

DRUID PERFORMING ARTS CLG

SAFETY STATEMENT

Updated 7th November 2018

Druid Performing Arts CLG is engaged in mounting theatrical productions in its own venue and touring to venues around the world.

Druid Performing Arts CLG is committed to protecting the health and safety of its employees, freelancers, volunteers and all others with whom our work brings us into contact.

The Company's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those working for the company, and to provide staff with such information, training and supervision as they need for this purpose.

The company recognises its responsibilities under the 2005 Safety Health & Welfare at Work Act and related legislation and seeks to satisfy its obligations by the adoption of this Health and Safety policy.

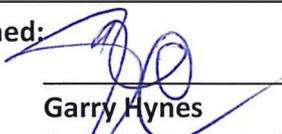
The policy will be reviewed at least every two years or more frequently if work practices change. The final overall responsibility for the safety and well-being of the staff rests with the Board of Directors, but the day to day management of the policy has been delegated as shown below. All staff members are made aware of their own responsibilities.

The company believes that co-operation and consultation with all staff members are essential. The policy determines who has specific responsibilities for each area of concern.

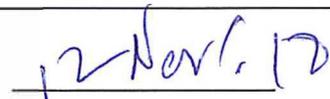
A copy of the policy is given to each staff member. Copies of the policy are available from the Office Manager.

Action may be brought under the company's disciplinary procedure, if there is neglect or abuse of the health and safety requirements.

Signed:


Garry Hynes
Artistic Director - Druid

Date:



Division of Responsibilities

Board of Directors

- *Final responsibility rests with the Board of Directors as the employer.*
- *To discuss and adopt the health and safety policy.*
- *To discuss health and safety issues at the Board at least once a year.*
- *To receive and discuss written reports of near-misses, defects and accidents.*

Head of Operations & Development

- *To research and generate the health and safety policy and revisions to it.*
- *To keep up to date with employer responsibilities on health and safety.*
- *Production and distribution of the policy to all staff members.*
- *To answer questions from the staff about the policy and related matters.*
- *To ensure the day to day compliance with the relevant Health and Safety (including fire, first aid) regulations within the office premises.*
- *To ensure that all equipment used in the office premises is maintained in good working order, is fit for its purpose and used only by staff competent to do so.*
- *To ensure that computer work stations are designed to meet the requirements of the Safety, Health & Welfare at Work (General Applications) Regulations and all users are aware of the health and safety issues involved in their use.*
- *To oversee the Production and Stage Manager's implementation of health and safety issues.*
- *To provide induction to staff members in Health and Safety matters.*
- *To produce and oversee guidelines for contractors and visitors.*
- *To be the Fire Officer for the company at the office premises, and to organise cover when absent.*
- *To ensure provision of an adequate fire alarm system and fighting equipment and maintenance of the equipment.*
- *To organise and run fire drills, at least once a year, preferably twice a year.*
- *To establish security systems and ensure that these are operated, including arrangements for transporting money.*
- *To ensure that work areas, corridors, stairs, gangways, toilets, wash basins, kitchen etc. are kept safe and clean by cleaning, maintenance and repair.*
- *To provide first aid kits and accident/ incident books.*
- *To be the Appointed Person for first aid for the company during normal working hours, and to organise cover when absent.*
- *To ensure that the premises comply with Office Premises Act and other legislation on temperature, ventilation etc.*
- *To organise training in the use of firefighting appliances and their use on specific fires.*
- *To organise training or information on manual handling for all staff to whom this relates.*

- *To receive reports from other staff on accidents, near misses and defects and report these to the Board of Directors. To report any relevant incidents to the Health and Safety Authority.*

Production Manager

- *To ensure that all hand and power tools and ladders in use in the workshop or on technical work on tour are suitable for their use and used only by persons competent to use them.*
- *To produce, display and maintain safety notices and safe systems of working for all relevant tools and processes.*
- *To research and purchase personal protective equipment as needed. To maintain and make proper use of safety equipment.*
- *To ensure that all electrical equipment is maintained in good working order and checked regularly. If in doubt consult a qualified RECI electrical contractor.*
- *To ensure the safe storage, handling, and transport of any dangerous substances used*
- *Wherever possible, to avoid the use of harmful substances e.g. lead, asbestos, or where necessary to use them, provide controls.*
- *To ensure that all staff members involved in workshop, technical, rehearsal and performance work have the necessary information/ training to carry out manual handling safely.*
- *To be aware of safe limits on noise levels and provide any recess checks on work processes, and personal protective equipment if needed.*
- *To ensure that staff members are not put at risk from hazards when working elsewhere e.g. when on tour.*
- *To act as the Fire Officer in workshop spaces and during fit ups and to organise cover when absent.*
- *To act as the Appointed Person for first aid in the workshop and on fit ups and to organise cover when absent.*
- *To ensure that first aid boxes are available in the workshop, and on fit ups on tour.*
- *To liaise with the venues visited to ensure safe working practices, and the safety of audiences for the Company's work.*
- *To ensure that productions comply with the regulations regarding fireproofing, the use of firearms, special effects e.g. laser and strobe, and safety and licensing requirements on the use of children and animals.*
- *To give any freelancers, casuals etc. the necessary information on Health and Safety matters, in particular about substances, plant and equipment with which they come into contact.*
- *To supervise and where necessary train any other workers, including work placements, etc. as recess on Health and Safety issues.*
- *To discuss with freelancers, especially designers and makers, health and safety issues on design, working practices, substances etc.*
- *To put safety on the agenda in Production meetings.*

Company Manager

- *To ensure that all performers involved in workshop, technical, rehearsal and performance work have the necessary information/ training to carry out manual handling safely.*
- *To act as the Fire Officer in the rehearsal room and backstage and to organise cover when absent.*
- *To act as the Appointed Person for first aid in the rehearsal room and backstage and to organise cover when absent.*
- *To ensure that first aid boxes are available in the rehearsal room and backstage.*
- *To ensure that productions comply with the regulations regarding licensing requirements on the use of children and animals.*

All Staff Members

- *To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.*
- *To use protective equipment provided and follow safety instructions given.*
- *To co-operate with other staff members and the Company in the operation of the Health and Safety policy.*
- *Not to interfere with or misuse anything provided in the interests of health and safety.*
- *To report any danger, defect, accident or near miss to the Head of Operations & Development.*
- *To follow procedures for fire, first aid, hazardous substances, security and the use of equipment.*

Work Environments

Druid Performing Arts CLG operates in a number of different work environments.

- *Druid Performing Arts CLG Office, Flood Street Galway - OFFICE*
- *The Mick Lally Theatre, Druid Lane, Galway - THEATRE*
- *Set/ Props warehouse/workshop, Ballybane, Galway – WAREHOUSE / STORE*
- *Costume / Props warehouse/workshop, Nuns Island, Galway – WAREHOUSE / STORE*
- *Theatres around Ireland and worldwide - VENUES*

The process of mounting a production is divided into a number of segments.

The same general safety policy applies to all environments and segments of production, but each has its own specific requirements, persons of responsibility and health and safety systems.

The following Systems apply to all environments and segments.

Accidents

- *All accidents must be reported and noted in the accident and incident book, kept in the OFFICE.*
- *There is a First Aid box kept in each environment.*
- *All new members of staff shall be made aware of the arrangements for First Aid and dealing with accidents as part of their induction.*

Fire

- *All fire exits must be unobstructed at all times and any keys shall be accessible at all times.*
- *All new workers shall be made aware of the an-arrangements for fire safety as part of induction.*

Druid Performing Arts CLG - OFFICE

The OFFICE is located on the second floor of an office block on Flood Street Galway. It is accessed and egressed by a stairs.

First Aid

- *There is a First Aid box kept in the kitchen.*
- *The person responsible for the First Aid Box is the Office Manager*
- *The appointed person for First Aid is the Office Manager*
- *All new members of staff shall be made aware of the arrangements for First Aid and dealing with accidents as part of their induction.*

Fire

- *The Office Manager is responsible for checking the arrangements and equipment for general fire safety, including exits, extinguishers and alarms. They ensure that the equipment is checked on a regular basis and findings noted in the log.*
- *Fire Extinguishers are located in the OFFICE in the following locations:*
 - *Outside the Admin Office in the reception area (No. 1 Foam Spray - multi-purpose use)*
 - *In the Head of Operations & Development's Office (No. 2 CO2 - for electrical use)*
 - *Beside the photocopier opposite the server computer (No. 3 CO2 - for electrical use)*
 - *Outside the Marketing Associates office (No. 4 Foam Spray - multi-purpose use)*
 - *In the Production office by the door (No. 5 Foam Spray - multi-purpose use)*
- *There are smoke alarms in the corridor and in every office.*
- *The fire exit is the Main Entrance*
- *All fire exits must be unobstructed at all times and any keys shall be accessible at all times.*
- *All new workers shall be made aware of the arrangements for fire safety as part of induction.*

Evacuation procedures

See attached

Risk assessment

See attached

Druid Performing Arts CLG – The Mick Lally Theatre

The Mick Lally Theatre is the theatre space of Druid Performing Arts CLG. It consists of an Auditorium, Foyer and toilets, dimmer room on the ground floor, Rehearsal/Dressing Room and Green room with toilet and shower upstairs. It is accessed off the street through a door at the Flood Street end of Courthouse Lane.

At various times throughout the year DRUID will be used as a rehearsal space for the company of actors.

First Aid

- *There is a First Aid box kept in the Green Room above the Sink.*
- *The person responsible for the First Aid Box is The Venue Manager.*
- *The appointed persons for the First Aid are The Venue Manager and The Front of House Manager.*
- *All new members of staff shall be made aware of the arrangements for First Aid and dealing with accidents as part of their induction.*

Fire

- *The Venue Manager is responsible for checking the managements and equipment for general fire safety, including exits, extinguishers and alarms is in order prior to the commencement of activity in the theatre*
- *The Front of House Manager is responsible for checking the arrangements and equipment for general fire safety, including exits, extinguishers and alarms during the activities*
- *Extinguishers are located*
 - *In the Foyer - beside each window. CO2. Foam*
 - *In the Dimmer Room. CO2*
 - *In the Rehearsal room - beside windows. CO2. Foam*
 - *In the auditorium - just inside the Fire exit. Foam*
 - *In the auditorium - on a stand near the entrance. CO2. Foam*
 - *In the tech Box. CO2*
- *There is a Fire alarm system installed throughout the building.*
- *The fire exits are the Main Entrance and Under the TECH BOX in the auditorium*
- *All fire exits must be unobstructed at all times and any keys shall be accessible at all times*
- *All new workers shall be made aware of the arrangements for fire safety as pm1 of induction.*

Evacuation procedures

See attached

Risk assessment

See attached

Druid Performing Arts CLG – Warehouse & Store

Druid's WAREHOUSE is the storage space of Druid Performing Arts CLG. It consists of 2,250 sq. ft space with a high roof area and low roof area.

Druid's Costume Warehouse is a storage space for costumes, furniture, hand props and basic woodworking equipment and tools. This space consists of a number of small rooms divided in a former engineering laboratory belonging to National University Ireland Galway.

First Aid

- *There is a First Aid box kept on the shelf inside the door of the Main Warehouse.*
- *There is a First Aid box in the woodworking room in the Costume Warehouse.*
- *The person responsible for the First Aid Box is the Production Manager.*
- *The appointed persons for First Aid are the Production Manager*
- *All new members of staff shall be made aware of the arrangements for First Aid and dealing with accidents as part of their induction.*

Fire

- *The Production Manager is responsible for checking the arrangements and equipment for general fire safety, including exits, extinguishers. He ensures that the equipment is checked on a regular basis and findings noted in the log.*
- *Extinguishers are located*
 - *Inside the roller door.*
- *The fire exits are the Main Entrance*
- *All fire exits must be unobstructed at all times and any keys shall be accessible at all times.*
- *All new workers shall be made aware of the arrangements for fire safety as part of induction.*

Evacuation procedures

See attached

Risk assessment

See attached

Druid Performing Arts CLG - VENUE

VENUE is the Theatre space used by Druid Performing Arts CLG for a particular production.

VENUE examples are

- *Gerald W Lynch Theatre, New York*
- *Town Hall Theatre, Galway*
- *Everyman Palace, Cork*
- *Gaiety Theatre, Dublin*
- *Eisenhower Theatre, Washington DC*
- *An Grianan, Letterkenny*
- *Backstage, Longford*
- *Lime Tree, Limerick*
- *Siamsa Tire, Tralee*
- *Pavilion, Dun Laoghaire*

Druid Performing Arts CLG will adhere to the rules and regulations of the venue and become familiar with the health & safety and fire procedures on arrival at the venue. An induction session will be given.

First Aid

- *There will a First Aid box kept in the designated green room and on the props table.*
- *The person responsible for the First Aid Box is **The Production Manager/ The Company Stage Manager.***
- *The appointed persons for First Aid are **The Production Manager, The Company Stage Manager and The Deputy Stage Manager***
- *All members of staff shall be made aware of the arrangements for First Aid and dealing with accidents on arrival at the various venues.*

Fire

- *All fire exits must be unobstructed by at all times and any keys shall be accessible at all times.*
- *All members of the company shall be made aware of the arrangements for fire safety on arrival at the various venues*

Evacuation procedures

- *Vary depending on venue*

Risk assessment

- *See attached for a generic risk assessment and procedures for mounting a Theatrical Production. Specific risk assessments will be carried out for particular productions.*

Systems of Work

A system of work will be in place and documented for each performance.