



THE GAIETY
SCHOOL OF
ACTING

THE NATIONAL
THEATRE SCHOOL
OF IRELAND

The Gaiety School of Acting - The National Theatre School of Ireland

Health and Safety Statement

Updated July 2009

1. Introduction
2. Safety Statement
3. Health and Safety Statement
4. Risk/Hazard Assessment

Appendix:

5. A Guide to the Safety, Health and Welfare at Work Act, 2005
6. Guide to First Aid
7. Fire Safety Audit
8. Fire Extinguishers Explained
9. Manual Handling
10. VDU Guidelines

1. Introduction

The Safety, Health and Welfare at Work Act of 2005 requires employers to ensure they provide, as far as is practicable, a safe and healthy working environment for employees, students and visitors.

Section 20 of this Act requires all employers to: prepare a written safety statement based on a hazard and risk assessment and to detail how these hazards and risks are to managed, prevented and minimised; outline procedures for dealing with emergencies.

This policy must be kept in a place that it is available for any and all staff to view. It is to be reviewed annually, and will also be reviewed at any time that new working practices are introduced and amendments will be made as necessary.



2. Safety Statement

Business Name: The Gaiety School of Acting

Address: Sycamore Street, Temple Bar, Dublin 2

Business Activity: School of Drama

Name/Telephone of:

- Doctor: Temple Bar Medical Centre, Wellington Quay, Dublin 2. Ph: 6707255
- Hospital/Ambulance: St James Hospital. Ph: 4103000 Emergency: 999/112
- Fire Brigade: Townsend St Station: Ph: 6734000. Emergency: 999/112
- Garda Station: Pearse St Station: Ph: 6669000. Emergency: 999/112
- Safety Representative: Niamh Byrne. General Manager.
Ph: 01-6799277/087-7933508
- Primary First Aider: Niamh Byrne. General Manager.
Ph: 01-6799277/087-7933508
- Secondary First Aider: Richie Murphy. Receptionist.
Ph: 01-6799277 / 087-2417988
- HSA (Health and Safety Authority) Workplace Contact Unit: HSA, Metropolitan Building, James Joyce Street, Dublin 1. Ph: 1890-289-389

The Safety Statement is aimed at protecting our employees and students from workplace accidents and ill health. It is our programme for managing health and safety. We will provide a safe workplace for our employees and students, the necessary information, training and supervision. The statement is available to our employees, outside contractors and inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year.

Signed: _____
Proprietor/Manager

Date: _____

Name of Deputy (in absence of above):

3. The Gaiety School of Acting Health and Safety Statement

The Gaiety School of Acting is committed to protecting the health and safety of its employees, students, tutors, volunteers, visitors 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 final overall responsibility for the safety and wellbeing 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 cooperation and consultation with all staff members and students are essential. The policy details who has specific responsibilities for each area to be covered.

A copy of the policy is given to each member of staff. Copies of the policy are available from the General Manager. Action may be brought under the company's disciplinary procedure if there is neglect of the health and safety requirements.

Division of responsibilities:

Niamh Byrne is our **Primary First Aider**; in the event of her absence there is a **Secondary First Aider: Richie Murphy**

Board of Directors:

Final responsibility rests with the Board of Directors as the employer.

They undertake to:

- Discuss and adopt the Health and Safety Policy
- Discuss health and safety issues at the Board at least once a year
- To receive and discuss written reports of accidents, defects and procedures

General Manager:

- To research and generate the health and safety policy and revisions/amendments to it
- To keep up to date with employer responsibilities on health and safety and legislation relating to health and safety at work
- Production and distribution of the policy to all staff members
- To answer questions or concerns from staff about the policy and its implementation
- To ensure the day-to-day compliance with the relevant Health and Safety regulations and legislation within the premises
- To ensure that all equipment used in the premises is maintained in good working order, is fit for purpose and used only by those staff competent to do so
- To ensure that computer work stations are designed to meet the requirements of the Safety, Health and Welfare at Work (General Applications) Regulations and all users are aware of the health and safety issues involved in their use
- 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 premises and to organise cover when absent
- To ensure provision of an adequate fire alarm system and fire fighting equipment and maintenance of that equipment
- To organise and run fire drills at least once a year but preferably twice a year
- To establish security systems and ensure that these are operated, including safe arrangements for storing and transporting money
- To ensure that work areas, studios, corridors, stairs, gangways, toilets, showers, wash basins, kitchen etc are kept safe and clean by cleaning, maintenance and repair
- To provide first aid kits and accident/incident books and to ensure all staff are made aware of the location of these
- To be the appointed person for first aid for the company during normal working hours and to organise cover when absent
- To ensure the premises comply with the Office Premises Act and other legislation on temperature, ventilation etc
- To liaise with the Landlord as necessary on these and other related issues
- To organise training in the use of fire fighting equipment and 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
- To ensure that all hand tools on the premises are used only by persons competent to use them
- 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 or equipment used
- Wherever possible, to avoid the use of harmful substances e.g. lead/asbestos, or where necessary to use them, source advice on their use as necessary and provide recommended controls
- To ensure that all staff members and students involved in workshop, technical, rehearsal and performance work have the necessary information/training to carry out manual handling safely
- To ensure that staff members are not put at risk from hazards when working elsewhere
- 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, strobe, and safety and licensing requirements on the use of children and animals
- To give any freelancers, casual workers etc the necessary information on Health and Safety matters, in particular about substances and equipment with which they come into contact
- To supervise and where necessary train any 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, equipment etc
- To put safety on the agenda in Production meetings

All staff members and students:

- To take reasonable care for health and safety of him/herself and others who may be affected by his/her acts or omissions
- To use protective equipment provided and follow safety instructions given
- To cooperate 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

SYSTEMS

Accidents

- All accidents must be reported and noted in the accident and incident book, kept in the office of the General Manager
- There is a first aid box kept in the General Manager's office
- The person responsible for the first aid box and ensuring it is properly equipped at all times is Niamh Byrne. The appointed people for first aid are Niamh Byrne and Richie Murphy.
- All new staff members shall be made aware of the arrangements for first aid and dealing with accidents/emergencies as part of their induction

Fire

- The General Manager is responsible for checking the arrangements and equipment for general fire safety, including exits, extinguishers and alarms
- Extinguishers are located outside room 2 on level 2 and beside reception on level 1.
- Fire exit is the main door
- 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 their induction