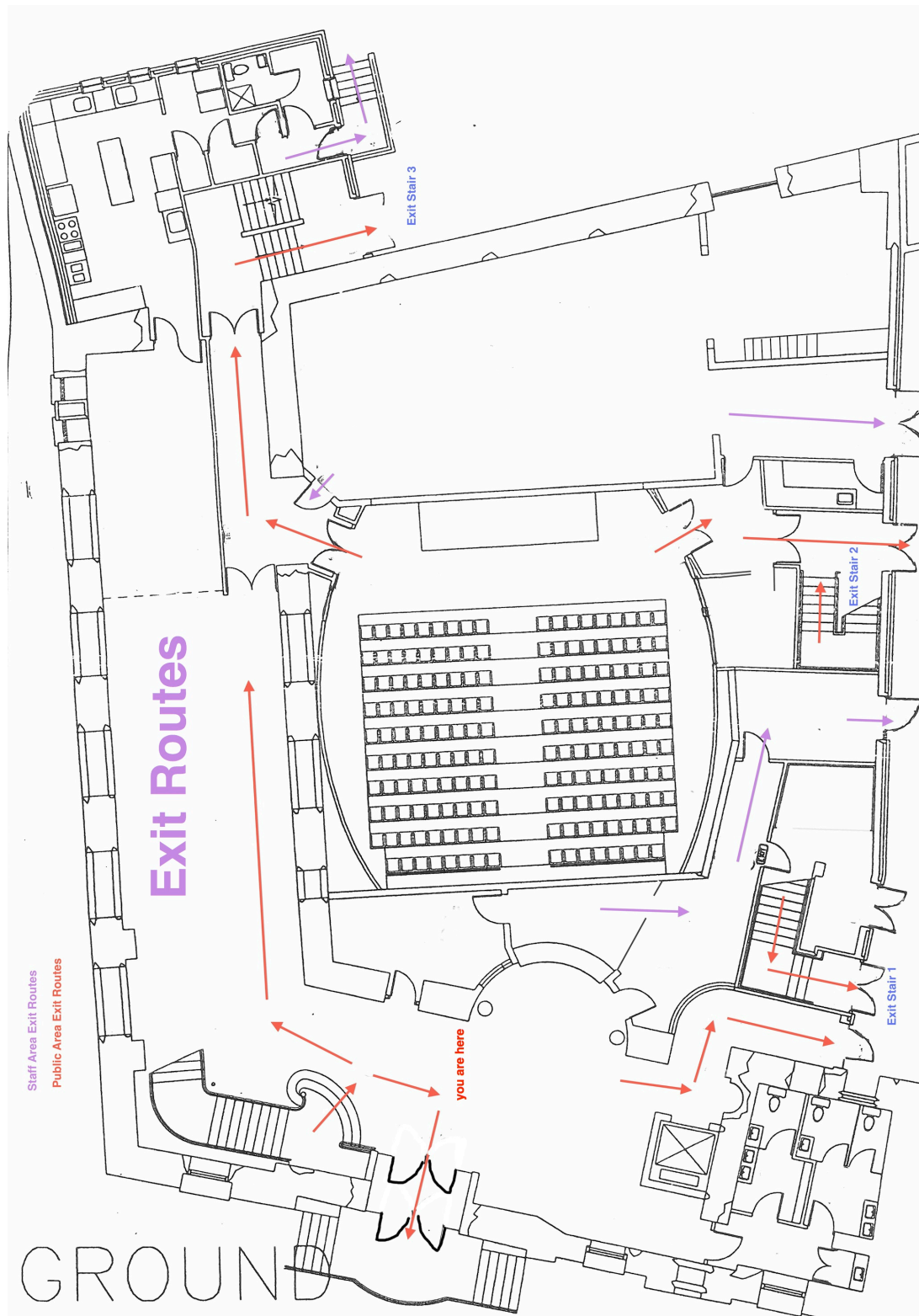
****Fire Assembly Point:**

MAIN ST -FRONT OF COURTHOUSE

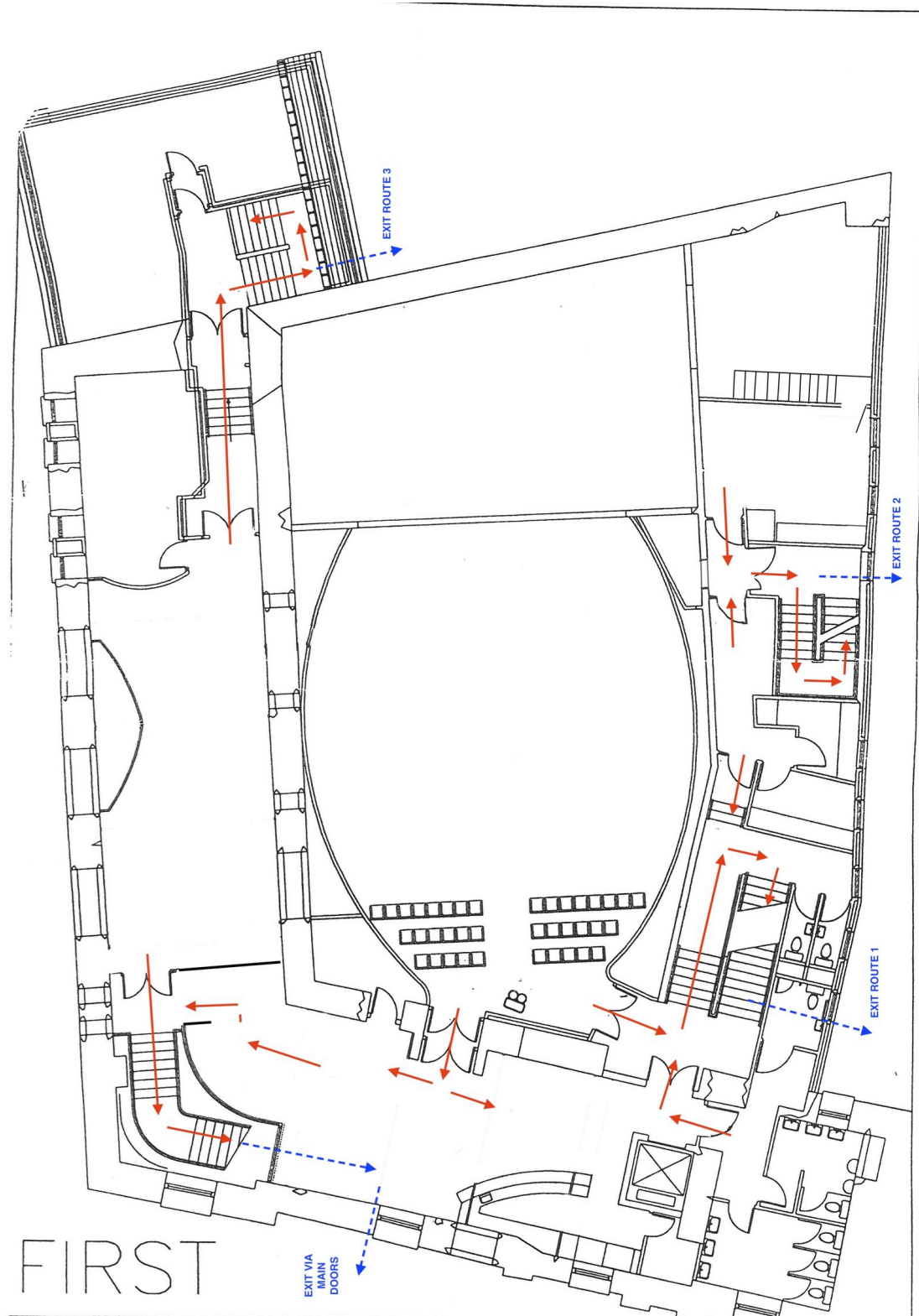
Anyone who uses the exit leading to the back yard (Railway Street) must be asked to go directly to the Archway for a head count.

Duty Tech to inform production staff of the fire drill and decide how best to stop the show in event of an alarm.

GROUND FLOOR FLOOR EVACUATION PLAN



FIRST FLOOR EVACUATION PLAN



SECOND FLOOR EVACUATION PLAN





Using Ladders Safely

Information Sheet

This information sheet is written for employers, the self employed and anyone who uses a ladder. Falls from ladders account for up to two fatalities and 220 injuries each year. The total number of non-reportable injuries is higher again.

Most ladder injuries result from falls but other injuries are caused by lifting a ladder, slipping or falling when carrying it, or the ladder collapsing or falling.

This guidance covers the most common types of ladders such as straight ladders, stepladders/A frame ladders.

What requirements must I comply with?

Every time you use a ladder you must comply with the Work at Height Regulations:

- ▲ You must plan and organise the work
- ▲ You must carry out a **Risk Assessment**
- ▲ You must only use a ladder where a risk assessment shows the use of other work equipment is not practical
- ▲ You must select and use the most appropriate work equipment
- ▲ People working at height must be competent
- ▲ You must ensure that equipment used for work at height is inspected and maintained.

What is a Risk Assessment?

A risk assessment is a careful examination of what could cause harm to people as a result of a work activity. It allows you to take the necessary precautions to prevent harm occurring.

How do I do a risk assessment?

There are five steps to a risk assessment:

1. Look at the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
4. Record your findings.
5. Review your assessment.

What do I need to consider if I am doing a risk assessment?

If you are doing a risk assessment you need to consider the following:

- ▲ the work activity
- ▲ the equipment to be used
- ▲ the duration of the work
- ▲ the location of the work activity i.e. presence of hazards such as excavations, underground services, overhead power lines etc
- ▲ the working environment, e.g. weather conditions, lighting
- ▲ condition and stability of existing work surfaces
- ▲ physical capabilities of the workers

What is required when planning to do work at height?

Any work at height needs to be planned in advance of the work activity. Careful consideration should be given to the selection and use of the work equipment so that a safe system of work is adopted. This safe system of work needs to take account of;

- ▲ any supervision of workers that may be necessary, e.g. work equipment selected lower down the hierarchy of control, such as fall arrest equipment, will require a high level of supervision;



Figure 1a - avoid overreaching



Figure 1b - correct position



Figure 2a - avoid sideways loading



Figure 2b - keep belt buckle in the stiles

- ▲ any weather conditions that workers may be exposed to, e.g. carrying out work on a sloped roof in icy or rainy conditions;
- ▲ any emergency or rescue procedures that may be required, e.g. if persons fall how will they be rescued.

What do I need to consider when selecting equipment for working at height?

When selecting work equipment for use at height, the following need to be taken into account:

- ▲ the working environment: What are the ground conditions, are there space constraints, are other people working in the same area, will members of public be affected?
- ▲ the duration and frequency of use: Is the work activity of short duration, is it repetitive?
- ▲ the risks associated with the equipment during erection, maintenance and dismantling of such equipment.

When can I use a ladder?

Ladders should only be used as work equipment where a risk assessment shows the use of other work equipment is not justified. The work at height regulations do not ban ladders but do require careful consideration to be given to their use. As a guide, only use a ladder or stepladder:

- ▲ where the work is of short duration – ladders are not suitable where they are in one position for 30 minutes or more;
- ▲ where the risk is low, i.e. because the nature of the work makes a fall unlikely or where there is a fall that the nature of the fall would be unlikely to cause injury;
- ▲ for 'light work' – ladders are not suitable for strenuous or heavy work;
- ▲ for work that does not involve carrying heavy or awkward tools or equipment;
- ▲ where a handhold is available both for climbing the ladder and in the working position;
- ▲ where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable a risk assessment will have to justify whether it is safe or not.

Safe use of ladders

Many falls from ladders occur due to incorrect use of ladders such as:

- ▲ overreaching
- ▲ overloading
- ▲ not maintaining three points of contact
- ▲ poor positioning of ladder
- ▲ not securing the ladder.

Avoid overreaching

Many accidents occur due to the ladder moving unexpectedly during use. This is often caused by the user overreaching. Set up your ladder so as to avoid having to overreach. Position yourself correctly on the ladder (see Figure 1a and 1b). If working on a stepladder, face the ladder towards the work activity, this will avoid side loading (see Figure 2a and 2b). On a ladder do not use the top three rungs, on a stepladder do not use the top two steps unless an appropriate handrail is fitted. Never straddle a stepladder/ A frame ladder(see Figure 3).

Don't overload

Ladders like most equipment used to support a load have load capacities. Ensure that the manufacturer's instructions are followed in this regard. Avoid carrying heavy or awkward loads on a ladder. Often it is found that ladders are not robust enough for the proposed work. Ensure ladders are of sufficient strength/class for the job. Seek information from the supplier or manufacturer on whether your ladder is up to the job.

Maintain three point contact

Overreaching may cause the user to lose the three point contact which is required.

- ▲ Keep your belt buckle (navel) inside the stiles and both feet on the same rung throughout the task (see Figures 1b and 2b)
- ▲ On a stepladder where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:
 - the height of the task;
 - whether it is light work;
 - whether it avoids side loading;
 - whether it avoids overreaching;
 - whether the user's feet are fully supported; and
 - whether you can tie the stepladder.



Figure 3 - never straddle a stepladder



Figure 4 - use of standoff mechanism

Positioning of your ladder

Set up the ladder on firm level ground or use levelling device if fitted. Do not lean the ladder against a surface that may be slippery or not robust enough (gutter or glass) to sustain the weight of the ladder and you. Alternatively, you can use effective spreader bars or effective stand-offs (see Figure 4). Set up your ladder at the right angle and in the right location (avoid overreaching). Figure 5 gives guidance in relation to setting up ladders on slightly sloped ground. The correct angle for a ladder is 75 degrees or the 1 in 4 rule. (see figure 6) Again, refer to manufacturers instructions and risk assessment before any set up of a ladder. Other factors to be considered in relation to set up are:

- ▲ supporting structure
- ▲ weather
- ▲ work environment
- ▲ overhead lines
- ▲ other work activities.

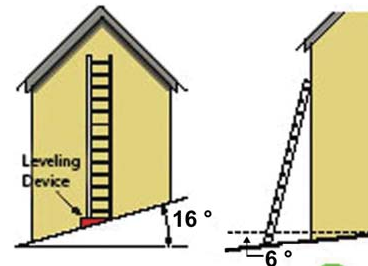


Figure 5 - correct ladder setting

Securing your ladder

Both ladder stiles should be tied to a structure capable of restraining the ladder. Securing ladders at the top is best; securing at the bottom or middle is not very effective to prevent sideways slip, unless it is done properly with equipment designed for this purpose. Alternatively use an appropriate ladder stabilising device as per manufacturers instructions. (see figures 7,8,9 and 10)

Maintenance and Inspection

Detailed Inspection

You must inspect and maintain the ladder at regular intervals to ensure the equipment is in safe working condition. The time between inspections should be based on risk assessment and the manufacturer's instructions. Where exceptional circumstances have occurred (e.g. impact to ladder or tampering) the ladder should be inspected as soon as possible. You should keep a record of all maintenance and inspections carried out. Records should be kept of all maintenance and inspections carried out. Schedule 7 of the Work at Height regulations details the particulars to be included in a Report of Inspection.

The aim is to establish a system that is robust enough to intervene before ladders become dangerous.

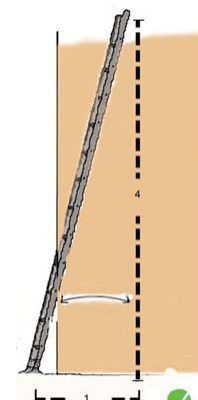


Figure 6 - one in four rule



Figure 7 - Tying near the base of the ladder



Figure 8 - ladder tied midway

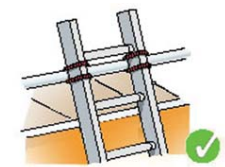


Figure 9 - ladder tied at top

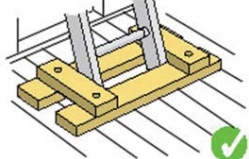


Figure 10 - support at base

The record of inspection should include the following:

Inspection

1. The name and address of the person for whom the inspection was carried out.
2. The location of the ladder.
3. A description of the ladder (type and identification).
4. Date and time of the inspection.
5. Details of anything that may be a risk to any employee.
6. Details of any action taken
7. Details of any further action considered necessary.
8. The name and position of the person making the report.

Pre-use checks

Before using the ladder you must visually check it at least daily. To enable the user to carry out checks training is required in relation to what to look for. A person should only use a ladder if competent to do so. The inspection does not have to be recorded but should pick up obvious defects such as:

- ▲ cracked or bent stiles or rungs;
- ▲ corrosion;
- ▲ defective or missing fittings or ties.

Training and Supervision

Training

Training is a key element to the safe use of ladders. Employers must ensure that employees are provided with training and information in relation to safe ladder use. Ladder users must be competent in their use. They must know how to check it, carry it, erect it, use it, and move it all in a safe manner.

Supervision

A lack of adequate supervision can lead to deterioration or misuse of equipment. Supervisors should ensure that inspection and maintenance regimes are implemented and recorded. Supervisors should ensure that misuse of ladders is not taking place and that all users have received the appropriate training in relation to safe use of ladders.

Do's

- ✓ Do a daily pre-use check.
- ✓ Do secure it.
- ✓ Do set up on firm ground, never on a movable surface such as tower scaffold, MEWP, pallets, blocks etc.
- ✓ Do have a strong upper resting point
- ✓ Do have ladder at a safe angle (1 out for every 4 units up)
- ✓ Do use for short duration work only
- ✓ Do use for light work only
- ✓ Do grip the stiles while climbing

Don'ts

- ✗ Do not overreach, keep your belt buckle between the stiles, both feet on same rung.
- ✗ Do not carry out work which causes sideways loadings.
- ✗ Do not work on top three rungs, or top two steps for stepladders.
- ✗ Do not straddle an A frame ladder
- ✗ Do not move a ladder while standing on the rungs.
- ✗ Do not slide down the stiles.
- ✗ Do not extend a ladder while standing on the rungs.

Where can I get further information?

The Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 4: Work at Height, will provide you with more detailed information. It is available on our website at www.hsa.ie

The relevant legislation includes:

- ▲ The Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 4: Work at Height
- ▲ The Safety, Health and Welfare at Work Act 2005
- ▲ The Safety, Health and Welfare at Work (Construction) Regulations 2006