

# **The Courthouse Arts Centre (Tinahely Courthouse CLG)**

## **General Statement of Policy, on Health, Safety and Welfare at Work of all Staff & Customers**

**Reviewed November 2017**

### **1.1 General Statement**

The policy of The Courthouse Arts Centre in respect of safety is to conduct its affairs, in so far as is reasonably practicable, ensuring the safety, health and welfare at work of its staff, customers and others who may have occasion to visit or undertake inspections or works in its premises. This Safety Statement has been prepared as required by section 12 of the 1989 Act and regulation 10 of the Safety, Health and Welfare at Work (General Application) Regulations, 1993.

### **1.2 Objectives**

The objectives which the Safety Statement aims to achieve are:

**1.2.1** To comply, so far as is reasonably practicable, with the terms and requirements of the Safety, Health and Welfare at Work Act, 1989, the Safety, Health and Welfare at Work (General Applications) Regulations, 1993 and any other relevant statutory provisions.

**1.2.2** To maintain a safe workplace, safe means of access and egress and safe systems of work, to protect its staff in so far as they come into contact with foreseeable work hazards.

**1.2.3** To ensure that all equipment is properly maintained in accordance with manufacturer's recommendation

**1.2.4** To provide information and training as may be necessary to enable all employees to carry out their duties without risk to the health and safety of themselves and others

**1.2.5** The provision of suitable protective clothing and equipment where hazards cannot be eliminated.

**1.2.6** To develop (1) safety awareness among staff and (2) individual responsibility for health and safety at all levels.

**1.2.7** To encourage full consultation on health and safety matters

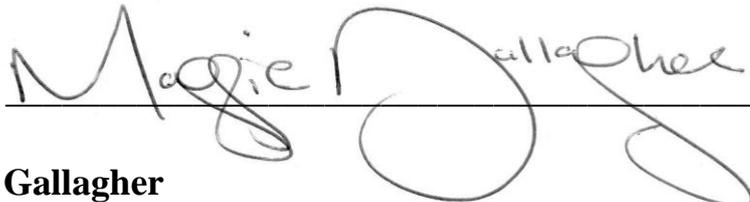
**1.2.8** To ensure that the organisation structure exists within the organisation for the effective implementation of the Safety Statement.

**1.2.9** To ensure that adequate resources of time, personnel and finance are made available for the effective implementation and maintenance of the Safety Statement.

The board of directors with the support of the artistic director and staff, shall ensure that the implementation of this Safety Statement reflects the above objectives.

The Safety Statement will be reviewed, annually at least, to ensure that it remains relevant to current legislation and any specific requirements identified by risk assessments.

The Safety Statement should be brought to the attention of and made accessible to, all staff of The Courthouse Arts Centre by the artistic director and the provisions of the Safety Statement should be made known as appropriate to other employers/contractors who may from time to time visit the Centre to carry out maintenance, modifications etc.

**Signed:**  **Dated:** 1/11/2017

**Maggie Gallagher**  
**Artistic Director**

## **ORGANISATION AND RESPONSIBILITIES**

### **2.1 General**

The board of directors will provide the artistic director with support in carrying out the Centre's statutory obligations and in honouring the commitments given in this Safety Statement.

It is the duty of individual staff members to contribute to their own safety. Any matters arising, which might have an adverse bearing on safety and/or health, should be reported to the board of directors. The board of directors should take all reasonable steps to resolve the matter at local level and in the event that outside assistance is required, then this should be immediately undertaken.

Those given specific responsibilities must ensure that these responsibilities are properly delegated in their absence.

### **2.2 The board of directors**

- 1 The board of directors shall have overall responsibility for implementing the Safety Statement.
- 2 Delegate to the appropriate staff levels responsibility to put in place necessary arrangements.
- 3 Ensure that through consultation, the Safety Statement is critically reviewed as often as necessary but at least on an annual basis and that the necessary changes are devised, implemented and maintained.
- 4 Ensure the provision of adequate training, information and instruction to enable staff in the organisation to carry out their statutory obligations under the Act.
- 5 Ensure, in so far as is reasonably practicable, that adequate resources are made available for the effective implementation of the Safety Statement.
- 6 Ensure that internal accident reporting and investigation procedures exist and are implemented.
- 7 Arrange that appropriate provisions in the Safety Statement which may affect non-employees, are brought to their attention.
- 8 Ensure corrective action is taken as soon as possible to comply with any enforcing notice issued by the Health and Safety Authority.

### **2.3 Artistic Director**

- 1 Take responsibility for the implementation of the Safety Statement.
- 2 Have a full knowledge and understanding of the Safety Statement and ensure that all persons reporting to them recognise and accept their responsibilities.
- 3 Ensure that responsibilities given to individuals are fully understood and will lead to the effective implementation of the Safety Statement.
- 4 Keep up to date with Health and Safety Changes as publicised by the Health and Safety Authority and agree ways of implementing them with the board of directors.
- 5 Keep staff informed of any health and safety matters that may affect them.
- 6 Ensure that a copy of the Safety Statement is made available to and its contents understood by staff.
- 7 Ensure that representations made by members of staff are fully considered and acted upon if reasonably practicable.
- 8 Ensure that arrangements are in place for liaison with visiting companies & contractors when they report for work in the Arts Centre and for maintaining communications to ensure that they comply with their contractual obligations on health and safety issues.
- 9 Make certain that arrangements are in place to enable all staff & customers to comply with the Tobacco (Health Promotion and Protection) Regulations, 1995.
- 10 Ensure that adequate welfare facilities are provided to each member of staff.
- 11 Ensure that all areas of the Arts Centre comply with current health and safety requirements and standards for workplaces (this would include maintaining satisfactory standards of heating, lighting and ventilation).
- 12 Ensure that the obligations under the Organisation of Working Time Act, 1997 are complied with.
- 13 Ensure that measures to protect the Health and Safety of Pregnant Employees are complied with.
- 14 Review the organisations Emergency Evacuation Programme on an on-going basis and ensure that this programme is complied with.
- 15 Organise fire precaution, prevention and emergency training.
- 16 Ensure that new staff members are made aware of emergency procedures.
- 17 Ensure that effective steps are taken in order that all persons employed in the place of work are familiar with the means of escape and their use in case of fire or other emergency evacuation and with the routine to be followed in such circumstances.

- 18 Ensure fire drills are carried out every 12 months whenever practicable and a record of such drills maintained. Copies of these records must be sent to the board of directors.
- 19 Make arrangements, in respect of fire drills, to assist staff who because of disability, have difficulty in negotiating stairs etc. and identify such staff and advise them of these arrangements.
- 20 Ensure that records are kept of all accident reports, reports of near misses and dangerous occurrence reports.
- 21 Where appropriate, ensure that adequate and suitable Personal Protective Equipment (PPE) is made available to staff if required, that adequate training and information is given to staff required to wear PPE, that PPE is adequately maintained and used by staff.
- 22 Ensure that all VDU/PC workstations are correctly installed and comply with the relevant regulations and arrange for suitable equipment (including furniture) to be provided for VDU/PC workstations for all staff.
- 23 Ensure that all office machinery is maintained by competent personnel in accordance with the manufacturer's instructions.
- 24 Ensure that by regular cleaning, all areas of the Arts Centre are up to standard and that rubbish is removed on a regular basis.
- 25 Ensure that hazards in all areas are avoided or minimised through "good housekeeping";
- 26 Ensure that access and egress routes or stairwells are not blocked.
- 27 Ensure that hazards (such as damaged/broken fittings and spillages which could injure or cause staff or others to slip, trip or fall) are eliminated as quickly as possible after they occur or come to their notice.

#### **2.4 Technician In-House**

- 1 Liaise with visiting companies & contractors when they report for work in the Arts Centre and maintain communications to ensure that they comply with their contractual obligations on health and safety issues.
- 2 Ensure that all machinery and equipment being used by stage crew is maintained by competent personnel in accordance with the manufacturer's instructions.
- 3 Arrange for defective equipment, containing a safety or health risk, to be taken out of use, put in a safe place and suitably labelled until repaired or replaced.
- 4 Ensure that all fire equipment is in the appointed areas, is in working order and is serviced on an annual basis.

- 5 Ensure that signs, notices or fire alarm call points etc. are not obstructed or removed.
- 6 Ensure that hazards in stage and get in areas are avoided or minimised through "good housekeeping";
- 7 Ensure that by regular cleaning, the stage and get in areas are up to standard and that rubbish is removed on a regular basis.

## **2.5 Employees**

Employees have legal duties and responsibilities laid down under Section 9 of the Safety, Health and Welfare at Work Act, 1989 and Regulation 14 of the Safety, Health and Welfare at Work (General Application) Regulations, 1993:-

- 1 It is the duty of every employee to take reasonable care of his/her own safety, health and welfare while at work
- 2 It is the duty of every employee to take reasonable care of any other person who may be affected by his/her acts or omissions while at work.
- 3 It is the duty of every employee while at work to co-operate with management in complying with the relevant statutory provisions.
- 4 It is the duty of every employee, provided by the Organisation with protective equipment, to use it while at work.
- 5 It is the duty of every employee to report, without delay, to the Artistic Director any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- 6 Arising out of his/her work activities, no employee shall intentionally tamper with anything, which secures the safety, health or welfare of other persons.
- 7 It is advised that all accidents and incidents are reported immediately to the Artistic Director.
- 8 All staff should co-operate in evacuating the premises promptly once the alarm has been raised.

## **2.6 Other Persons**

Those providing a service to the Organisation must comply with the Safety, Health and Welfare at Work, Act, 1989 and are legally obliged to safeguard the health and safety of themselves and of others affected by their work activities.

Persons supplying a service to the Organisation where required must:-

- 1 Have a Safety Statement.
- 2 Where the nature of the anticipated work could potentially constitute a risk to organisation's staff, provide a copy of the Safety Statement.
- 3 Provide full and clear information to those who may be affected by their work activities, so as to minimise their exposure to risk.
- 4 Familiarise themselves with the organisation's rules, evacuation plans and emergency procedures.
- 5 Follow all instructions and comply with all safety, health and welfare guidelines provided.
- 6 Use any safety equipment provided.
- 7 Only use equipment in good working order.
- 8 Not pose unnecessary risk to the Organisation's staff and customers.
- 9 Comply with relevant safety and health legislation and standards.

## **2.7 Customers of the Organisation**

Customers must be under the direct or indirect supervision of a member of staff of the organisation. The evacuation plan and emergency procedures should be clearly displayed in all areas.

Members of the public attending the Arts Centre should be made aware of the safety procedures that apply in the event of fire or other emergency. This should take the form of Fire Instruction Notices and/or announcements as appropriate.

A fire instruction notice is a printed list of instructions on the actions to be taken when a fire or other emergency occurs. The notice is divided into two parts depending on whether a person discovers a fire or hears a warning of fire. All places of assembly should have displayed in prominent locations fire instruction notices appropriate to the location e.g. front of house and backstage areas.

## **CONSULTATION:**

### **3.1 General**

Staff will be consulted on matters relating to health and safety. It has been agreed that such consultation would be best effected through staff meetings.

Staff will be afforded the opportunity to elect a safety representative at these meetings.

The organisation will, as far as is reasonably practicable, take account of any representations made by a Safety Representative, or employees if no such representative has been elected.

Representations received from Safety Representatives and/or employees will be an essential part of the annual review in assessing the effectiveness of arrangements for securing the safety and health of workers in this organisation.

### **3.2 Safety Representatives**

Section 13 of the Safety, Health and Welfare at Work Act, 1989 provides for the selection and appointment, by employees in a place of work, of a Safety Representative who will have the right to represent them in consultation with the employer and to obtain from the employer any necessary information to ensure the safety and health of employees.

The Safety Representative is given a number of rights and powers under the Legislation. These include the right to

be given information from the employer in connection with the safety, health and welfare of employees

be informed by the employer that a Health and Safety Inspector is on the premises

accompany an Inspector on a tour of the premises, except where the Inspector is investigating an accident

make oral or written representations to an Inspector

receive advice and information from an Inspector

make representations to the employer on safety, health and welfare issues

investigate accidents and dangerous occurrences at the place of work provided s/he does not interfere with the performance of other statutory functions

to investigate potential hazards and complaints made by an employee whom s/he represents relating to the employees safety, health at welfare at work having given notice to the employer

reasonable time off from work without loss of earnings to acquire knowledge to enable him/her to function effectively and to carry out his/her functions.

## **STAFF CO OPERATION**

### **4.1 General**

The Safety Statement is produced to ensure the safety, health and welfare of staff.

All staff must co-operate fully to ensure the successful implementation of the Safety Statement and must familiarise themselves with its content and raise with their immediate supervisor any questions they have for clarification as necessary.

All staff must carry out their activities in a safe manner at all times.

All staff must comply with the control measures as indicated, use equipment and material only as intended and use appropriate personal protective equipment when required.

All staff must co-operate with the internal accident reporting and investigation procedures as outlined in this statement.

Staff must co-operate by attending specified training programmes, seminars, lectures when required and by making full use of safety information provided.

## **TRAINING**

### **5.1 General**

The organisation will ensure its employees' competence in health and safety by providing them with appropriate

Training  
information  
supervision  
instruction

All new employees should have : A planned induction course which should include modules on health and safety policy

emergency evacuation procedures  
accident reporting procedures  
a tour of their workplace including the emergency escape routes

## **ACCIDENT AND INCIDENT REPORTING**

### **6.1 Definition of Accident**

An accident can be defined "as an unplanned event giving rise to death, ill-health, injury, damage or other loss".

### **6.2 Procedures to be followed in the event of an accident**

The Artistic Director should ensure that all accidents are investigated and reported for any necessary follow-up action. The report should

state what happened and when.

state who saw it and obtain statements from them (signed and dated) state what the injured party was doing at the time of the accident state if the activity was authorised

if safety equipment or protective clothing is provided for the activity being undertaken state whether it was being used.

if possible, include a sketch or photograph of the accident scene.

### **6.3 Accidents Reportable to the Health and Safety Authority**

The following types of accidents are reportable to the HSA.

(a) an accident causing loss of life to any employed or self-employed person if sustained in the course of his/her employment,

(b) an accident sustained in the course of their employment which prevents persons from performing the normal duties of their employment for more than 3 consecutive days not including the date of the accident,

(c) an accident in the Arts Centre to any person not at work caused by a work activity which causes loss of life or requires medical treatment. This clause includes visitors and members of the public etc.

Notification to the HSA should be made as soon as possible by the Artistic Director on the Authority's approved form (IR1). This form should be completed in triplicate, one copy to the Authority, one to the board of directors where a 10-year record will be maintained and one retained at the Arts Centre for enquiry purposes.

## **6.4 Incident**

Incident means an unplanned event, with the potential to lead to an accident.

In addition to reporting an accident, the Artistic Director should also report "incidents" to board of directors. The investigation of an "incident" followed by meaningful action to eliminate any defect identified can prevent an accident occurring in the future. The Artistic Director should also report all threats and cases of aggressive or hostile behaviour towards staff.

## VULNERABLE GROUPS

### 7.1 General

The organisation recognises that some groups are particularly vulnerable to hazards in the workplace. These groups include

new workers pregnant women  
people with disabilities.

### 7.2 New Workers

The following procedures should be carried out by the Artistic Director or by a suitable person nominated by the Artistic Director.

- 1 Explain to the new employee what s/he will be required to do and to whom s/he will be directly responsible.
- 2 Arrange for the new employee to be issued with any protective clothing or equipment necessary e.g. safety helmets, safety goggles, ear defenders, personal protective clothing etc. and obtain their signature for the items issued.
- 3 Arrange for any health and safety training or instruction required.
- 4 Show the new employee the location of the emergency evacuation routes and assembly points.
- 5 Explain the procedures in the event of an emergency evacuation.
- 6 Show the new employee where copies of health and safety notices are kept.

### 7.3 Pregnant Employees

Staff who become pregnant should advise the Artistic Director of this fact as soon as possible. If they have concerns about the known pregnancy-related risks associated with their work, they should discuss this with the Artistic Director. A risk assessment can be made and any extra safeguards considered necessary, put into effect.

### 7.4 Staff with Disabilities

The Artistic Director should ensure that in the event of an emergency adequate assistance is provided for the safe evacuation of those with a disability.

## **RESOURCES AND REVISION**

### **8.1 Resources**

The board of directors accept that the implementation of a successful safety management programme is dependent, inter alia, on the provision of adequate resources. It will ensure, in so far as is reasonably practicable, that adequate resources are made available to support the safety management programme on an ongoing basis.

Finance should be made available

to rectify any defects, which are considered to be a major hazard to the safety, health and welfare of employees (where reasonably practicable)

to purchase any personal protective equipment (PPE) which is deemed necessary for any training, information and instruction, deemed necessary.

Training courses will include induction courses, manual handling courses, first-aid courses and other courses that are deemed relevant and necessary for the protection, safety, health and welfare of staff. Where possible, competent in-house personnel will be used to train employees on health and safety issues. Where this is not possible, competent external personnel will be brought in for this purpose. All staff will be allowed time off, without loss of remuneration, to attend health and safety courses where relevant.

### **8.2 Circulation and Revision of the Safety Statement**

The Safety Statement will be given to all staff. This Safety Statement will be reviewed as necessary or at least once per year and revisions required will be put in place. The fulfilment of the objectives set out in the General Statement of Policy will be assessed and the need for modifications considered.

The contents of the items discussed by the Health and Safety staff representatives and management will form part of the review mechanism to assess the effectiveness of the arrangements.

All reports of accidents and any subsequent accident investigation and prevention measures will also be subject to review to highlight possible deficiencies.