

THE CIVIC THEATRE

Policy on

HEALTH AND SAFETY AT WORK

The Civic Theatre has a legal obligation to implement safeguards in relation to Health and Safety at Work: we also have a desire to create a work environment that is safe and conducive to healthy and contented work practices for all.

This document is intended for The Civic Theatre personnel and has the health and safety of all incoming production companies in mind. The success of this policy will depend on your co-operation. It is therefore important that you read this statement carefully to understand your own role and the overall arrangements for Health and Safety at The Civic Theatre. You are encouraged at any time to put forward suggestions for improvement.

All personnel should indicate that they have read and accepted this document by signing their name at the end.

Niamh Byrne
General Manager

THE CIVIC THEATRE - EVACUATION PROCEDURES

Fire Procedure

The safety officers will advise you of the Fire procedures.

Some general rules apply:

- If you discover a Fire, raise the alarm.
- Unless previously informed that a test is taking place, upon the alarm sounding the building **must** be evacuated. There is **no** reason at all for not evacuating.
- If the fire is of a minor nature (e.g. burning rubbish bin) those trained in fire procedures may attempt to extinguish using the nearest suitable fire appliance. Do not hesitate to leave if you are unable to immediately extinguish the fire.
- Shut down any equipment you are using if it is safe to do so.
- If possible, close doors to restrict the spread of smoke and heat.
- Do not attempt to go back for personal belongings.
- Walk quietly and avoid any action that might create panic or delay in the exit of others.
- Ensure the evacuation of any visitors who are with you.
- If the area is filled with smoke, go down on hands and knees with your head as close as possible to the floor, then crawl to the nearest exit.
- Go to the Assembly Point, which will be advised in advance by the safety officer.
- On receiving the “all clear” from the Fire Safety Officer in charge, the Safety Officer will allow staff back into the building. You should return only when you are permitted to do so by the Safety Officer.

General Safety Rules

- In the interests of health and safety no member of the incoming cast, crew, support or ancillary personnel may enter the auditorium before 6pm on the day of a performance without prior permission of a member of the Civic Theatre technical staff. This permission will be relayed to the box office staff so as to enable access to the theatre.
- By law it is prohibited to have more than 50 persons in the upstairs dressing area backstage.
- Please note, there is a maximum limit of 80 persons allowed between the stage and backstage for any one performance.

- The visiting company must furnish to the Box Office or Front of House Manager the maximum number of cast and crew at any given point in the auditorium and backstage.
- The Company agrees with the Theatre to participate fully in a fire drill during the dress rehearsal period as arranged by the Technical Manager.

Manual Handling

Some general rules for safety in this area apply:

- make sure lighting provision is adequate
- remove any obstacles from your path in advance
- ensure that there are no spillages or other means by which floors would become slippery
- do not attempt to lift an unmanageable load alone
- lift loads properly to avoid muscle strain
- do not try to move a heavy load in a hurry
- Do not carry anything up the stairs - use the lift
- Also keep one hand free when using the stairs and use the handrail

Dressing Rooms

- Please do not leave anything touching or hanging from the light bulbs.
- Please do not leave anything on the floor
- Smoking is NOT allowed in the Dressing Rooms. Please use the Green Room.
- Do not leave soap on the floor in the Shower area.

Operating Equipment

As part of the performance, you may be required to operate The Civic Theatre equipment. You should only operate any equipment once its operation has been clearly explained and you have had enough training or practice to use it confidently, safely and correctly. Do not attempt to operate any equipment unless you have been instructed to do so.

Fire Exits

Please note on arrival the Emergency Exits in the building. Fire exits must be kept clear at all times. Do not leave costumes, props or furniture in a fire exit.

Non-Smoking Areas

The Civic Theatre is a non-smoking building.

Cigarettes / Alcohol / Drugs

Alcohol and non-prescription drugs are prohibited in the work place.

Health & Safety Rep

The members of the company should elect a Health & Safety Representative. The Health and Safety Representative should inspect the theatre with the Technical Manager before the first performance. If you can see something that could be a risk please inform your Health & Safety Representative or the Duty Technician.

Electricity

- Electricity is very dangerous. Take care when using plugs and sockets. Switch it off at the socket before moving the plug. Make sure there is no likelihood of water getting into the plug or socket.
- Do not use broken plugs or frayed cables. Make sure that you are not stretching any cables or are leaving them where they can cause damage or injury.
- Do not use electrical equipment in the Shower area. Electrical equipment and installations should conform to the local Theatre Licensing and Local Authority regulations. If in doubt please contact Mick Doyle, Technical Manager.

Firearms

- Great care should be taken when using firearms. Do not fire a weapon until you have been instructed in its use. Do not remove the firearm from the props table until you need to use it and replace it immediately after use.
- Make sure you know where the vent hole is and keep this directed away from your face.
- Make sure that the venting cordite will not injure others.
- Do not fire the weapon close to your ear without some form of ear protection, making sure that the venting cordite does not ignite any hair or clothing.
- Do not take any firearm outside the theatre.
- *Firearms should be stored safely when not in use.*

Other Weapons

- Great care should be taken when using any weapon.
- Do not use a weapon until you have been instructed in its use.
- If its use is in a fight, the instruction should come from a recognised Fight Instructor not a colleague.
- Before use, check that the blades on swords and knives are smooth & blunt. Check that the handles are not loose. Do NOT use if the blade is serrated, clipped or bent.
- Make sure that gloves are worn during sword fights.
- Do not use glass bottles.

Warming Up

- Please warm up both voice and body properly before rehearsals and performances. Any physical actions such as fights should be rehearsed before each performance.

Set

- Please ensure that your set is user friendly. Each piece should be easily portable by two people. Any jutting out pieces of hardware such as nails, screws or staples will cause an injury. Very heavy pieces should be put out on casters or made easily movable. Stairs should have a railing where ever possible. Your set should be properly fire proofed.

Lighting

- Please ensure that there is adequate light on stage to perform all aspects of your show safely. All cables should be safely taped down, and should be the correct rating for the job, with the correct and properly connected fittings.

Sound / Other Effects

- Please ensure that all sound levels will not damage hearing either through volume or frequency.
- Please do not place speakers directly next to the audience.
- All use of pyrotechnics should conform to ABTT codes of Practice.
- Please notify the Technical Manager in advance if Strobes are being used.

Laundry & Laundry Areas

- Please keep this area tidy.
- Take care when using the iron and switch off after use.
- The filters on the Dryer must be cleaned before each use.

House Keeping

- Cleanliness - All areas are to be kept clean, tidy and free from excess rubbish at all times. Fire escape doors and routes must never be obstructed in any ways.
- Safe stacking and storage - At no times are articles to be stacked in an unsafe manner likely to fall and cause injury.
- Special care should be taken in the backstage area.

Hazardous Substances - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- All hazardous substances brought into the building must be recorded and
- their use strictly controlled and monitored. The Production Manager is responsible
- for all such substances used in the Production and must be told at the first
- opportunity if visiting companies wish to bring any such substances into the
- building.

Incident Book

- It is extremely important to record all incidents that occur such as (a) the application of First Aid (b) accidents and (c) any violence occurrences. Incidents should be recorded immediately after they happen and certainly no more than 24 hours later. The incident book resides in the Box Office. The Director should be advised of any occurrences.

Reporting Hazards

- If you notice any safety hazards in the building, or with equipment, please inform the Technical Manager immediately. Do not leave anything - however briefly - on the stairs or in the hallways as this constitutes a fire hazard.

Security

- Security is not just locks on doors and burglar alarms, it is an attitude of mind, a basic awareness of what is happening and a desire to protect your livelihood. Please ensure that your personal property is not left unattended, that all equipment you have been using is properly secured and that all appliances are turned off at the end of the working day.

Bomb Threat Action

- If you have received a bomb threat that there is a bomb in the building, inform the Safety Officer. The building should be quickly searched and then evacuated if

appropriate. If you notice any suspicious object (parcel, package, vehicle) inform the Safety Officer. Under no circumstances should you touch the suspicious package.

If you receive a Bomb Threat call

- Try to remember as many of the given details as possible so that the Gardai can assess whether or not the call is serious. For example if the caller made any reference to: representing an organisation / the time at which the bomb is due to go off / given a code word of any kind / given any reason for planting the bomb.

First Aid Box

- You can locate the First Aid Kit in Box Office.

Ergonomics

- Keep areas under your workstation free from clutter.

General Responsibilities

- The overall and final responsibility for health and safety within the premises of the Civic Theatre lies with The Civic Theatre Board of Directors.
- The Civic Theatre Health & Safety Committee is responsible under the Board for writing, reviewing, updating and implementing the Civic Theatre Health & Safety Policy. The committee comprises:
 - Brid Dukes - Director
 - Niamh Byrne - General Manager
 - Mick Doyle - Technical Manager
 - Sandra Keating - Box Office Manager
 - Eric Donegan or Alex Hilerby - Front of House Manager
- The following people have a duty under the Health & Safety Committee to ensure policy is being carried out in their department:

DEPT	HEALTH & SAFETY
• Administration	Niamh Byrne
• Production	Mick Doyle
• Front Of House	Eric Donegan or Alex Hilerby
• Box Office	Sandra Keating

**THE CIVIC THEATRE Health & Safety At Work
Policy Document**

I confirm that I have read this policy document

Name:

Signed:

Date: _____