

DRUID THEATRE COMPANY

SAFETY STATEMENT

Updated 29th Aug 2016

Druid Theatre Company is engaged in mounting Theatrical Productions in its own venue and touring to venues around the world.

Druid Theatre Company 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 General 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:

2nd Oct

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.

General Manager

- 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 liaise with the Landlord as necessary on these issues.
- To organise training in the use of fire fighting 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 necessary 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 necessary 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.

Stage 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 him/herself and others who may be affected by his or her 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 general manager.
- To follow procedures for fire, first aid, hazardous substances, security and the use of equipment.

Druid Theatre Company operates in a number of different work environments.

1. Druid Theatre Company Office, Flood Street Galway - OFFICE
2. Mick Lally Theatre, Druid Lane, Galway - DRUID
3. Set / Props warehouse/workshop, Barna, Galway – WAREHOUSE
4. Set / Props warehouse/workshop, Nuns Island, Galway – WAREHOUSE
5. 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, person's 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 arrangements for fire safety as part of induction.

Druid Theatre Company - 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 **Niamh Bent**
- The appointed person for First Aid are **Niamh Bent**
- 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

- **Niamh Bent** is responsible for checking the arrangements and equipment for general fire safety, including exits, extinguishers and alarms. He ensures that the equipment is checked on a regular basis and findings noted in the log.

Three Fire Extinguishers are located in the OFFICE in the following locations:

- **Beside the photocopier opposite the server computer (No. 1 CO2 - for electrical use)**
- **Outside the Admin Office in the reception area (No. 2 AFFF Foam Spray - multi-purpose use , No. 3 CO2 - for electrical use)**
- **In the General Managers Office (No. 4 CO2 - for electrical use)**
- **Outside Garry's office (No. 5 AFFF Foam Spray - multi-purpose use)**
- There is a smoke alarm in the corridor.
- 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

Mick Lally Theatre -

Mick Lally Theatre is the theatre space of Druid Theatre Company. 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 Front of House 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 Front Of House Manager is responsible for checking the arrangements and equipment for general fire safety, including exits, extinguishers and alarms is in order prior to the commencement of activity in the theatre

The Venue 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 - **1no. CO2 1no. Foam**
- **In the Dimmer Room** – **1no. CO2**
- **In the Rehearsal room** – beside windows - **1no. CO2 1no. Foam**
- **In the auditorium** – just inside the Fire exit - **1no. Foam**
- **In the auditorium** – on a stand near the entrance - **1no. CO2 1no. Foam**
- **In the tech Box** – **1no. 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 part of induction.

Evacuation procedures

See attached

Druid Theatre Company - WAREHOUSES

Druid's SET WAREHOUSE is the storage space of Druid Theatre Company. 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 **Barry OBrien**.
- The appointed persons for First Aid are **Barry O'Brien** and **Gus Dewar**
- 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

- **Barry O'Brien** 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 Theatre Company - VENUE

VENUE is the Theatre space used by Druid Theatre Company for a particular production.

For the period, (from June 22nd 2014 to August 21th 2016) VENUE examples are

Gerald W Lynch Theatre, New York
Town Hall Theatre, Galway
Everyman Palace, Cork
Hall, Clifden
Hall, Inis Mor
Hall, Inis Meain
Mall Theatre, Tuam
Gaiety Theatre, Dublin
Eisenhower Theatre, Washington DC
An Grianan, Letterkenny
Backstage, Longford
Dunamais, Portlaoise
Glor, Ennis
Lime Tree, Limerick
Siamsa Tire, Tralee
Pavilion, Dun Laoghaire
Other Venues may be added

Druid Theatre Company 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.

Risk Assessment for Druid Theatre Office

Activity	Hazard	Risk Rating C x P = R	Controls in Place	Responsible Person	Residual Risk
Lighting	Damage to eyesight due to Inadequate lighting	2x 3 = 6	All offices have sufficient lighting in place to cater for all uses. Blown fittings are replaced.	General manager Administrator	1 x 1 = 1
Posture	Injury due to inadequate office furniture and equipment	2 x 3 = 6	All office furniture (Desks and chairs) are chosen for the application required	General manager Administrator	1 x 1 = 1
Trailing Cables	Fall or trip hazard	2 x 3 =6	All cables are run in ducting or all the outer perimeter of a room. Any cables that traverse a walkway are tapped down to prevent trip factor.	General manager Administrator	1 x 1 = 1
Ventilation / heating	Injury due to poor ventilation/heating	2 x 3 =6	All offices have adequate heating and ventilation	General manager Administrator	1 x 1 = 1
Computer use	Injury due to continuous use of screens	2 x 3 =6	Personnel take breaks when using computers to avoid injury	General manager Administrator	1 x 1 = 1
Welfare services	Lack of sanitary facilities	2 x 3 =6	Toilets and canteen facilities are available and maintained	General manager Administrator	1 x 1 = 1

Consequence	Probability	Risk
Critical 3	Probable 3	Low 1-3
Serious 2	Possible 2	Medium 4
Minor 1	Unlikely 1	High 6-9

29/8/16

Risk Assessment for MICK LALLY Theatre, Druid lane

Activity	Hazard	Risk Rating C x P = R	Controls in Place	Responsible Person	Residual Risk
	entering room			Venue Technician	
Dimmer Room	Trip Hazard from equipment on floor	2 x 2 = 4	Shelving or storage fitted	Venue Manager/ Venue Technician	2 x 1 = 2
Dimmer Room	Injury due to electric shock	3 x 1 = 3	Warning signs installed	Venue Manager/ Venue Technician	2 x 1 = 2
Tech Box	Fall hazard from ladder	3 x 2 = 6	Users are aware of ladder and nothing is to be attached to ladder	Venue Manager/ Venue Technician	2 x 1 = 2
Stairs	Fall Hazard at top of stairs	3 x 2 = 6	Bench permanently placed at top step next to stairs	Venue Manager/ Venue Technician	2 x 1 = 2
Stairs	Fall Hazard on stairway	3 x 2 = 6	Bannister in place along length of stairs, no under-16s allowed unsupervised	Venue Manager/ Venue Technician	2 x 1 = 2
1 st Floor	Fall Hazard of half door opening onto lane	3 x 2 = 6	Doors are not to be opened without permission, no under-16s allowed unsupervised allowed in room	Venue Manager/ Venue Technician	2 x 1 = 2
1 st Floor	Injury hazard of unsecured window boxes falling onto lane	2 x 2 = 4	Window Boxes to be secured	Venue Manager/ Venue Technician	2 x 1 = 2
Fire Extinguishers	Possible injury or death from lack of information on location of fire extinguishers	3 x 1 = 3	Signs to be put up indicating position of fire extinguishers	Venue Manager/ Venue Technician	2 x 1 = 2
Roof	Fall hazard when working on roof	3 x 2 = 6	No access permitted and barriers in place	Venue Manager/ Venue Technician	2 x 1 = 2

Consequence	Probability	Risk
Critical 3	Probable 3	Low 1-3
Serious 2	Possible 2	Medium 4
Minor 1	Unlikely 1	High 6-9

29/8/16

Risk Assessment for MICK LALLY Theatre, Druid lane

Activity	Hazard	Risk Rating C x P = R	Controls in Place	Responsible Person	Residual Risk
Lighting	Damage to eyesight due to Inadequate lighting	2 x 3 = 6	The theatre, foyer, Green room and rehearsal space have adequate lighting	Venue Manager/ Venue Technician	2 x 1 = 2
Trailing Cables	Fall or trip hazard	2 x 3 = 6	All cables are run in ducting or all the outer perimeter of a room. Any cables that traverse a walkway are tapped down to prevent trip factor.	Venue Manager/ Venue Technician	2 x 1 = 2
Ventilation / heating	Injury due to poor ventilation/heating	2 x 3 = 6	Sufficient heaters are provided when required	Venue Manager/ Venue Technician	2 x 1 = 2
Computer use	Injury due to continuous use of screens	2 x 3 = 6	Personnel take breaks when using computers to avoid injury	Venue Manager/ Venue Technician	2 x 1 = 2
Welfare services	Lack of sanitary facilities	2 x 3 = 6	Toilets and canteen facilities are available and maintained	Venue Manager/ Venue Technician	2 x 1 = 2
Door	Injury due to door opening out of control onto lane and hitting someone	2 x 2 = 4	Handles fitted to door and sign in place	Venue Manager/ Venue Technician	2 x 1 = 2
Fire	Injury / death from fire	3 x 1 = 3	Fire Alarm System in place, fire extinguishers throughout building	Venue Manager/ Venue Technician	2 x 1 = 2
Cleaning	Injury due to lack of protective equipment	1 x 1 = 1	Rubber gloves provided	Venue Manager/ Venue Technician	2 x 1 = 2
Poster Display box	Fall hazard while using ladder on uneven laneway	2 x 2 = 4	2 People minimum required to use ladder – 1 to hold, other to use ladder	Venue Manager/ Venue Technician	2 x 1 = 2
Foyer Ramp	Fall hazard from step	2 x 2 = 4	Permanent barrier in place so no one can fall from step	Venue Manager/ Venue Technician	2 x 1 = 2
Dimmer Room	Injury due to low door	1 x 2 = 2	Sign to be out in place	Venue Manager/	2 x 1 = 2

Consequence	Probability	Risk
Critical 3	Probable 3	Low 1-3
Serious 2	Possible 2	Medium 4
Minor 1	Unlikely 1	High 6-9

29/8/16

FIRE

Evacuation Procedure for Druid Employees and Visitors of DRUID OFFICES

Should you discover a FIRE or one is reported to you,

IMMEDIATELY

- Alert all staff in all offices
- Open the Front Door and in an authoritative voice direct staff and public to the exit calling “THIS WAY OUT PLEASE”.
- Ensure that all offices and rooms are empty. If safe to do so close all doors and windows behind you.
- Once evacuated no person should be allowed back into the building in any circumstances
- Report to FIRE SAFETY OFFICER at BRENNANS YARD BEER GARDEN

**Fire and Evacuation Procedure for
Druid Employees and Visitors
@ MICK LALLY THEATRE - DRUID LANE**

If you discover a fire

☀ **Alert the Stage manager or reception immediately**

☀ **If necessary**

■ **Initiate Evacuation Procedures via the Fire Exits:**

- ▶ **Back of the Auditorium under tech box**
- ▶ **Front Entrance Door**
- ▶ **Meeting Point – Oustdie Cobwebs**

■ **Dial 999 for the Fire Brigade**

■ **If safe, use appropriate Fire Extinguishers situated in**

- | | | |
|---|----------------------|-----------------------------|
| ☐ | Foyer: | Water + Multipurpose |
| ☐ | Auditorium: | Water + Multipurpose |
| ☐ | Green Room: | Water + Multipurpose |
| ☐ | Lighting Box: | Co2 – Electrical |

Extinguishers are clearly marked with coloured stickers

Red = Water

Blue = Multipurpose

Black = Electrical

■ **Ensure that the building is empty**

■ **If possible shut all doors and windows**

■ **Do not re-enter building until the Fire Brigade/Stage Manager confirm it's safe to do so**

FIRE

Evacuation Procedure for Druid Employees and Visitors of DRUID WAREHOUSE

Should you discover a FIRE or one is reported to you,

IMMEDIATELY

- **Alert all staff in all offices**
- **Open the Front Door and in an authoritative voice direct staff and public to the exit calling “THIS WAY OUT PLEASE”.**
- **Ensure that all offices and rooms are empty. If safe to do so close all doors and windows behind you.**
- **Once evacuated no person should be allowed back into the building in any circumstances**
- **Report to FIRE SAFETY OFFICER at BRENNANS YARD BEER GARDEN**