

**The Dock
Leitrim Arts Development Ltd.
Safety Management System**

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Approved By:**

Safety Management System

**The Dock
Leitrim Arts Development
Company**

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1.0 Overview of The Dock

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The Dock

The Dock has a staff of eight permanent employees based at St. Georges Terrace, Carrick on Shannon, County Leitrim. The Dock provides a range of arts related services, including:

- The provision of a theatre space for a range of visiting production companies;
- Three art gallery;
- Workshops, classes and seminars.
- Café/bar

There are a number tenants resident in the Dock on a regular basis including the following

- Leitrim Design House.
- A variety of artists who have avail of rented studio space.

2.0 Policy

1 of 1

It is the policy of Leitrim Arts Development Ltd., in so far as is reasonably practicable, to seek and provide a safe and healthy working environment for all employees and to enlist the active support of employees and contractors in achieving such conditions.

Leitrim Arts Development Ltd is committed to:

- (a) Implementing standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005* and all other relevant statutory provisions and codes of practice.
- (b) Providing and maintaining a safe and healthy working environment, safe systems of work and to protect employees and others, in so far as they come into contact with foreseeable work hazards.
- (c) Ensuring that all personnel are informed of the organisation's Health and Safety Policy through their Health and Safety Induction to the organisation and ongoing Health and Safety Training.
- (d) Making available the Health and Safety Policy to interested third parties.
- (e) Providing employees with the information, training and supervision that they need to work safely and efficiently and to develop safety awareness among employees and sub-contractors.
- (f) Defining all individual responsibilities for Health and Safety obligations.
- (g) Encouraging full and effective joint consultation with employees and third parties on all Health and Safety matters.
- (h) The continual improvement of their Safety Management System and to ensuring that it is periodically reviewed to ensure that it remains relevant and appropriate to Leitrim Arts Development Ltd.

To ensure that the above objectives are met, the Board of Leitrim Arts Development Ltd. Is committed to playing an active role in the implementation of the Health and Safety Policy and to undertake to review and revise it in the light of experience and developments.

Signed:

Siobhán O'Malley, Managing Director

Chair of Board

Director

Director

Director

Director

Date:

3.0 PLANNING

3.1 Planning for Hazard Identification, Risk Assessment and Risk Control Activities

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Scope

This procedure covers the overall planning for routine and non-routine hazard identification, risk assessment and risk control activities within The Dock.

Procedure

The Dock has appointed a Responsible Person and other competent persons to implement and maintain procedures relating to planning for routine and non-routine hazard identification, risk assessment and risk control measures.

Routine Risk Assessment

The Dock has identified Routine Activities that are normally carried out within the organisation. These activities are set out in Appendix 1 with the accompanying hazard identification, risk assessments and procedures outlined ie. RA SOPs (Risk Assessments Standard Operating Procedures).

Non-routine Activities

Where an activity is not adequately covered by the Safety Management System, Appendix 1, the Technician will ensure that a Risk Assessment / Control Measures for that activity (Responsibilities as per **Form 2a/2b**) is completed. **Form 2a is to be completed for any construction work. Form 2b is to be completed by any visiting artist, theatre group etc.**

Procedure 3.1

The Risk Assessment shall be carried out in the following manner:

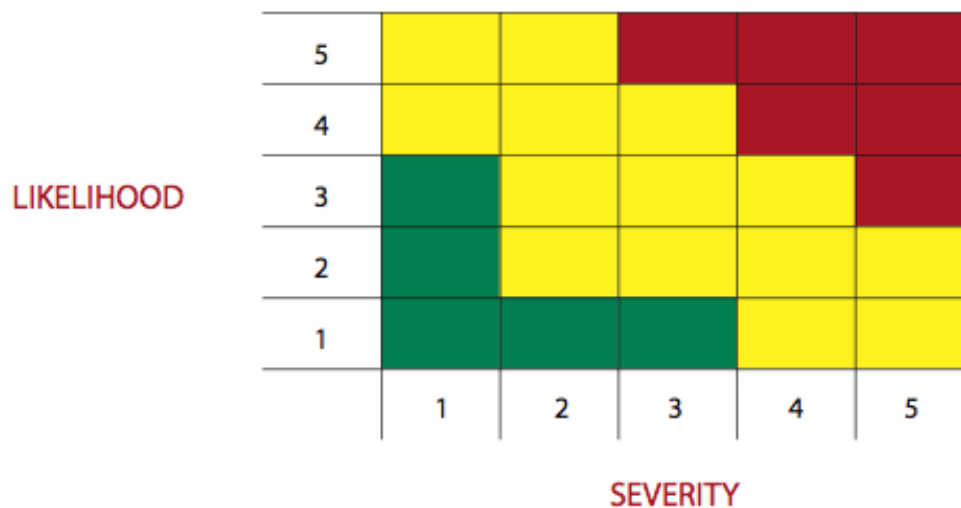
Risk Rating = Severity × Probability

2. Severity Rating (S)

Severity	Interpretation	Numerical Value
Fatality/ Permanently Disabling Injury/illness	Single or Multiple Fatalities, Amputation, Cancer, Toxicity, Explosion/Fire, Major Fish Kills	5
Major Injury/illness	Serious Injury and/or Illness, Fractures, Concussion, Severe Lacerations, Serious Property/Equipment Damage	4
3 day Injury/illness	Minor Injuries and/or Illness that require absence of more than 3 days	3
Minor	Minor Injuries and/or Illness that require First Aid, Minor Property/Equipment Damage that needs small repair	2
Very Minor	Minor Injuries and/or Illness	1

3. Probability Rating (P)

Likelihood	Interpretation	Numerical Value
Almost Certain	Almost Certain to Occur Immediately or in Short Term	5
Very Likely	Very Likely to Occur Immediately or in Short Term	4
Likely	Could Occur in Time, or if repeated often enough	3
Unlikely	Unlikely to Occur	2
Very Unlikely	Very Unlikely to Occur	1



Procedure 3.1

3 of 3

3. Risk Rating and Action

Numerical Value	Descriptive Risk Rating	Interpretation and/or action
15-25	High	Immediate Action required. Activity should be stopped until control measures can be implemented to reduce Risk to Medium rating
4-12	Medium	Activity can proceed ensuring control measures are maintained. Efforts should be made to reduce Risk to Low
1-3	Low	Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient

4. The Risk Control Measures for the activity are identified in Appendix 1 and non-routine as part of **Form No.2 (a)**.

The Risk Assessment shall:

1. Identify problems and their solutions to enable a safe system of work to be planned.
2. Be easily understood with all technical words explained.
3. Follow a logical sequence of events.
4. Detail the arrangements planned for the protection of the contractor's employees, the client's employees and any other persons who may be affected by the planned work activity.
5. Detail any necessary programme of work including co-ordination between the contractor and the client, for example the necessity for raising permit to work procedures or the timing of deliveries or the use and supervision of sub-contractors.
6. Detail any relevant site features; layout and access, with notes on how these may affect the proposed arrangement and methods of working.
7. Indicate any emergency measures that may be appropriate if the planned sequences of events are disrupted.
8. Be modified when required to cater for any planned change in the work activity.

3.2 Activities of Visiting Artists and Production Companies

1 of 1

Visiting Artists and Production Companies

The centre is available to visiting artists and production companies, referred to as client company”.

The Client Company must

- Observe and plan for all health and safety implications of their activities and provide their risk assessment and health and safety plan to the Technician no later than two weeks prior to arrival;
- Upon arrival, the Client Company or their agents must first contact the Technician or Managing Director before accessing any spaces;
- Unauthorised personnel are not permitted to use any equipment in the Theatre without direct supervision or authorisation from the Technician.
- Any additional equipment required by the Client Company that is additional to that provided by the Dock must first be approved by the Technician before being permitted on the premises.
- **All portable electrical equipment brought into the venue by the Client Company for use during occupancy must have up-to-date Portable Appliance Testing (PAT) certification.**
- All settings, materials and equipment shall comply with all current flame retardant standards. Where this is not adhered to, the performance may not proceed until full fire proofing has been performed. The cost of further flame retarding must be borne by the Client Company;
- The Client Company shall, for the duration of their occupancy, be responsible for all scenery, properties, effects and equipment brought into The Dock in connection with the production. The Client Company shall be fully responsible for the removal of all scenery, properties, effects and equipment brought on the premises in connection with the production. Failing this, material shall be dealt with by The Dock at its sole discretion, and any costs incurred in disposal of material will be billed to the Client Company;
- The Client Company must keep the stage, the stage area, dressing rooms, green room and all technical equipment used clean and tidy and in good working order;
- The Client Company must not alter lighting, sound, electrical system or fittings without prior consent of the Technician or their nominee
- The Client Company must not use nails, pins, etc. on the stage floor to secure sets without prior consent of the Technician or nominee;
- The Client Company must not use any materials (paints, adhesives, acids etc) in the theatre which may damage the fittings or fixtures including any acetone base paints;
- The Client Company must adhere to the Dock’s child protection policy and ensure that all reasonable measures practicable are taken to ensure the health, safety and welfare of any child participants or audience members.

The Technician or their delegate will monitor and ensure, that Consultants / Contractors return the required documentation. Consultants / Contractors will be furnished with the relevant Permit as per the Procedure for Control of Contractors, **Form No. 2 (b)**.

Procedure 3.3 Construction

1 of 2

Construction

Any construction work carried out by The Dock or by contractors/theatre groups working on site or on behalf of The Dock must be carried out in accordance with the *Safety, Health and Welfare at Work (Construction) Regulations 2013*.

Construction work means the carrying out of any building work including:

- Repair, renovation, upkeep, redecoration.
- Installation, commissioning, decommissioning or dismantling of fixed plant
- Installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications systems, computer systems, etc
- Construction of temporary structures during construction works.

Consultants & Contractors

Assessment of Consultants / Contractors / Informing Consultants / Contractors of the H&S Risks Involved

All Consultants / Contractors will be assessed as to their ability to carry out their work in a safe manner, in accordance with current safety legislation and codes of practice.

The Technician or their delegate will, as part of the Prequalification Assessment **Form No. 1(a)** ensure that Consultants/Contractors submit the following details to The Dock.

1. References and details of their experience in carrying out similar types of work.
2. A Site Specific Safety Statement.
3. A Site Specific Method Statement for any works involving high risk activities.
4. Employee H&S Training Details.
5. The Accident History of the company, including Lost Time Accidents, Fatalities and Dangerous Occurrences.
6. Details of Improvement Notices /Prohibition Notices/ Enforcement Notices taken or which are pending, under H&S legislation.

Contractors being appointed to the position of PSDP and PSCS must be appointed in writing using **Form No. 1(b)**.

The Technician or their delegate will monitor and ensure, that Consultants / Contractors return the required documentation. Consultants / Contractors will be furnished with the relevant Permit as per the Procedure for Control of Contractors, **Form No. 2 (b)**.

3.4 Leitrim Arts Office – The Dock Interrelationship 1 of 1

The Dock - Leitrim Arts Relationship

The Dock is a stand alone company, formally registered as the Leitrim Arts Development Company Ltd. Due to the nature of the work, there is a close relationship between Leitrim County Council Arts Department and The Dock.

For all projects where the two bodies are working together the following protocol is to be adhered to:

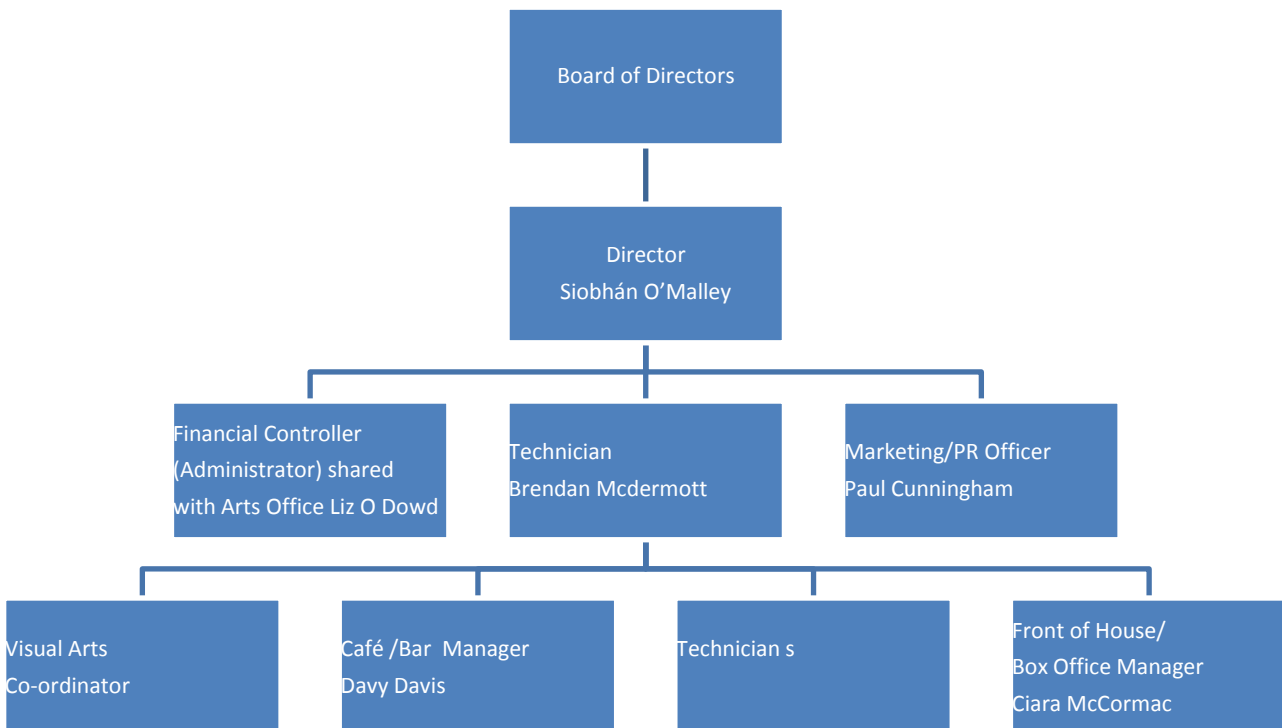
1. A memorandum of understanding is to be drawn up by the lead organisation on the project.
2. The memorandum of understanding is to detail what exact works are required from each body to deliver the project. The Memorandum will detail who is the person in charge of the project.
3. The memorandum of understanding is to detail what safety paperwork is required for the project. An Event Management Plan will at least generally be required. The Memorandum will detail who will be responsible for development and implementation of the varying pieces of Safety documentation.
4. The memorandum is to be signed by the Leitrim County Council Arts Officer and the Managing Director of The Dock.
5. Each body is to keep a copy of the Memorandum of Understanding for the project on file.
6. All employees of The Dock and of Leitrim County Council involved in the project are to be shown a copy of the Event Management Plan. They must sign to acknowledge that they have been briefed on the Plan.
7. Where any issue of confusion arises during a project regarding responsibilities, the named lead person will formally consult with the other agency and a formal record will be made of the decision.

4.0 IMPLEMENTATION AND OPERATION

4.1 Structure and Responsibilities

1 of 1

Fig 1: Organisational chart



4.1.1 Board of Directors

1 of 1

Introduction

Health and Safety responsibilities of the Board

Purpose

To set out the procedures for ensuring that the Board of Directors of The Dock - fulfils their responsibilities with respect to Health and Safety.

Scope

This procedure covers all activities, relating to Health and Safety, of the Board of Directors of The Dock.

Responsibility

The Board of Directors are responsible for good corporate governance and perform this task by setting corporate objectives and targets and taking strategic decisions on all business issues, including safety and health management. All board members should have a clear understanding of the key safety and health issues for the business. In accepting corporate responsibility for safety and health, directors need to be proactive in developing a positive safety and health culture for the workplaces they control. Directors do this by

- Ensuring that safety and health is an integral part of the management process;
- Setting clear safety and health values and standards;
- Thinking strategically about corporate safety and health responsibilities;
- Being open and constructive about safety and health regulation;
- Rewarding good safety and health behaviour;
- Creating a culture of integrity about and responsibility for safety and health matters;
- Holding Senior Management accountable for the safety and health responsibilities given to them;
- Showing visible and active support, strong leadership and commitment to safety and health;
- Showing through personal behaviour that only the highest standards of safety are acceptable.

Procedure 4.1.2 Managing Director – Siobhán O’Malley

1 of 1

Introduction

Health and Safety responsibilities of the Managing Director

Purpose

To set out the procedures for ensuring that the Managing Director, fulfils their responsibilities with respect to health and safety.

Scope

This procedure covers all activities, relating to the Managing Director of The Dock.

Responsibility

The Managing Director of The Dock, bears the responsibility for ensuring the effective implementation of this procedure.

The Managing Director of The Dock, is responsible for ensuring that the organisations operations are carried out in accordance with the requirements of the SMS.

The Managing Director of The Dock, is responsible for ensuring that all employees under her control operate in accordance with the requirements of the SMS.

Normal daily operational duties are delegated to relevant staff.

The Managing Director shall:

- Ensure that a Safety Statement is prepared and implemented and reviewed on an annual basis;
- See that all arrangements outlined in this Safety Statement are carried out on a day-to-day basis;
- Ensure that competency assessment is carried out for all contractors carrying out work on behalf The Dock;
- Ensure that risk assessments are obtained from all visiting artists, theatre groups etc. before work starts by carrying out regular checks on the system in operation;
- Ensure that appropriate construction appointments are put in place by carrying out regular checks on the system in operation;
- Ensure sufficient resources are made available to manage health and safety;
- Make sure the necessary organisational structures exist to ensure that safety and health is properly managed;
- Keep aware of all matters in relation to safety and health, especially major incidents and changes in legislation;
- Ensure safety and health audits are undertaken to monitor all aspects of safety and health policy implementation;
- Ensure that the controls identified in the risk assessments are implemented;
- Incorporate safety and health performance in the appraisal system where personal appraisal systems exist;
- Periodically appraise the effectiveness of the Safety Statement and make reference to it in any Annual Report produced;
- Ensure that responsibility is properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed of any health and safety matters brought to her attention;

-
- Ensure that a disciplinary action for wilful breaches of safety standards contained in the Safety Statement is implemented;
 - Show through personal behaviour that only the highest standards of safety are acceptable;
 - Ensure that management, employees and any other person who may be exposed to risk are advised and understand their roles and responsibilities within the Safety Statement;
 - Ensure that appropriate training; information; instruction; and supervision are given at all levels within the company.

4.1.3 Technician (Mr. Brendan McDermott)

1 of 1

Introduction

Health and Safety responsibilities of the Technician of The Dock.

Purpose

To set out the procedures for ensuring that the Technician of The Dock fulfils their responsibilities with respect to health and safety.

Scope

This procedure covers all activities, relating to health and safety, of the Technician of The Dock.

Responsibility

The Technician has the responsibility for the management of safety, health & welfare.

The Technician shall be familiar with the contents of the SMS of The Dock and assist in its revision as required.

The Technician shall:

- Ensure that visiting production companies, theatre groups and visual artists comply with this Safety Statement and that they operate to safe working procedures;
- Ensure that appropriate risk assessments are in place for work under his control;
- Administer the Procedure for the Control of Contractors. Ensure that all construction work is carried out by competent contractors;
- Ensure that only authorised personnel are permitted backstage;
- Insist that all persons under their control , employees, contractors, self-employed and visitors wear the appropriate personal protective equipment (where applicable);
- Ensure that adequate and safe access and egress is maintained at all times;
- Provide any safety equipment/clothing that may be required and ensure its proper use by all personnel;
- Ensure that all equipment is maintained in good condition;
- Ensure that adequate fire fighting equipment is available and properly maintained (used or defective items should be immediately replaced);
- Ensure all statutory inspections are carried out on equipment and/or the place of work;
- Ensure that the Mobile Elevated Working Platform undergoes appropriate maintenance and its scheduled statutory inspections;
- Ensure that appointments are made as per the Construction Regulations 2013 using Forms 1(a) and 1(b).

4.1.4 Administrator / General Manager – Liz O’Dowd

Introduction

Health and Safety responsibilities of the Administrator/General Manager of The Dock.

Purpose

To set out the procedures for ensuring that the Administrator/General Manager of The Dock fulfils their responsibilities with respect to health and safety.

Scope

This procedure covers all activities, relating to health and safety, of the Administrator/General Manager of The Dock.

Responsibility

The Administrator/General Manager shall be familiar with the contents of the SMS of The Dock and assist in its revision as required.

The Administrator/General Manager shall:

- Ensure that a monthly inspection programme is undertaken in accordance with **Form 6**;
- Ensure that there is an appropriate maintenance programme in place;
- Ensure, so far as is reasonably practicable, that safe systems of work are in place;
- Maintain good housekeeping and appoint persons responsible.
- Make certain that employees are adequately trained on the safe usage of any equipment which they will use;
- Ensure that adequate consultation arrangements are in place so those employees can make their views and concerns known to management;
- Ensure that first aid boxes are properly maintained;
- Ensure that appointments are made as per the Construction Regulations 2013 using Forms 1(a) and 1(b).

4.1.5 Assistant Technician

Gerry Gilroy

1 of 1

Introduction

Health and Safety responsibilities of the Assistant Technician of the Dock.

Purpose

To set out the procedures for ensuring that the Assistant Technician fulfils their responsibilities with respect to Health and Safety.

Scope

This procedure covers all activities, relating to health and safety, of the Assistant Technician of the Dock.

Responsibility

The Assistant Technician has responsibility for the safety, health and welfare of all employees under their control and others who may be affected by their activities.

The Assistant Technician shall be familiar with the contents of the SMS of The Dock and assist as appropriate in the revision.

The Assistant Technician shall:

- Ensure that all planned Health and Safety resources are available and in place prior to work commencing;
- Report any unsafe work practices, potential/foreseeable hazards immediately to the Technician;
- Plan and maintain a tidy work place;
- Consult with the Technician before commencing new methods of work or potentially hazardous operations and devise appropriate risk assessment;
- Ensure implementation of any health and safety responsibilities delegated by the Technician;
- Ensure that any accident/incident/dangerous occurrence are reported to the Technician;
- Use, where necessary, ALL protective clothing and safety equipment provided;
- Ensure that adequate fire precautions are provided for and that any flammable liquids or liquefied petroleum gases are stored and used safely;
- Not use plant or equipment for work which it was not intended or if not trained or experienced to use it;
- Report any defects in plant or equipment to the Technician;
- Use the correct tools and equipment for the job, and keep tools in good condition;
- Submit reports to H.S.A. inspector if requested;
- Cooperate with management and attend any necessary Health and Safety training which is required by law;
- Ensure that good housekeeping measures are maintained;
- Undergo any assessments which may be required relating to the work been carried out by the employee.

4.1.6 Employees/Volunteers

1 of 1

Introduction

Health and Safety responsibilities for employees and volunteers of The Dock.

Purpose

To set out the procedures for ensuring that The Dock fulfil their responsibilities with respect to health and safety.

Scope

This procedure covers the activities, with regard to health and safety, of all employees of The Dock.

Responsibility

Employees shall be familiar with the SMS and pay particular attention to the sections of particular relevance to his /her work activities (namely Appendix 1- Risk Assessments).

Employees and volunteers shall undertake Health and Safety Induction on commencement of employment, and on-going training as detailed in this document.

Employees and volunteers shall:

- Not come to work under the influence of alcohol or non prescription drugs;
- Familiarise themselves with the Safety Statement and Emergency Evacuation Plan for the building;
- To take reasonable care of their own health and safety, and that of any other person who may be affected by his/her acts;
- To ensure that he/she is not under the influence of an intoxicant to the extent as to endanger his/her own safety or that of others;
- Not to engage in improper conduct or other behaviour that is likely to endanger themselves or others e.g. Bullying or Horseplay;
- Attend training and undergo such assessment as may be reasonably required by their employer;
- Taking into regard training and instructions provided, make correct use of any article or substance provided for the protection of his/her safety, health and welfare at work;
- To co-operate with management of The Dock to such extent as will enable The Dock to comply with statutory provisions.
- To report to the Technician without delay any defects which he/she considers to endanger safety and health.
- Not to intentionally or recklessly interfere with any safety measure provided.
- Not misrepresent themselves to management with regard to their level of training.
- Report without delay any incidents (accidents, near misses, damage) to their supervisor.
- Maintain workstation and surroundings in a tidy manner;
- Assess loads prior to any lifting, if in doubt use lifting equipment provided or seek assistance;
- Ensure that good housekeeping standards are maintained, report issues with housekeeping to Administrator;
- If dealing with visitors or member of the public assume responsibility for their safe evacuation in the event of an emergency.

4.1.7 Resident Artists/Leitrim Design House/Tenants

1 of 1

Introduction

Health and Safety responsibilities for all resident workers on site who are not employees

Purpose

To set out the procedures for ensuring that all tenants of the Dock adhere to appropriate Health and Safety procedures

Scope

This procedure covers the activities, with regard to health and safety, of all non-employee tenants of The Dock.

Responsibility

The Tenants of the Dock shall:

- Advise the Managing Director of The Dock regards any work that may impact upon the safety of others in the Building.
- Inform the Dock of any accident/incident that occurs on the premises.
- Co-operate with all aspects of The Dock SMS where appropriate e.g. fire drills.
- Resident artists are to carry out a weekly studio inspection as per Form 10 of the SMS.

4.1.8 Leitrim County Council Health and Safety Advisors 1 of 1

Introduction

Health and Safety responsibilities of Leitrim County Council Health and Safety Advisors.

Purpose

To identify the Health and Safety responsibilities of Leitrim County Council Health and Safety Advisors.

Scope

This procedure covers all the activities, with regard to H&S, of Leitrim County Council Health and Safety Advisors.

Responsibility

The H&S Advisor shall:

- Advise the Managing Director and the Board of Directors, in all aspects of safety, health and welfare in particular to the observance of the requirements of safety health & welfare at work primary and secondary legislation and associated provisions.
- Communicate to employees provisions of the SMS and revisions that will ensue.
- Monitor accident / incident trends to eliminate shortcomings in the SMS.
- Provide advice on remedial and preventative action to be taken following an accident / incident / dangerous occurrence and arrange for specialist advice where necessary.

5.0 Health and Safety Training

1 of 1

Scope

The health and safety training needs of employees / volunteers will be identified by the Managing Director in association with the Health and Safety Advisor. The following will be used to assist in the identification of training needs:

1. The importance of complying with the SMS.
2. The Health and Safety consequences of work activities.
3. The role of employees / volunteers in achieving compliance with the SMS.
4. Training for specific situations and roles.

Identification of training will be determined by:

1. Legislations / Codes of Practice and associated provisions
2. Employee / volunteer / Personnel Development
3. Organisational Needs

Competency is defined in the Health and Safety Training Programme (see **Form No.3**) as outlined by the Board of Directors, Managing Director and the Health and Safety Advisor.

Responsibility

The Managing Director has responsibility for ensuring the implementation of this procedure.

5.1 Induction Training

1 of 1

Scope

All new employees commencing with The Dock must undergo Organisational Induction Training and an interim Organisational Induction Briefing as per **Form No.4**.

All new employees/volunteers commencing with The Dock must undergo Induction Training. Refresher Induction Training will be carried out on an annual basis in addition to Risk Assessment & Risk Assessment Refresher Training.

The attendance records of the Induction and Risk Assessment Training shall be maintained in the Training Records in the Dock.

Responsibility

The Managing Director will ensure that the induction is carried out.

The Health and Safety Induction for the new employees/volunteer will include:

- Explanation to the new employee/volunteer what he / she will be required to do, whom he/she will be directly responsible, and to whom they report to.
- The location of the SMS, its purpose and the new employee/volunteer's health and safety responsibilities.
- Advising new employee/volunteers of any potentially dangerous areas in the work place.
- Warning new employee/volunteers of any prohibited actions in the work place, e.g. entrance to specific areas without safety equipment, operating plant unless authorised etc.
- Issuing personal protective clothing or equipment necessary, and obtaining his/her signature for the items issued.
- The location of the First Aid Box(s), the names and locations of the First Aid Officers and the procedures to be taken in the event of an accident / incident.
- Outlining the fire and evacuation procedure and assembly points.

6.0 Consultation Talks

1 of 1

Introduction

The Dock will consult with their employees / volunteers to promote and develop measures to ensure the safety, health and welfare of employees / volunteers.

Scope

The Dock will consult in advance on:

- Designation of responsibilities under the SMS;
- Measures substantially affecting safety and health;
- Protective and preventative activities;
- Hazard identification and risk assessments;
- Measures to improve co-operation.

Responsibility

The Managing Director bears the responsibility for the implementation of this procedure.

Attendance records and a record of the items discussed shall be maintained in the H&S Records of The Dock as per **Form No. 5**.

The Managing Director or their delegate must record any concerns and pass them on to the Health and Safety Advisor who in turn will report to the Director of Services - as appropriate.

7.0 First Aid

First Aid

The Dock shall ensure that there is an appropriate number of First Aiders available. The Managing Director or their delegate, shall, as part of the training procedure, identify and implement the required First Aid Training and refresher training for The Dock personnel.

The Managing Director shall ensure that the name of the appointed First Aiders will be displayed in prominent locations along with the location of the nearest First Aid Box.

The First Aid Officer shall document all First Aid administered and inform the Head of Section of the details.

The First Aid Officer shall ensure that adequate stocks of First Aid supplies are maintained.

Aid Box

There are two first aid kits located in the Dock. Further first aid kits will be purchased as required.

The following sets out the recommended quantities required in each First Aid Box:

	First Aid Travel Kit Contents	First Aid Box Contents		
		1-5 persons	6-25 persons	26-50 persons
Materials				
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	-	-	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressings (Approx.10 x 8 cms)	-	-	6	8
Large Individually Wrapped Sterile Unmedicated Wound Dressings (Approx.13 x 9cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (Approx. 28 x 17.5cms)	-	-	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water: Sterile Eye Wash	1	1	2	2

NOTES:

Where more than 50 persons are employed pro rata provision should 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.

8.0 Emergency Procedure

1 of 2

Scope

This procedure applies to all temporary and fixed workplace locations under the control of The Dock.

The Emergency Procedure will be put into use in the following instances:

- A fire within the work location that cannot be immediately brought under control with the fire extinguishers available.
- An explosion at the work location.
- Any situations where persons are trapped, and there is an immediate risk to their H&S.
- A structural collapse that results in persons been trapped within the structure or has the potential to pose a danger to the health and safety of persons on or affected by the work location.

Responsibility

Persons whom have specific responsibilities in this procedure are the Managing Director and Fire Wardens.

The Managing Director or their delegate shall draw up an Emergency Plan for The Dock – found in Appendix 3 of this document.

As part of the Induction Programme and the Health and Safety Induction Briefing, the Emergency Plan shall be brought to the attention of all employees / volunteers.

The Plan shall be clear and concise and communicated to everyone concerned in the form of printed notices which shall be displayed in prominent locations throughout the premises.

Fire Emergencies

In the fixed work locations the Dock will comply with the requirements of the Fire Services Act 1981 and the Building Regulations regarding the provision of fire detection and alarm systems, emergency lighting and means of escape, and has trained employees / volunteers to assist with evacuation should emergencies arise.

The Managing Director will coordinate the implementation of fire prevention and control procedures with specific reference to:

- The drafting of an Emergency Escape Plans.
- The appointment and training of Fire Warden.
- Selecting suitable assembly points at safe locations away from buildings.
- Erecting Fire Action Notices and Emergency Escape Plans at each break glass unit along escape routes.
- Ensuring that Fire Action Notices and Emergency Escape Plans are kept up to date.
- Making provision for the safe evacuation of disabled employees / volunteers and members.
- Providing building plans showing access points, services, fire protection equipment and emergency shut down facilities at the main entrance point to the building.
- The ongoing liaison with Fire Wardens regarding the effective implementation of evacuation procedures.

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- All staff will be briefed on the Emergency Plan.
- Each fixed location will have a specific fire emergency plan, detailing actions to be taken in event of fire and the location of assembly points.
- A fire drill will be carried out on at least a six monthly basis, details of which will be recorded on the fire drill log.
- A record of the instruction and training given, together with the fire drills, shall be entered into the Fire Register. It will include details of checks/inspections on fire fighting equipment, fire detection equipment, fire alarm equipment and emergency lighting. It will also contain the sign in form completed by the volunteers who participated for the Fire Drill.

9.0 CHECKING AND CORRECTIVE ACTION

9.1 Performance Monitoring and Measurement

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The Managing Director is responsible for ensuring the co-ordination of all health and safety arrangements and procedures.

Health and Safety Inspection of the work locations shall be completed monthly of the general housekeeping of the building. Health and Safety Inspection Reports (**Form No. 6**) shall be completed for all such inspections, and will report any hazards, defects or breaches of legislation observed during the visit directly to the Managing Director.

When the Managing Director receives the Health and Safety Inspection Report he / she will be required to sign it. The Managing Director is responsible for ensuring that all items requiring attention are attended to as soon as possible.

Copies of all Health and Safety Inspection Reports shall be maintained in the sections Health and Safety Records.

The Director shall, on a random and regular basis, monitor the implementation of the procedure for Induction Training and Training in general.

During Health and Safety Inspections the Health and Safety Advisor or their delegate shall check the sections Health and Safety Records to ensure Health and Safety Induction Briefings are being maintained up to date. Any deficiencies will be noted on the Health and Safety Inspection Report.

Leitrim Council Safety Advisers and Safety Training

Leitrim County Council Safety Section will carry out two spot inspections a year on the Safety Management System in operation in the Dock and/or joint Leitrim County Council Arts Section and The Dock.

Health and Safety Authority Inspections

The Managing Director or their delegate must accompany any Health & Safety Authority Inspectors on inspections of The Dock. The Managing Director or their delegate accompanying the HSA inspector must take note of any verbal instructions given and ensure that those items are addressed soon as practicable. A copy of the instructions given by the HSA Inspector must be filed in the Health and Safety Records along with any remedial action that may have been required. The Managing Director must notify the Health and Safety Advisor of any inspections scheduled by a HSA Inspector.

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Where the HSA Inspector issues an Improvement / Prohibition Notice, the Managing Director must ensure that the conditions of that notice are implemented immediately, this may take the form of stopping work in specific areas until such time as the conditions of the notice are fulfilled.

The Health and Safety Advisor must be informed of all HSA inspections. Where an Improvement / Prohibition Notice is served by the HSA the Managing Director must inform the H&S Advisor immediately, and forward on a copy of that notice.

The Safety Representative will accompany the HSA Inspector as per the Safety, Health & Welfare at Work Act 2005, Part 4.

Hazard Identification / Risk Assessment / Risk Control

During the course of works the Technician shall be responsible for completing **Form No. 2(a) Hazard Identification / Risk Assessment / Risk Control**, for all Non-routine activities, refer to Part 4.3.1.1.

9.2 Accident and Incident Procedures, Reporting & Investigation

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Scope

This Procedure covers the following situations:

- Any accident that results in physical injury or illness to a member of the public, employee / volunteer / contractor of the Dock, as a result of organisational activities or undertakings.
- Any injury that result in a person being absent from work for 3 continuous days or more as a result of the accident (Lost Time Accident).
- Where any injury to any employee / volunteer undergoing training results in the injured person being absent from work for more than 3 days (Lost Time Accident).
- A dangerous occurrence as defined by the Safety, Health and Welfare at Work (General Application) Regulations, 1993.
- An incident that did not result in an injury and is not classed as a Dangerous Occurrence, but which could have resulted in a serious injury.
- Non-Conformances

Definitions

Accident:

- Any incident at the Dock or a temporary work location under the control of The Dock that results in physical injury to a Dock employee / volunteer / contractor / visitor / member of the public.
- A Road Traffic Accident involving the employees / volunteers / contractors, whilst they are carrying out work on behalf of Leitrim County Council.
- Any accident that causes a person, who was working in The Dock or under a temporary work location under the control of the Dock, to be absent from work for 3 continuous days or more as a result.

Incident:

- Something that which did not result in an injury but which could have resulted in a serious injury.
- Damage to property or equipment.
- Near Misses.
- Dangerous Occurrence (as defined in the Twelfth Schedule of the Safety, Health and Welfare at Work (General Application) Regulations, 1993).
- Health Complaint due to a Work Activity.

Reporting of Accidents / Incidents

Accidents

All Accidents must be reported to the Managing Director who will in turn report to the H&S Advisor.

The Managing Director must complete the Accident Report Form (**Form No. 7**).

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In the event of a Lost Time Accident (when employee / volunteer is absent from work greater than three days as a result of an accident) the Health and Safety Advisor, will submit **Form IR1** to the Health and Safety Authority.

In the event of a Fatality, the Managing Director/H&S Advisor will telephone the H.S.A. immediately (Tel: 01 6620400) and then notify the Board of Directors.

All completed documents must be maintained in the sections H&S Records and copied to the H&S Advisor.

Incidents

All Incidents must be reported to the Managing Director who will in turn report to the H&S Advisor.

The Managing Director or their delegate must complete the Incident Report Form (**Form No. 7**).

In the event of a Notifiable Incident i.e. a Dangerous Occurrence (as identified on the reverse of **Form IR 3**) the Safety Advisor will submit Form IR 3 to the H&S Authority within 7 days of the incident occurring.

All completed documents must be maintained in the Health and Safety Records. The Health and Safety Advisor will notify IPB about any potential claims, and advise the Managing Director of any further action required.

Accident / Incident Investigation Procedure

The Managing Director or their delegate must investigate all accidents/ incidents initially.

Photographs and sketches shall be taken of the accident / incident site as part of the routine investigation where appropriate.

In the case of serious injury or a fatality the H&S Advisor shall investigate the accident and complete the necessary Report Forms.

No person shall disturb the place where the accident / incident occurred or tamper with anything there **for three consecutive days** after it has been reported unless a HSA Inspector has given permission to do so. The locus shall be sealed off and notices to inform others will be erected on the site.

The Health and Safety Advisor shall analyse reports and monitor all accidents / incidents, which occur.

The Health and Safety Advisor shall carry out any further investigations considered necessary to determine the causes of the accident / incident and the precautions necessary to prevent a re-occurrence. Where appropriate, the Health and Safety Advisor will recommend changes in procedures.

9.3 Audits

1 of 2

Introduction

The Dock requires verification that it is operating effectively. This shall be achieved by auditing each element of the Operating Procedures within the SMS.

Competent auditors will carry out the audits. No auditor will be responsible for auditing a section or a project for which they have either operational responsibility or an interest in outcome of the audit.

Responsibility

The Leitrim County Council Health and Safety Advisor is responsible for ensuring that each item, subject to internal audit, is audited according on an annual basis.

The Health and Safety Advisor shall issue an Audit Schedule on an annual basis. This gives details of the planned audit dates, the elements and projects concerned. The Audit Schedule shall be updated and reissued as required to take account of additional audits or the introduction of new projects.

The Audit will be conducted against checklists **Forms No.8** . These checklists will be based on the related procedures, previous audit results, and other relevant information as appropriate.

The Auditor will contact the Auditee at least five working days prior to the audit.

The Auditor will conduct the audit in a professional manner and will be objective in their assessment of the performance of the system element or project.

Should non-conformances be raised during the audit they will be controlled in line with the Part 4.5.2 of the SMS.

At the end of the audit the Auditor will complete an Audit Report (see **Forms No.8**). These will be discussed at the closing meeting with the Auditee.

The Audit Report will be maintained / forwarded to the H&S Advisor. A copy will also be maintained in the sections H&S Records.

The Health and Safety Advisor will produce a summary of the Audit Reports for discussion at the Board.

Procedure 9.3

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The following types of Audits of the Dock SMS will be carried out:

1. Audit of The Dock.

In order to evaluate the implementation of the SMS within The Dock an Annual Audit of the SMS shall be conducted.

Prior to conducting the Annual Audit the scope and timing of the audit shall be agreed between the H&S Advisor and the Managing Director.

The purpose of the Audit shall be:

- To review compliance with the existing SMS.
- To make recommendations to Management on how the Dock SMS could be improved.

Consultation with employees will be carried out to ascertain their compliance with their Health and Safety duties and responsibilities under the SMS.

10.0 Board Meetings

1 of 1

Introduction

The Dock will manage and review safety, health and welfare through the quarterly meetings of the Board of Leitrim Arts Development.

Responsibility

This Board meet quarterly or more frequently if deemed appropriate.

The names of the Board members are outlined in **Form No. 9**.

The Board shall:

- Prepare & implement an Occupational Health and Safety Management System.
- Decide and allocate safety, health and welfare resources.
- Review minutes of Safety Committee meetings.
- Review annual Health and Safety performance.
- Monitor the Health and Safety activities of all sections.
- Examine accident and incident reports and make recommendations.
- Assess and review effectiveness of training.
- Recommend training requirements.
- Discuss organisational Health and Safety issues.

The minutes of the meetings will be circulated to the participants and absent participants of the meeting.