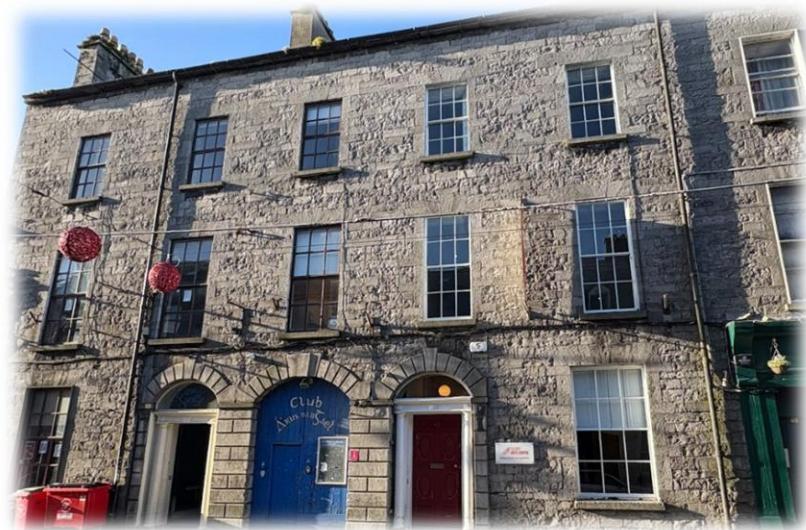




# SAFETY STATEMENT

GALWAY ARTS CENTRE 47 DOMINICK STREET LOWER, GALWAY, H91 XOAP.



**Galway Arts Centre Company Limited By Guarantee.**

*Site Specific Safety Statement*

*(Health and Safety Policy and Procedure)*

*November 2025*



Version Control Table	
Document Name	Safety Statement – Galway Arts Centre Company Limited by Guarantee
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Next Scheduled Review	Nov 2026
Change Log	
Version 1	Rubikon Safety Statement Sept 2024
Version 1.1	Reviewed & Approved by John Caulfield
Version 2	Rubikon Safety Statement Review Nov 2025
Version 2.1	Reviewed & Approved by John Caulfield



# RUBIKON FIRE, HEALTH AND SAFETY SERVICES NATIONWIDE

## Services offered:

**Traditional Training** – some of our courses offered:

- a. Manual Handling
- b. Basic Fire Safety
- c. Fire Extinguisher Training
- d. Fire Warden Training
- e. Basic Chemical Safety Training
- f. Food Hygiene (Level 1)
- g. Emergency First Aid
- h. First Responder
- i. Safety Rep Training
- j. Noise Awareness
- k. Ergonomics / DSE Training.

1. **Risk Surveys** for private clients, Insurance Brokers and Insurance Underwriters.
2. **Safety Statements with Site Specific Risk Assessments**
3. Liaising with the **HSA** on clients' behalf.
4. **Fire Risk Surveys** and Assessments.
5. **Advice and consultancy.**

## Online Fire, Health and Safety Systems

1. Online Learning Management System
2. Online Bespoke Training courses (Including theory element of PHECC CFR course).
3. Online Training courses (25 and growing!)
4. Online Ergonomic Training and Assessment Program

Email: [info@rubikon.ie](mailto:info@rubikon.ie)

091 442 886



<b>Document Reference Number:</b>	Compilation of Safety Statement
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<b>Revision/Edition Number</b>	003
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<b>Compiled by:</b>	<b>Alan Connolly, Chartered Safety and Health Practitioner (CMIOSH)</b> Rubikon Management Consultants Ltd., Cedar House, Main Street, Kilcolgan, Co. Galway. H91 A078 091 442886
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## Emergency Contact Numbers

ESB Emergency		Board of Directors Gáis		Eircom		
1850 372 999		1850 20 50 50		1850 671 444		
<b>Health &amp; Safety Authority (After Hours Contact Dublin and leave a Voicemail)</b>						
Dublin	Cork	Limerick	Galway	Waterford	Drogheda	Athlone
0161470000	0214251212	061419900	091563985	051875892	0419838536	0906492608

Poisons Information Centre (Beaumont)	(01)8379964 / (01)8092568
Environmental Protection Agency	1890 335599
Department of Environmental, Heritage & Local Government	1890 – 202 – 021
National Parks and Wildlife Services	01 – 888 - 2000

Emergency Contact Numbers	
Local Garda Station	112/999
Chairperson	Mr John Caulfield.
Director / Curator	Ms Megs Morley.
General Manager	Ms Tara O' Connor.
Head Office	47 Dominick Street Lower, H91 X0AP Galway.
Contractors: Electrical	Jim Faulkner Electrical.
Contractors: Fire Safety	CRM Fire & security Hendersons Fire Safety 083 4013986 /0861890656
Safety Officer Safety Representative	Siobhán Singleton Tara O' Connor & Siobhán Singleton
Rubikon Management Consultants Ltd.	Cedar House, Kilcolgan, Co. Galway – 091 442886
Local Hospital	University Hospital Galway. Newcastle Rd, Galway, H91 YR71, Co Galway. (091) 524 222
Location of First Aid Kits: Onsite in Each Location on Each Floor.	



## 1. INTRODUCTION

The purpose of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 1993 / 2007 is to ensure the safety, health and welfare of all employees in the workplace.

These Acts apply to contractors, employers, and employees in all types of work and embrace the activities of this establishment. The Act requires the employer to prepare a written Safety Statement describing the employer's commitment to safety and appropriate arrangements to ensure employee awareness, training and obligations to safety.

This Safety Statement includes site-specific Risk Assessments which are used for managing health and safety in the workplace. It is based on the identification of hazards and the continuous assessments of risk specific to each site in order to improve the working environment. Following the identification of these hazards we then compile and introduce controls which help mitigate any adverse effects.

Each area within the establishment will have a site-specific Risk Assessment carried out annually or when necessary, by the Safety Officer.





## STATEMENT OF INTENT TO EACH EMPLOYEE, VISITOR AND CONTRACTOR:

This document sets out the Safety Policy of Galway Arts Centre and specifies the means provided to achieve that policy.

The Safety, Health and Welfare at Work Act, 2005 requires employers and employees alike to consider health and safety as a joint responsibility. We must all strive to work together and co-operate as a team to ensure that safe working becomes an integral part of our organisational culture.

It is our mission to provide a safe and healthy work environment for all our employees and to meet our duties of care, as far as is reasonably practicable, to contractors and members of the public who may be affected by our operations. This Business strives to have zero accidents in the workplace. All employees will be fully trained in Health and Safety issues, commensurate with their job.

We will endeavour to achieve these objectives by providing adequate resources committed to safety and health, and through a pro-active plan of accident prevention in co-operation with all employees. This will be communicated through regular Safety Committee meetings and ongoing formal and informal training sessions.

It is also our policy to consult with all employees on matters of health and safety. Employees shall comply with their duties under the Safety, Health and Welfare at Work Act, 2005 to notify management of identified hazards in the workplace. All employees shall be trained in and follow business procedures and standards outlined in Induction and in Job Specific training.

Safe working is a condition of employment. All personnel will assume responsibility for working safely. The success of the policy will depend on your co-operation. It is, therefore, important that you read the Safety Statement carefully and understand your role and the overall arrangements for health and safety at Galway Arts Centre

We shall review this Safety Statement in the light of experience and developments. Employees are encouraged to put forward suggestions for improvement to the statement. This Safety Statement shall be reviewed at least annually or more often if a change in work practices demands it.

**Signed:** \_\_\_\_\_

**Mr John Caulfield**  
**Chairperson.**

**Date:** \_\_\_\_\_

**01 November 2025**

**Signed:** \_\_\_\_\_

**Ms Mags Morley**  
**Director / Curator**

**Date:** \_\_\_\_\_

**01 November 2025**



## 2. GENERAL POLICY STATEMENT

***It is our policy to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all our employees, and visitors on site.***

*The matters to which this policy extends include:*

- Galway Arts Centre shall comply with all duties as outlined in the Safety, Health and Welfare at Work Act, 2005 and General Application Regulations 2007.
- Providing a management structure with financial resources that will value the safety, health and welfare of all employees and others affected by our Business.
- Provide a safe means of access and egress to and from any part of the business's buildings.
- Provide safe plant, equipment and machinery, if needed.
- Provide and maintain a safe and healthy working environment, in accordance with statutory requirements, ensuring employee cooperation at all times.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe.
- The provision of such information, instruction, training and supervision as is necessary to enable employees to perform their work safely and effectively and without risk to their health or others as set out in the Safety, Health and Welfare at Work Act, 2005.
- To ensure the provision and maintenance of safety devices and personal protective equipment to ensure safety at work where it is not reasonably practicable to control or eliminate hazards or in prescribed circumstances.
- The preparation and revision, as necessary, of plans to be followed in emergencies.
- To ensure the safety and prevention of risk to health at work in connection with the use of any article or substance.
- The provision and maintenance of welfare facilities.
- The obtaining, where necessary, of the service of a competent person for the purpose of ensuring safety at work, namely the Safety Officer. This person shall have the necessary knowledge, certification and experience.
- The prevention of risk to health from any article or substance.
- The regular review of this Safety Statement to ensure that it reflects current work practices and in light of any developments in legislation at an Irish and European legislation.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mr John Caulfield – Chairperson**

**01<sup>st</sup> November 2025**





### 3. PROGRAMME PROFILE

#### Galway Arts Centre:

**Established in 1982, Galway Arts Centre is dedicated to providing year-round access to the arts in an inclusive, welcoming hub in the heart of Galway City.**

Programmes feature visual art exhibitions, events, films, music, literature, workshops, residencies, festivals, theatre and performance.

**We work with artists to create, challenge and connect audiences to exceptional local, national and international art that inspires new ideas and ways of thinking about our world.**

Galway Arts Centre operates two venues; the Gallery at 47 Dominick Street and Nun's Island Theatre.

For over 40 years, Galway Arts Centre has provided a year-round gallery for the city, showcasing renowned Irish and international contemporary visual arts.

Galway Arts Centre has been the nurturing seed bed for some of Galway's leading cultural events and resources, including Cúirt International Festival of Literature, Galway Youth Theatre, Red Bird Youth Collective, TULCA Festival of Visual Art and Galway Theatre Festival.

Galway Arts Centre values imagination and integrity, collaboration, creativity and forward-thinking ways of working. Equity, equality, diversity and inclusion are an essential part of our ethos.





## 4. ROLES AND RESPONSIBILITIES



### BOARD OF DIRECTORS

Under the 2005 Act responsibility for safety and health is placed directly on those in charge in the workplace. In other words, the Board of Directors, Chairperson and Artistic Director who control the work being done must take on this responsibility.

The liabilities of the Board of Directors appointees and officers, of undertakings under the 2005 Act, depend on the role that the Board of Directors, Artistic Director and Senior Members of the team play in the undertaking. The Board of Directors is responsible for good corporate governance and performs this task by setting objectives and targets and taking strategic decisions on all business issues, including safety and health management.

The regular day-to-day management, control and direction of the undertaking are the responsibility of the Board of Directors, Chairperson and the Artistic Director.

The Artistic Director and their team must follow the broad strategic directions on safety and health management set by the Board of Directors. They must determine how the management of workplace safety and health should happen at the workplace interface and are responsible for ensuring that good practices are followed.

All Board of Directors' appointees who authorise, or direct, any work activities must understand their legal responsibilities and their roles in governing safety and health, upholding core safety and health values and setting good safety and health standards for the business.

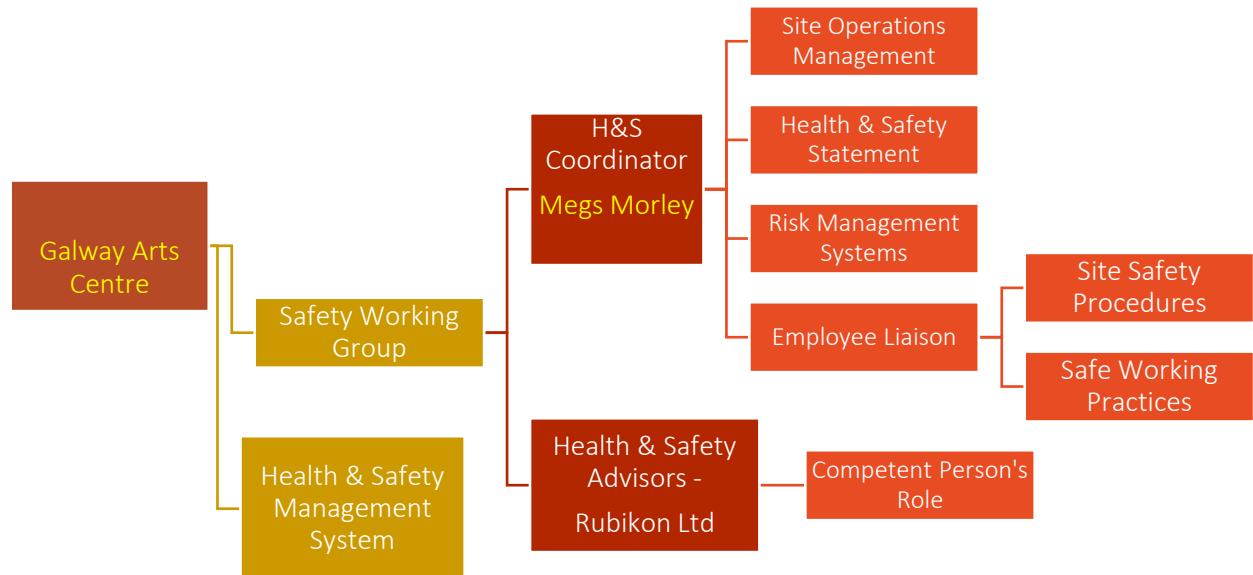
The Board of Directors, Chairperson and the Artistic Director must ensure that all members have a clear understanding of the key safety and health issues for the business and are continually appraised of the risks likely to arise.

Board of Directors' duties include the following:

- Ensure good communications are developed and maintained by the Board of Directors, Chairperson and the Artistic Director.



- Review the ongoing safety and health performance of the Artistic Director and team and provide additional coaching/support and positive reinforcement regarding their Health and Safety responsibilities, where applicable.
- Ensure that the Artistic Director and team have received appropriate safety training in a timely basis and such that training is documented.
- Ensure that safety activities are co-ordinated by the Artistic Director and specific responsibilities are assigned.
- Ensure that new or revised processes conducted are reviewed for Health and Safety concerns and that any identified concerns are resolved in a timely manner.
- Work with the Artistic Director and Employees to identify goals for reduction in Health and Safety impacts of existing and planned processes.
- Participate as a member of the investigation team in the event of an incident involving lost time injury or illness, property damage in excess of €1,000 or reportable safety concerns.
- Provide to the Artistic Director and team, an annual statement of expectations regarding Health and Safety performance and an explanation of the safety policy to all parties.
- Review and approve annually, with employees the identified:
  - Significant Health and Safety impacts of operations,
  - Selected goals and targets,
  - Action plans to achieve goals and targets.
- Ensure that the identified objectives and targets are appropriate and in accordance with Health and Safety Policies and operational business plans.
- Develop and approve budget plans and projections necessary to support approved Health and Safety goals, targets and action plans.
- Work with the Chairperson and the Artistic Director and team to ensure that all the required tools and personal protective equipment needed to conduct their work is available, where relevant.
- Formally review the status of performance to Health and Safety goals and targets.





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## CHAIRPERSON/CURATOR/ MANAGEMENT TEAM

Notwithstanding any of the provisions of Sections 8 to 12 of the Safety, Health and Welfare at Work Act 2005, the Chairperson, Curator and General Manager are responsible for ensuring in so far as is reasonably practicable the following:

- Being fully familiar with the business's Safety Statement, Safety Rules, and subsequent revisions.
- All employees, contractors, and visitors under their immediate control are made aware of and fully adhere to the business's Health and Safety policy.
- All processes and activities under their control are completed safely and without risk to health.
- The Safety Statement and other safety guidance, e.g. Safety Rules, are communicated and implemented.
- Continually developing safe practices in the business to ensure, as far as is reasonably practicable, the safety of all employees under their control.
- Maintaining safe working conditions and practices by being alert to and immediately correcting unsafe conditions.
- Only specifically trained personnel are authorised to operate and adjust machines and equipment.
- All employees and visitors to wear the correct personal protective equipment, where required.
- All employees under their control receive appropriate training in occupational health and safety and are trained in safe methods of working, appropriate to their tasks.
- Ensuring that all accidents, dangerous occurrences and "near misses" are reported without undue delay and thoroughly and promptly investigated, the cause established, and remedial measures put in place to prevent recurrence.
- All chemicals used within employees' area of control are correctly labelled, safely stored, dispensed, and used in correct procedures.
- That health and safety information is available and is adhered to, ensuring that good housekeeping standards are maintained, and that access routes and fire exit routes are kept clear and that fire points are not obstructed.
- All employees under their control are held accountable for their performance in relation to occupational health and safety.
- Providing effective supervision, particularly where an employee is undergoing training.
- Ensuring that all contractors working in the business or under their supervision adopt safe systems of work and that the safety of employees is not endangered by the activities of contractors.
- All employees under their immediate control are aware of action to be taken in case of emergency.
- That properly maintained fire-fighting equipment is available within the shared workplace.
- Consider any representation about health and safety from employees and helping employees to complete Accident / Incident report forms.



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## SAFETY OFFICER

Under the Safety, Health, and Welfare at Work Act, 2005, the Board has appointed a person to co-ordinate the management of health and safety for the business, referred to in law as a competent person, who will be known as the Safety Officer.

**The Safety Officer is: SIOBHÁN SINGLETON.**

- The Safety Officer is responsible for ensuring that the employees under their immediate control and others, including visitors, are made aware of and comply with the Safety Statement by:
  - Being fully familiar with the Centre's safety statement and any subsequent provisions.
  - Identify significant workplace hazards and assess the risks associated with these hazards.
  - Determine and implement appropriate preventative and protective measures.
  - Ensure the provision of adequate emergency plans, procedures, and measures.
  - Ensure all incidents/accidents are reported and adequately investigated in line with the business Incident/Accident /Near Miss policy.
  - Ensure there is a robust communication and consultation process for the dissemination of the information necessary to ensure the safety health and wellbeing of employees, customers and others affected by its activities.
  - Showing through personal behaviour, that only the highest standards of safety are acceptable.
  - Ensuring that all employees receive adequate safety training and instruction appropriate to their work.
  - Ensuring that all employees under their immediate control are aware of the actions to be taken in the case of an emergency and in particular that fire exit routes are kept clear and that fire points are not obstructed.
  - Ensuring that thorough and prompt investigations are carried out into all reported incidents/accidents/near misses and that a completed Accident Report Form is submitted to the Director.
  - Consider submissions about health and safety from employees under their control.
  - Organise for safety audits to be carried out by an external health and safety consultant every three years at a minimum and more frequently if deemed necessary.
  - Ensuring that reasonable safety considerations are observed by any contractors working within the workplace and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.



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#### THE SAFETY REPRESENTATIVE:

The Safety Representative is an employee to whom colleagues can report any health and safety issues or concerns. The safety representative will communicate these to the management team.

**The Safety Representatives are - TARA O' CONNOR & SIOBHÁN SINGLETON**

The Roles of the Safety Representative include:

- Investigating employees' complaints in relation to Health, Safety and Welfare.
- Making representations to the Health and Safety Authority Inspectors on site visits if requested. The Safety Representative may also be asked to represent the business's stance to the H.S.A. Inspector when carrying out an investigation following an accident on site. (This is at the discretion of the inspector).
- Communicating with the management team on any Health, Safety or Welfare matters within the business.
- Further information on the role of the Safety Representative may be found in the Safety Representative Resource Book and Guidelines on Safety Representatives which are available on [www.hsa.ie](http://www.hsa.ie)

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#### EMPLOYEES

The co-operation of all employees is vital to the implementation of safety within the business.

Individual responsibilities of employees of the business include:

- To take reasonable care of one's own safety, health and welfare and that may be affected by one's acts or omissions while working.
- Co-operate with the Centre in complying with relevant statutory provisions.
- Use in such manner so far as to provide the protection intended any suitable appliance, protective clothing, convenience, equipment or other means or items so provided (whether for use alone or for use in common with others) for securing one's safety, health and welfare while working.
- Report to the Artistic Director/Safety Officer without reasonable delay:
  - Any work being carried out in a manner that may endanger the safety, health or welfare at work of the employee or that of any other person.
  - Any defect in the place of work, systems of work, any article or substance that might endanger the safety, health or welfare at work of the employee or that of any other person.
  - Any contravention of the relevant statutory provisions that may endanger the safety, health and welfare at work of the employee or that of any other person, of which they are aware.
  - Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment, or other means or item provided in pursuance of any of the relevant Statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
  - Make suggestions or raise concerns on health and safety matters.
  - To develop a personal concern for safety for themselves and for others.
  - To avoid any action, which would be a source of danger to oneself and/others and ensure that one does not engage in any acts of personal injury/recklessness.
  - Not carrying out any tasks, which the employee feels they are not competent to carry out, or which involves unreasonably high risks.
  - Notifying the Artistic Director / Safety Officer, if under medical supervision or on prescribed medication, may affect their behaviour and have been certified fit for work, of any known side effects or temporary disabilities which could hinder work performance, and which may be a danger to oneself or fellow employees.
  - On entering a contract of employment, not misrepresent themselves to an employer with regard to their level of training.



- Ensuring that they are not under the influence of illicit or illegal drugs or alcohol when at work, to the extent that they may endanger their own safety, health, and welfare or that of another person.
- Submitting to any appropriate, legal, reasonable, and proportionate tests for intoxicants by, or under the supervision of, a competent registered medical practitioner if reasonably required by the employer.
- Not engaging in improper conduct or other behaviour that is likely to endanger their own safety, health, and welfare at work or that of any person.
- Attend any such training and as appropriate, undergo such assessments as may reasonably be required for their safety, health, and welfare.
- Comply with the Incident, Accident and Near Miss policy.

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## VISITORS

It is the policy of the company to provide a safe and secure environment for our customers and employees. Visitors, customers and volunteers have a duty to comply with all regulations and instructions relating to safety, health and welfare whilst on the premises.

### **Regulations, policies and procedures.**

In brief when visiting the Centre on business, the following rules must be observed:

- Whenever possible, visitors should make an appointment or obtain authorisation from the Manager /relevant employee/management team in advance. At the discretion of the Manager/management team, such prior authorisation may be required.
- The employee receiving the visitor is responsible for ensuring the visitor is aware of the fire and evacuation procedure for the premises should the alarm sound during the visit. The visitor should be made aware of their nearest emergency exit and assembly point.
- All visitors of the Centre must comply at all times with company policies, administrative rules and regulations.
- The management team has the authority to exclude from the premises any person who disrupts or who appears likely to become a disruption to the peace of the customers or employees. Any such individual shall be directed to leave the premises immediately and law enforcement authorities shall be called if necessary.
- Visitors/Customers will use the utmost caution when driving near or on the premises. Regard should be given at all times for employees and customer safety in the external walkways of the premises, and for those using any carpark facilities.

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## CONTRACTORS /AGENTS ARRANGEMENTS

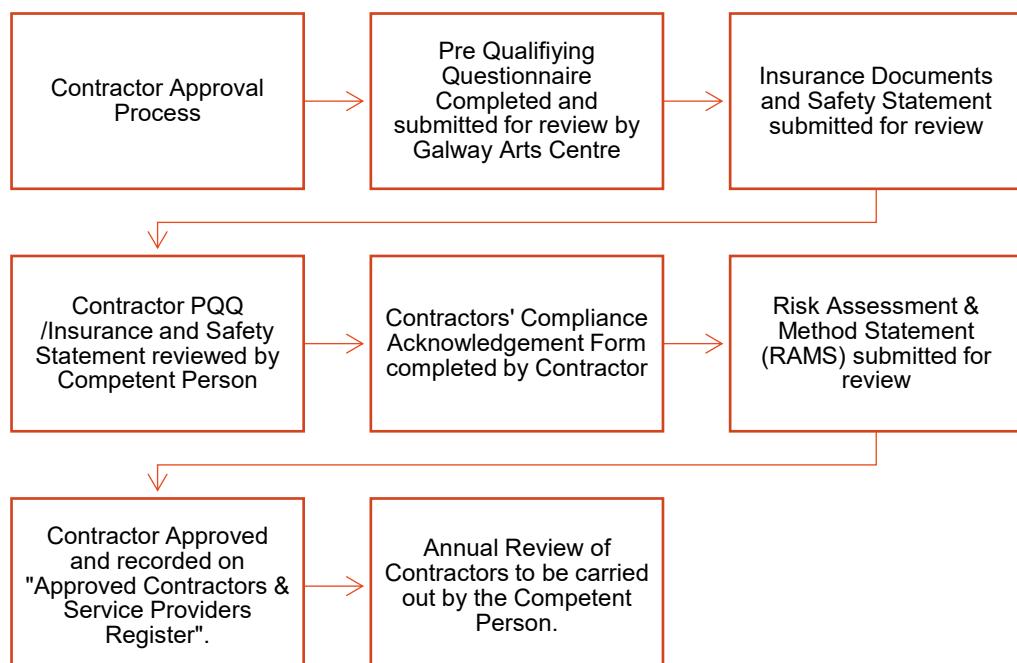
The Artistic Director has the responsibility for contractors who are engaged to carry out work related activities in the company and to ensure that the contractor is fully competent and trained for the work activities for which they are engaged to carry out.

The Artistic Director is the link person for external contractors engaged to carry out work related activities on the premises and:

- Will seek evidence from the contractor that any of the work activities being carried out by their employees are appropriately assessed and managed to ensure as far as reasonably practicable the safety of all those on site.



- Will bring to the attention of the contractor the safety statement and associated risk assessments and any additional health and safety information necessary for them to undertake their work in a safe and efficient manner.
- Request from contractors prior to commencing work evidence of appropriate public liability insurance cover before they commence work.
- Request from the contractor details pertaining to all equipment (ladders, scaffolds etc.) and materials (e.g. paints, chemicals, etc.) they bring into the company to ensure their activities pose no risk to the employees. This may necessitate the contractors cordoning off their work area by the use of barriers, cones or ropes so that employees and customers are kept away from hazards.
- Ensure that contractors completely tidy up their work site at the end of each working day and to comprehensively tidy up on the completion of their contract.
- Ensure that no equipment will be loaned by the company to the contractors.
- Ensure any incident/accident that occurs is appropriately investigate.
- Hot Works Permit and Safe System of Work to be used wherever applicable.
- For large construction works within the business premises, the company may appoint a Project Supervisor where:
  - I. There is more than one contractor involved.
  - II. The work is scheduled to last 30 days.
  - III. There is a significant risk involved If the construction works are scheduled to last more than 30 days, there is an obligation to notify the Health and Safety Authority via an [AF1 form](#).





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## FIRST AID RESPONDERS

First Aid refers to the help that a sick or injured person receives until full medical treatment is available. All companies and places of work must have a first aider, although the number of first aiders required depends on the number of employees.

St John's Ambulance outline seven responsibilities of a first aider:

1. Assess the situation quickly and calmly.
2. Comfort, reassure, stay calm and take charge.
3. Protect yourself and the casualty from any danger.
4. Prevent infection between you and them.
5. Assess the casualty.
6. Give first aid treatment.
7. Arrange for the right kind of help - Call 999 for an ambulance if it's serious, or take/send them to a hospital if it's serious but unlikely to get any worse.

The full responsibilities of the First Aiders can be found [HERE](#).

---

## OCCUPATIONAL HEALTH SERVICES

The Galway Arts Centre does not have an Occupational Health Service Department. However, in the event of any employees requiring occupational health services, the Safety Officer will facilitate and advise the worker on the location of such a service and how to access same.

In addition, in the event of any worker requiring counselling services due to personal or work-related difficulties, the Safety Officer will facilitate and advise the worker with regard to the location and the accessing of such a service.

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## CUSTOMERS

Customers also have a responsibility in ensuring the safety of themselves and others around them, whilst on the premises of a business, these responsibilities would include.

- In the event of a fire, customers must always follow the instruction of the nearest fire warden.
- No horseplay – customers must always ensure that their actions are in the best interest of the safety of themselves and others.
- Comply with signage around the business – i.e. – ‘Do Not Touch’ or ‘No Smoking’ etc.
- No running on the premises, this could lead to injury.
- No robbery, theft or alternative criminal activities.
- No verbal or physical abuse of employees or other occupants on site.



## 5. EMERGENCY PROCEDURES

### FIRE SAFETY

Fire prevention is key to Galway Arts Centre fire safety strategy and all employees are reminded of their responsibility to ensure that they do all they can to prevent a fire starting.

In Galway Arts Centre the Artistic Director is the designated Fire Safety Officer, and, in their absence, responsibility lies with the next most senior person. The Fire Safety Officer will be provided with appropriate training and given instructions about fire safety.

The Safety Officer will assist management in the development and implementation of the Fire and Evacuation Emergency Plan for the building to include consideration for any persons within the building with mobility issues, disabilities or visual impairment (referring to the [guidance](#) given by the N.D.A).

All employees are briefed about fire prevention/detection, emergency lighting systems, their periodic testing and response arrangements in the Centre. Management shall carry out evacuation drills in Galway Arts Centre at least twice a year.

All employees working in must be familiar with the fire procedures in their area of work. Also, all employees will make sure that all Fire Escape Doors (where present) must have clear access and open easily.

### FIRE SAFETY REGISTER

It is the responsibility of the Fire Safety Officer to maintain a [Fire Safety Register](#) to record fire safety maintenance in the where employees come to work.

### FIRE WARDENS

Duties of the Fire Wardens:

- In consultation with Management, the scheduling and conducting of Fire Drills which will occur at least 2 - 4 times per year. One drill to be unannounced to ascertain the responsiveness of employees and customers in an emergency situation, and the adequacy of the designated Assembly Points.
- Ensuring records are kept of the Fire Drill in the General Fire Register.
- Day to day Fire Safety awareness around the building, ensuring any noticeable fire hazards, obstructions to Fire doors, fire-fighting or detection equipment and general defects are reported to Management for immediate attention.

In an emergency, the Fire Wardens will:

- Check to see if the emergency services have been called and follow the Fire and Evacuation Plan for the building. If a fire is significantly small enough, they may, having been trained in the use of Fire Extinguishers, attempt to extinguish a fire if they feel confident to do so. It is important that the correct type of extinguisher is used.
- Alert occupants that an evacuation is taking place and sweep their designated areas ensuring that all persons are safely guided out of the building to their assembly point. The Fire Warden when finished sweeping an area will close all doors behind them on exit, noting the areas that they have checked.
- Fire Wardens should ensure that the evacuees remain at their designated assembly point (if safe to do so), without causing obstructions. If the assembly poses a risk, the Fire Wardens will raise this, and any other concerns with the emergency services.



- The Fire Wardens will assist Management in conducting a roll call, alerting the emergency services to any missing persons thought to be still inside or missing.
- One Fire Warden will ensure the roadway and immediate entrance to the building is kept clear of people and obstructions in order for the safe and unrestricted entrance of emergency vehicles. The fire warden will brief the emergency services with details of areas swept, chemicals contained within the building, and the possibility of any missing persons.

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#### FIRE WARDENS

NAME
TARA O' CONNOR
SIOBHÁN SINGLETON
LORI NUNGASSER
ANDY ROBINSON
DERVAL BYRNE

The list of Fire Wardens shall also be available in common areas around the building. The above Fire Wardens will be given adequate Fire Warden Training.

---

#### FIRE PREVENTION

- Smoking by employees, customers, contractors and visitors is prohibited within the workplace.
- Electrical wiring on the premises is to be well maintained and will be checked every 5 years by a competent person. Electrical circuits will not be overloaded or interfered with.
- Damaged cables will be identified and replaced.
- Any flammable liquids or chemicals will be stored in their original containers and in line with manufacturer's instructions and in a fire-resistant cabinet.

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#### FIRE SAFETY CHECKS

All employees should carry out proactive basic visual Fire Safety checks with regard to fire safety to include:

- Any basic kitchen equipment is not faulty in the canteen.
- There are no visible wiring or overloaded sockets.
- All cleaning materials to include bleach, cleaning agents and flammables are stored safely and in their original containers / dedicated waste containers.
- All flammable solvents and chemicals are stored safely in a closed, (ideally fire-resistant) cabinet.
- The hallways, stairs and landings are clear of any clutter or fire hazards.
- The workplace is adequately ventilated.
- All windows and fire escape doors are easily accessible in the event of a fire.
- There is an easily accessible (working) fire extinguisher and / or fire blanket to hand.



- The smoke detectors are fitted, working, uncovered and are serviced periodically.
- There is a fire escape plan easily available.

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## FIRE DETECTION

In the Centre, the Fire Safety Officer shall ensure that the fire alarm is serviced periodically by an external contractor as per IS 3218. Dust Caps shall not be left on fire or smoke detector heads to ensure that they function correctly in the event of a fire.

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## EMERGENCY LIGHTING

Where present, emergency lighting should last for a minimum of 3 hours. In large buildings, signage of Running Green Man exit signs are in place above all major doors to indicate evacuation routes. These should be continuously lit.

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## FIRE FIGHTING EQUIPMENT

The purpose of portable firefighting equipment is to extinguish incipient fires. The extinguishers are only to be used if it safe to do so. **(Please note:** Foam Fire Extinguishers: The use of Aqueous Film-Forming Foam (AFFF) containing PFAS (Per- and polyfluoroalkyl substances) is being phased out due to environmental and health concerns, with a complete prohibition on the use of PFOA-containing AFFF set for July 4, 2025, in Ireland).

FIRE EXTINGUISHERS COLOUR CODES					
Fire Risk	WATER	FOAM	POWDER	CO <sub>2</sub> CARBON DIOXIDE	WET CHEMICAL
Use on Wood, Paper or Textile Fires	✓	✓	✓		✓
Use on Flammable Liquid Fires		✓	✓	✓	
Use on Gaseous Fires			✓		
Use on Cooking Oils and Deep Fat Fires					✓
Use on Electrical Fires			✓	✓	

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## FIRE ASSEMBLY POINT (OR PLACE OF SAFETY)

This is located, for Galway Arts Centre at the designated point on Dominick St Lower junction and Dominick St Upper. All occupants of the building, in the event of a fire, need to go to the Assembly point (or place of safety) and await further instruction from the fire brigade.





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## FIRE/EVACUATION EMERGENCY PROCEDURES

On the discovery of a fire in Galway Arts Centre, all employees must carry out the following:

- Raise the alarm by alerting those nearest to them.
- Call the fire brigade by dialling 999 or 112.
- If there is a reasonable hope of extinguishing the blaze, and providing there is no immediate danger to themselves, trained employees may use the appropriate fire extinguishers / firefighting equipment to control the fire immediately.
- No worker must take personal risks.
- If the fire is beyond control, evacuate the building by the nearest exit, closing as many doors and windows as possible on the way out.
- Proceed to the Assembly Point (or place of safety).

On hearing the alarm employees will –

- Alert and assist any other persons in their area to leave the building and direct them to the Assembly Point (or place of safety).
- Leave the building by the nearest exit, closing as many doors and windows as possible.
- Proceed to the Assembly Point (or place of safety).

### Action of an Employee in the event of a fire:

Employees are only instructed to fight a fire if it is a small fire, if they have been trained and they are not undertaking any personal risk in doing so, and to relinquish responsibility for firefighting to the fire brigade when they arrive.

In the event of a fire on the premises, the employee:

- Will call the fire brigade by dialling 999 or 112.
- May attempt to control the fire if they feel that:
  - They have a reasonable hope of extinguishing the blaze.
  - There is no immediate danger to themselves or any other occupants.
  - That fire equipment is in good working order and is available to control the fire i.e. a fire blanket/fire extinguisher.
  - They are trained and confident to use such fire equipment.
- Evacuate any other occupants if possible and remain at a safe place until the Fire Brigade emergency services arrive.

Please note it is advisable to have a clear fire evacuation plan PEEP (Personal Emergency Evacuation Plan) in place for any employees /customers that have a disability, are immobile, dependent, and incapacitated. Specific fire evacuation equipment may need to be considered to support the safety of these people in the event of a fire. The plan must be drawn up in consultation with the individual / parent or guardian.

**UNDER NO CIRCUMSTANCES MUST ANYONE TAKE PERSONAL RISKS IN THE EVENT OF A FIRE.**



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## FIRST AID RESPONDERS

First Aider Responders in this are:

NAME
TARA O' CONNOR
SIOBHÁN SINGLETON

Please see HSA website for suggested contents of [First Aid Box](#).



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## LONE WORKERS / LONE WORKING POLICY

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people, artistic residents and employees, is classed as a lone worker.

At Galway Arts Centre, we are committed to taking all reasonable precautions to secure the health and safety of those carrying out work activities and will ensure, so far as reasonably practicable, that employees, contractors and anyone else required to work alone or unsupervised for any period of time are protected from risks to their health and safety.

The Galway Arts Centre Lone Working Procedures is as follows.

- All automatic alarms/safety devices on the workplace premises are in good working order and serviced on a regular basis, where the Lone Working is occurring, to notify colleagues/management of a serious emergency on site.
- Additionally, there must be an effective communication system in operation to ensure that all workers, irrespective of sensory capabilities, can detect an alarm occurring (e.g. Strobe lighting, Claxon or Vibrating Beepers, etc.).
- All workers to be supplied with awareness training on the potential risks of Lone Working and follow the risk assessments for Lone Working compiled.
- Although they are not being monitored / supervised in person, it is imperative that workers on site still follow any relevant PPE guidelines and rules in the business, where applicable.
- Where relevant, workers who are required to work alone must follow any necessary health surveillance from their business, to ensure that workers are not engaging in any activities which could be of any risk to health (e.g. Eye tests, hearing tests, etc.).
- The locations of all First Responders' Kits in the workplace should be communicated to all employees, especially those of who will be carrying out lone working, and all First Responder Kits are fully stocked.
- The business's own Standard Operating Procedures (SOP's) for Lone Working are to be followed at all times (i.e. – SOP for locking up the Business after work, etc.).
- Communication is key; there must be periodic check-ups from management/supervisor on the Lone Worker (via phone calls, emails, etc). This should include check-ins with the Lone Worker when they have arrived at the workplace and after completion of the workers shift/activity.



## 6. GENERAL WORKPLACE SAFETY

In Ireland, employers have a legal obligation to ensure the safety, health, and welfare of their employees in the workplace, as far as is reasonably practicable. This includes providing and maintaining a safe workplace, preventing risks from work activities, and providing appropriate information, training, and supervision. The Health and Safety Authority (HSA) is the national body responsible for enforcing these laws and promoting workplace safety.

General Workplace Safety includes:

- While the type of work carried out may not be considered as a high-risk activity, unsafe work systems and layout may result in injury or illness.
- During working hours, the temperature in rooms shall be adequate, with a minimum temperature of 17.5°C attained within one hour of the commencement of work. A temperature of 24°C will not normally be exceeded.
- Adequate lighting is to be provided.
- All furniture and fittings are to be arranged so that employees and customers can move about without collision with corners of tables, etc.
- The Safety, Health and Welfare at Work (General Applications) Regulations, 2007 requires all hazards associated with the use of display equipment be identified and any risk to the health and/safety of the employee assessed.
- A written risk assessment should be completed for every workstation with [Display Screen Equipment](#) when an employee regularly uses a PC for at least one hour a day. The assessment will review the following: Seating, Monitor, Personal Interaction, and Desktop.
- Any damaged floor coverings, furniture and equipment shall be reported to the Safety Officer.

On occasion, it may be necessary for an employee to work from home, as occurred during the Covid 19 pandemic. Please click [HERE](#) for a Homeworking Risk Assessment Checklist for those working remotely

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### INCIDENT/ACCIDENT /NEAR MISS REPORTING AND INVESTIGATION.

Within the workplace, all Incidents/Accidents/Near Miss are reported in accordance with the Safety, Health and Welfare at Work Act (2005) and the Business Incident/Accident/Near Miss policy.

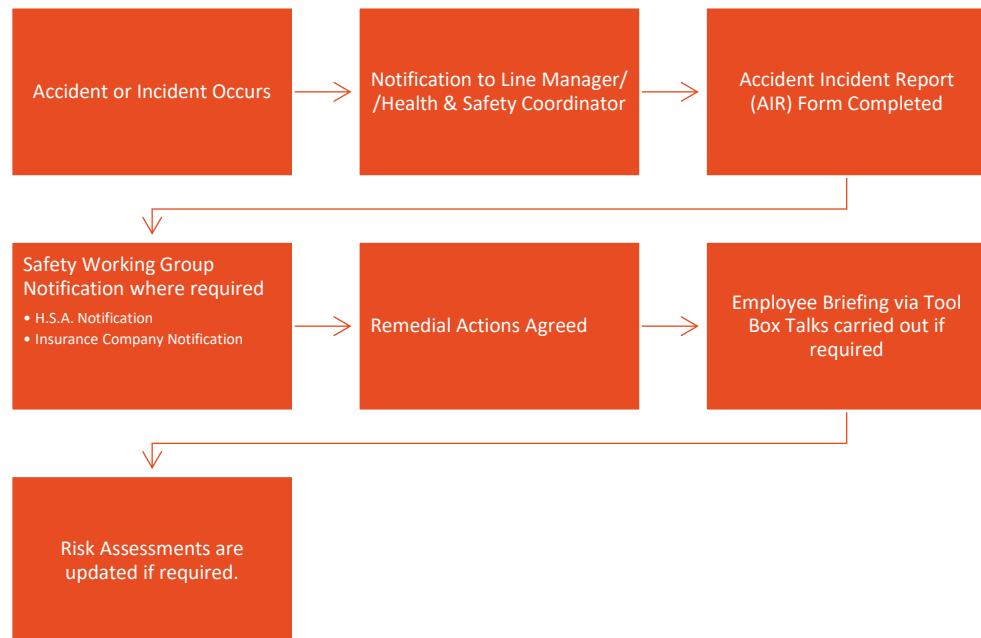
All Incidents/Accidents/Near Miss are logged on an Accident Form as per workplace policy. This is kept in a folder in the Safety Officer's office. The log contains a list of all Incidents/Accidents/Near Miss for the current year. Each year a new log/register is commenced with the log /register from the previous year filed away. Any Incident/Accident not closed off in any given year remains on current file (irrespective of year of origin) until such time as it is fully closed out.

The Safety Officer ensures:

- There is a robust incident management system in place that will contribute to employees' health, safety and welfare.
- All Incidents/Accidents are properly reported, recorded, risk assessed, effectively managed and disclosed to external agencies as required. In addition, periodic aggregate reviews of such Incidents/Accidents are conducted to identify trends, gaps and areas that require attention.
- Incident/Accident reviews take place to determine key causal factors, root causes and process failures.



- Recommendations resulting from Incident/Accident reviews will be considered and those that are agreed will be implemented.
- All Incidents/Accidents are seen as opportunities for learning, reducing risk and improving safety of work and are reported as required.
- Incident/Accident Report forms are made available locally for this purpose and should be completed as soon as possible following the Incident/Accident.



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#### PROCEDURE TO BE IMMEDIATELY FOLLOWED BY AN EMPLOYEE IN THE EVENT OF A SERIOUS ACCIDENT.

##### Actions in the event of an Accident:-

- Employee is not to put themselves in harm's way when helping the injured person.
- Observe incident/accident location, status of injured person and make note of the time.
- Call emergency services and medical assistance immediately providing exact location of the Incident /Accident and maintain the immediate safe environment for the employee, customer and oneself.
- Inform the Artistic Director.
- If you are trained, try to administer First Aid while awaiting emergency services/medical assistance and ensure the comfort, dignity and safety of the person as far as is reasonably practicable.
- If there is a substantial risk of further injury to the person, it may be necessary to move the person to safety.
- Inform a family member/significant other of the worker / customer of the accident, if possible.
- Arrange for somebody to travel with the patient in the ambulance if possible and if permitted.



- Ensure that the scene of the Accident is not disturbed.
- Gather all relevant information about the Accident.
- Complete the Accident/Near Miss report form and forward to the Artistic Director.

The Safety Officer will undertake the initial investigation of all Incidents/Accidents that occur within their area of responsibility and will ensure that the appropriate action is taken, and that the Artistic Director is kept informed of progress.

If it is deemed necessary for a more in-depth investigation to take place, the Safety Officer may establish an investigation team with expertise, if necessary, sought from relevant specialists in the area.

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#### INFORMING THE HSA OF A REPORTABLE EVENT

The Safety Officer will notify the Health and Safety Authority (HSA) in accordance with The Safety, Health and Welfare at Work (General Application) Regulations 1993 / 2007 using an **IR1 Incident Report Form** – or [online](#) in the event of:

- A workplace incident causes the death of an employee.
- Employees are injured at a place of work and cannot perform their normal work for more than **3 consecutive days**, not including the day of the accident.
- Employees are injured while driving or in a vehicle in the course of work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident.
- Any person in a place of work, or as a result of a work activity, requires treatment from a medical practitioner.

**In addition, an IR3 form will be submitted to the HSA in the following circumstances.**

- Any dangerous occurrence described in Part X of Safety Health and Welfare at Work (General Application) Regulations 1993 / 2007 (See Appendix B for guidance on IR3 form)

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#### RESOURCES

Within the business, the Artistic Director identifies through the risk assessment process the resource requirements to maintain Safety, Health and Welfare within employee's place or work.

Where controls are identified through the risk assessment process that cannot be implemented locally, the level of risk and the required resources are escalated to the Board.

The Board will:

- Include Health and Safety considerations in all annual estimates for the running of the workplace.
- Ensure that adequate numbers of suitably trained employees are available to undertake all work activities carried out by the Business.
- Provide resources for upgrading, maintenance, replacement and repair of facilities and equipment, in so far as is reasonably required to maintain a safe working environment.
- Provide resources for the ongoing monitoring of Health and Safety in the organisation and for the provision of information and training of all employees in Health and Safety.



## WORKING WITH CHEMICALS

Chemical exposure can result in health effects such as cancer, birth defects, burns, skin rashes, and lung, liver or kidney disease. When using chemicals in the Business, it is important to know how dangerous they are. It is also important to ensure that you have the necessary controls in place to keep you, your family and the environment safe.

### Do's and Don'ts when using chemicals

Dos	Don'ts
<ul style="list-style-type: none"><li>• Do study the label and the safety data sheet (SDS).</li><li>• Do read and follow the instructions before use.</li><li>• Do use any protective clothing recommended.</li><li>• Do keep chemicals locked away and out of reach of children.</li><li>• Do dispose of empty containers safely.</li></ul>	<ul style="list-style-type: none"><li>• Don't transfer chemicals into unmarked containers.</li><li>• Don't use -flammable chemicals near sources of ignition.</li><li>• Don't mix chemicals, unless you are sure they don't react.</li></ul>

### What do the hazard pictograms mean?

<b>DANGER</b>	Life threatening even in small amounts and brief exposure.	Handle with care.
<b>WARNING</b>	Causes very serious long-term health effects.	Never swallow or inhale.
	Causes skin and eye burns.	Avoid contact with skin.
	Destruction of metals.	Handle with care.
<b>DANGER</b>	Skin and eye irritation. Adverse health effects.	Don't swallow, touch or inhale.
	Damage to ozone layer.	Avoid release.
<b>DANGER</b>	Explosive- sensitive to fire, heat, vibration and friction.	Keep your distance.
	Highly flammable- serious fires if exposed to sparks, flames, heat.	Handle with care.
	Causes or intensifies fire, increases fire risk.	No ignition sources.
<b>WARNING</b>	Container explodes if heated. Very cold liquid burns when touched.	Wear protective clothing.
	Toxic to aquatic environment.	Do not heat.
		Do not pour down drain.



**HSA**

An tOideas Sláinte agus Séibhleachta  
Health and Safety Authority

## Use chemicals safely - Read the label

### How do I know if a chemical is dangerous?

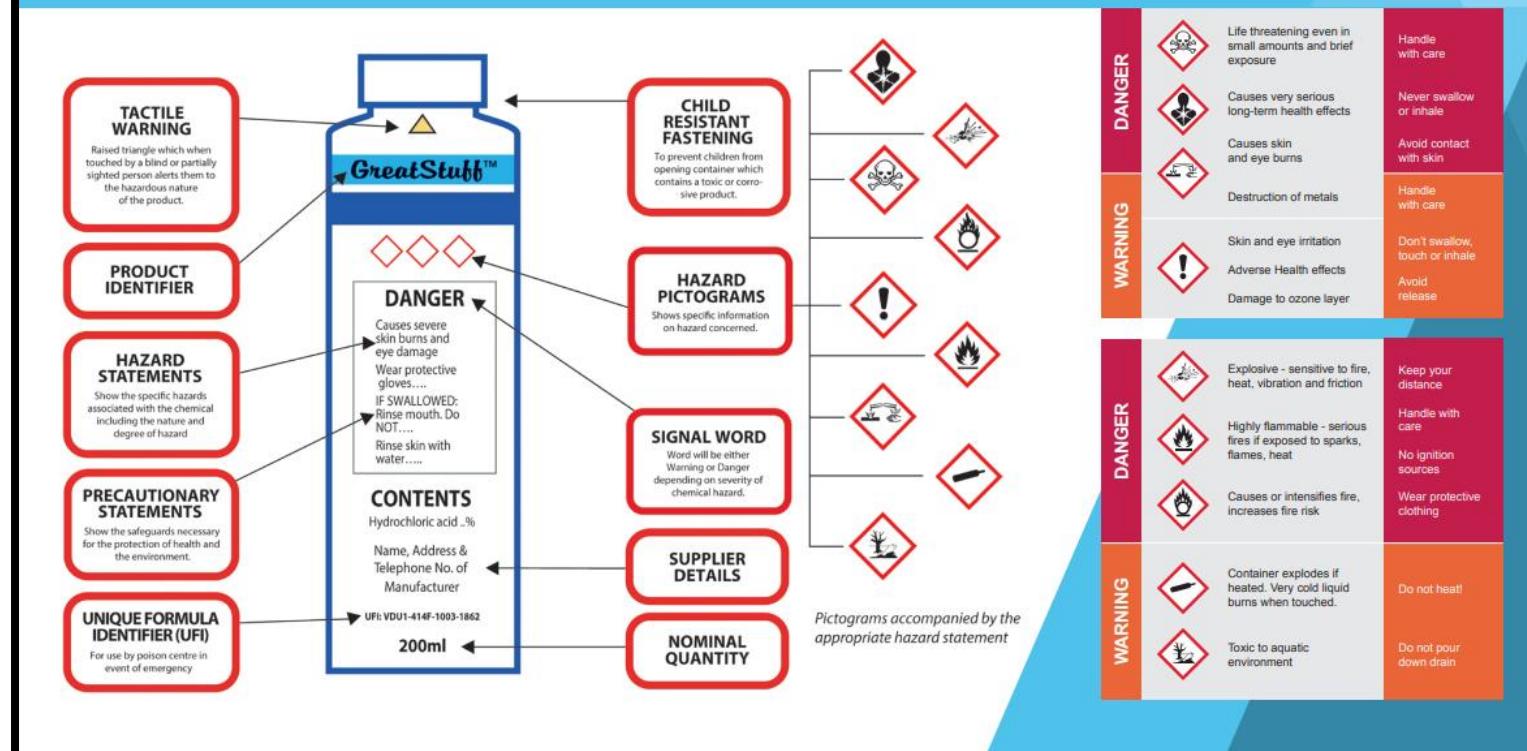
The label on the container should give information about any dangerous properties of the chemical.



SCAN FOR  
MORE INFO



### What do the hazard pictograms mean?





## WORKING WITH KNIVES/BLADES

Sharp objects like craft knives are used regularly in the store for many day-to-day duties e.g. opening boxes of stock. Consequently, we can take the dangers posed for granted, so it is important to follow the tips below:

### Why focus on Blade safety?

- It's easier to do it correctly.
- Cuts are the second most common form of injury.
- To aid in reducing the risk of a cut.
- To aid in creating a safe working environment.
- To increase individual awareness of the importance of this topic.

Dos	Don'ts
<ul style="list-style-type: none"><li>• Train employees in the safe use of knives/Blades and safe working practices when sharpening them.</li><li>• Use a knife/Blade suitable for the task and for the food you are cutting.</li><li>• Keep knives/Blades sharp.</li><li>• Cut on a stable surface.</li><li>• Handle knives/Blades carefully when washing up</li><li>• Carry a knife with the blade pointing downwards.</li><li>• Store knives/Blades securely after use, eg in a scabbard or container / magnetic holder.</li><li>• Use protective equipment as required. For hazardous work, it is recommended that a suitable protective glove is worn on the non-knife hand, and a chainmail or similar apron is worn.</li></ul>	<ul style="list-style-type: none"><li>• Leave knives loose on worktop surfaces where they can be accidentally pushed off.</li><li>• Try to catch a falling knife/Blade.</li><li>• Use a knife/Blade as a can opener.</li><li>• Carry knives/Blade while carrying other objects.</li><li>• Engage in horseplay with a knife.</li><li>• Carry a knife/Blade in your pocket.</li></ul>





## INDOOR AIR QUALITY

The requirement to provide sufficient fresh air and maintain ventilation systems remains in the post-pandemic era and is set out in the Safety Health and Welfare at Work (General Application) Regulations 2007, SI 299 of 2007, as amended by SI 255 of 2023.

The HSA's [Code of Practice \(COP\)](#) for Indoor Air Quality (IAQ) provides practical guidance for all employers on completing indoor air quality assessments and an action plan to address any air quality issues.

This code outlines how to complete a risk assessment in the workplace, depending on its complexity. It also recommends that to start the process, a visual inspection, consultation and gathering of information is completed. During this assessment, examples of what to look for are given, including rooms where there is no natural or mechanical ventilation. Data on measurements are also needed, including temperature and relative humidity.

It advises that for most people an acceptable temperature for office work lies between 18–23°C and a minimum of 4.65 square metres of floor space should be allowed for every person in the room. It also refers to the use of carbon dioxide (CO<sub>2</sub>) monitors, which provide a useful visual aid, and states that CO<sub>2</sub> levels consistently higher than 1,400ppm in an occupied room indicates poor ventilation. Maintaining CO<sub>2</sub> levels below 1,000ppm would likely indicate that an indoor space is adequately ventilated.

After the assessment has been completed, a written indoor air quality action plan should be completed, identifying further actions and control measures, and examples of these are shown in the code. The code also contains relevant guidance on ventilation systems and components, carbon dioxide monitors and air cleaning and filtration systems.





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## PSCYHOSOCIAL HAZARDS AND REMOTE WORKING.

Psychosocial hazards are factors in the design or management of work that have the potential to cause harm to a person's psychological wellbeing. Harm to psychological wellbeing means harm to mental health and changes in subsequent behaviour. Psychosocial hazards increase the risk of work-related stress (WRS) and can have other psychological or physical consequences.

In the standard 'on-site workplace', examples of psychosocial hazards include conflict, bullying, high demands, low control, role confusion, low support, and improper communication (e.g., shouting, not communicating at all, or mumbling). Exposure to one or more of these hazards on an on-going basis can cause harm. This is why early intervention and communication of issues is crucial.

There are specific and non-specific factors which aggravate occupational safety and health (OSH) psychosocial risks in remote work settings. These can differ in many ways to those which apply to 'on-site working'. More information related to the OSH psychosocial risks associated with 'on-site working' can be found here: [Psychosocial Hazards Information Sheet](#).

In the remote setting, there are factors that aggravate OSH psychosocial risks which are separate to those which apply generally. Psychosocial risks associated with remote working are the result, firstly, of the different direct circumstances or systems of work which prevail at the remote work site (e.g., domestic setting or remote working hub). They are also the result of indirect circumstances – the social and psychological environmental factors pertaining. There is a third issue related to lack of familiarity with risk prevention and management systems in place where the workforce is mainly working off site.

For any risk assessment, the physical and psychosocial circumstances must be assessed as well as the access to, and the availability of supports and controls, training, management, professional development and acknowledgement of dignity and respect at work. This must be done in all work situations and locations (e.g., on site and remote working).

www.hsa.ie

Some practical areas to help with possible psychosocial hazards:

1. Bullying and Harassment policy in place, with employees trained on it,
2. Regular meetings to ensure effective communications with minutes kept,
3. Support for employees dealing with demanding people and situations.
4. Communicating changes at work to people - new buildings, new systems, new rules etc.
5. Support – If possible, it is good to have access to an independent 3rd party to allow workers to seek advice e.g. an Employee Assistance Program.

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## MENTAL HEALTH AND WELLBEING AT WORK

The company recognises that our employees are our most valuable asset and that their health and safety includes both physical and psychological wellbeing. We are committed to fostering a supportive and positive work environment where mental health is treated with the same importance as physical safety.

**To achieve this, the company will:**

- **Promote a Positive Work Culture:** We will actively work to create a work environment founded on respect, dignity, and open communication. Bullying, harassment, or any form of inappropriate behaviour will not be tolerated.
- **Manage Work-Related Stress:** Through good work organisation, clear role definitions, manageable workloads, and open dialogue, we will identify and control workplace stressors.



- **Provide Resources and Support:** All employees will have access to confidential support. If in place, this will be through our Employee Assistance Programme (EAP), which offers free, professional counselling and advice. Details on accessing this service are available from HR. Otherwise please contact your manager who will advise you on how to access this service.
- **Encourage Early Communication:** Employees are encouraged to speak with their manager, a designated Mental Health First Aider, or a member of the HR department if they are experiencing work-related stress or mental health challenges. All conversations will be treated with confidentiality and sensitivity.
- **Train Management:** Managers will receive training to support their team members' wellbeing, recognise signs of distress, and respond appropriately.
- **Respect Work-Life Balance:** The company supports initiatives that promote a healthy work-life balance and will ensure that rest breaks and annual leave are taken.

### **Responsibilities of Employees**

The success of this policy relies on the active cooperation of all employees. To support your own wellbeing and that of your colleagues, you are expected to:

- **Take Reasonable Care:** Take reasonable care of your own mental health and wellbeing, just as you would your physical safety.
- **Engage Proactively:** Engage openly with company initiatives designed to support wellbeing, such as training, EAP services, and one-to-one meetings.
- **Communicate Early:** If you are experiencing work-related stress or other mental health challenges, you have a responsibility to communicate this at an early stage to your line manager, a Mental Health First Aider, or HR so that supportive measures can be explored.
- **Treat Others with Respect:** Contribute to a positive and inclusive atmosphere by treating colleagues and managers with respect, dignity, and courtesy.
- **Support Colleagues:** Be supportive of colleagues who may be experiencing difficulty and encourage them to use the available supports, while respecting confidentiality.

By working together in this shared responsibility, we can maintain a workplace that not only protects mental health but actively promotes the wellbeing of every member of our team.

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### **OFFICE ERGONOMICS.**

Ergonomics is about designing or planning work tasks in such a way as to improve human health, comfort and performance.

Ergonomics in practice involves a study of work activities and the work environment in order to understand how people carry out the work activities. Human performance is affected by:

- Physical ergonomics: the physical requirements of an activity
- Cognitive ergonomics: the way information in relation to the task is presented to the person
- Organisational ergonomics: how work is organised, for example shift patterns

### **Working safely with display screen equipment**



You should take a break from your screen and keyboard at least every hour. No posture is ideal if it is maintained for long periods. This does not have to be a work break. You can, for example, stand up while on the phone, do filing or photocopying.



Single Monitor

Primary & Secondary

Two with equal use

### Tips on reducing discomfort.

Use your chair properly.

- Adjust your chair so your feet are flat on the floor or use a footrest if required.
- Ensure your lower back is fully supported by the lumbar support in your chair.

Position your screen correctly

- To reduce eyestrain, position your screen at least 20-30 inches from your face (at arm's length).
- To reduce neck strain, your screen should be tilted and centred directly in front of you at eye height.

Position and adjust your keyboard correctly

- Awkward wrist, arm, and shoulder position may lead to discomfort or injury.
- The keyboard should be placed directly in front of the screen.
- Adjust the height and angle of the keyboard. Your forearms should be parallel with the floor.

Avoid glare

- Having blinds on windows can help in reducing glare.
- Adjustable lighting helps to minimise glare, reduce eyestrain and headaches. To avoid glare on the screen, position the desktop light to the side of the monitor, instead of behind or in front of it.

Give your eyes a break using the 20-20-20 rule

- Every 20 minutes, for 20 seconds, focus on an object 20 feet away. This allows your eye muscles to rest.
- You should also blink more. People blink 12 to 15 times a minute under normal conditions. Those reading on a screen blink only 7 times a minute.

Vary your position between sitting and standing

- Standing even occasionally during your workday is good for your health. Make small changes by standing during phone calls and varying your activities.

Get up and move.



- Take a short walk during your lunch break. Send your print jobs to a location that requires you to get up and walk a short distance. Change your posture often to minimise fatigue.

#### Laptops and hot desking

- Laptops should not be used for long periods. Your workstation should be assessed to ensure users have a comfortable working position.

#### Dual screens - Tips for using dual screens

- While dual screens may make work easier, incorrect use can cause musculoskeletal risks.
- Position the top of each screen at your eye height to help maintain a good head, neck, and upper back posture.
- Keep both screens close together, side by side, and swivel in your chair when looking between the screens, rather than twisting.
- If you use both screens equally, sit central to them both. Tilt the screens so the outside edge of each screen is angled toward you (a slight V shape). This will help minimise head and neck twisting when looking between them.
- If you use one (primary) screen more than the other (secondary), position the primary screen directly in front of you, with the secondary screen, positioned to the side, angled inwards slightly.
- Have both screens around an arm's length away. This is typically the most comfortable viewing distance for most people.

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#### VULNERABLE WORKERS

Vulnerable workers as 'certain groups who may be more at risk from occupational accidents or ill-health than others or those that have special considerations that may need to be taken account of in a health and safety context'. We commit to ensuring the health, safety and wellbeing of all vulnerable workers in our business.

##### Examples of vulnerable workers include:

- Young people at work\*
- Pregnant, postnatal, and breastfeeding workers\*
- Night and shift workers\*
- Older workers
- Workers who are new to the job
- Inexperienced workers, including apprentices
- Migrant workers
- Gig/platform workers
- Agency and temporary workers
- Workers with disabilities
- Workers with underlying health issues
- Lone workers
- Low-qualified workers
- Workers for whom English is not a first language

Sensitive risk groups\*

Vulnerable workers are more susceptible to injury or ill health because of specific personal or job factors

- Personal factors include biological, social, and cultural characteristics.
- Job factors are associated with the person's status in the enterprise and their work contract, the nature of the work, and certain characteristics of the organisational they work for.



### **Risk Factors:**

Risk factors include:

- Lack of experience or newness to the job
- Poor safety awareness
- Stress
- Lone working
- Presenteeism
- Job or income insecurity
- Job dissatisfaction
- Low job engagement
- Fatigue and overwork
- Poor mental health
- Social isolation
- Bullying, harassment, exploitation, and abuse
- Physically demanding and repetitive work
- Violence and aggression.

### **Personal Factors:**

Different personal factors which can contribute to vulnerability include:

- Age
- Self-Awareness and attitudes
- Human Behaviours and Beliefs
- Migration Status
- Sexual Orientation
- Religion
- Ethnicity and Cultural Traditions
- Race
- Nationality/Citizenship
- Language
- Education, Literacy and Training
- Disability
- Health
- Family Status
- Gender

### **Job Factors can contribute to Vulnerability:**

Contract type: Employment type, Agency, Part/Full Time, Job Sharing, Pay, Leave.

- Work type: Type of work, Workload, Working hours, Autonomy, Level of Responsibility, Shift Work, Remote work etc.
- Organisational: Company Size, Training, Support, OHS policies and procedures, Safety Culture, Business Model.

### **Vulnerable Workers' Profile:**

Sensitive Risk Groups and Other Vulnerable Workers.

- Sensitive Risk Groups include young workers, night and shift workers and pregnant, post-natal and breastfeeding employees.
- Other Vulnerable Workers include older workers, migrant workers, gig workers, new workers, workers with disabilities, underlying health conditions.



## 7. INSTRUCTION, TRAINING & POLICIES

### Health and Safety Information, Instruction, Training and Supervision.

At the workplace, Management ensures that suitable training is provided to meet statutory, mandatory and local requirements.

The objective is to ensure that all employees have the necessary proficiencies to undertake their duties in a safe manner, thus reducing the risk of injury or ill health to themselves or others.

Within the business, a training record for each individual employee is held on their personnel file. In addition, a log of each individual's training record is held in Head Office with details of all training undertaken and any training which is required/outstanding.

Training is provided:

- On commencement of employment - Induction.
- In the event of the transfer of an employee or change of task assigned to an employee.
- On the introduction of new technology, new work processes.
- To maintain employee competency/proficiency.
- Following the analysis of Incident/Accident/Near Miss reports.

Please note within the business there is a reciprocal duty placed on employees to attend such training. Refusal to attend such training may warrant disciplinary action, up to and including dismissal.

All instruction, training and supervision are given in a form and manner that is reasonably understood by employees. All training attendance is recorded.

### Equipment and Electrical Safety

- All employees will be advised to visually check all equipment before they use it, any faulty or defective leads, plugs, switches, sockets of electrical equipment must be taken out of the service immediately and reported to the relevant Safety Representative / Curator and Artistic Director.
- All employees must ensure that electrical leads and cables are distributed in such a manner as not to cause an electrical risk or other hazards.

### Chemicals/Detergents

- Under the Safety, Health and Welfare at Work ([Chemical Agents](#)) Regulations, 2001/2015 it is the duty of the employer to identify hazards and assess the risks associated with the use of chemical agents in the workplace.
- In the Galway Arts Centre workplace, all chemicals/detergents are held in their own manufacturer's container, clearly labelled and stored safely.
- If chemicals/detergent are used in the workplace, guidance outlined in the Safety Data Sheets is followed with regard to their use. Employees are advised to ensure that after usage of chemicals/detergents that they are put safely and securely away.
- Gloves must always be worn, and hands washed and dried thoroughly prior to and after each use.



## **Slips Trips and Falls**

- Galway Arts Centre will advise its employees to check their workplace, and that external areas are regularly inspected for slip, trip and fall hazards. All employees are relied on to inform the Artistic Director of any hazards identified in the workplace. In particular the employee must immediately escalate any hazard which they cannot personally resolve.
- Employees are requested to ensure equipment is stored in its designated location and all walkways are kept free from obstruction and trailing cables.
- Employees are requested to promptly clean up any spillages resulting in a wet floor.
- Employees will ensure that floors are dried so far as is reasonably practicable when they are expected to use them and will also ensure that waste is removed regularly to ensure it does not accumulate and cause a trip hazard.

## **Eye Exposure Treatment**

In the event of a chemical getting into somebody's eye, if possible, consult the Safety Data Sheet (SDS) and carry out the following actions if advised -

- Irrigate the affected eye with copious amounts of saline or potable water (before and after removal of contact lenses, if applicable).
- Ensure eye wash solution / potable running water is easily accessible to all employees in the event of eye contamination.

## **In the event of any of the above, Galway Arts Centre employees must:**

- Report the incident / accident to the Artistic Director or Safety Officer.
- Attend without delay Accident and Emergency Unit of Local Hospital who will manage the case.
- Document details of the incident on Accident Report Form.

## **Manual Handling**

Manual Handling involves lifting, pushing, pulling or in any other way moving or holding any material or object. There are three hazards associated with manual handling tasks:

- (1) Overexertion – where the load is beyond the capacity of the individual.
- (2) Cumulative damage – repetitive lifting with poor lifting techniques or repetitive lifting in a constrained posture.
- (3) Accidental injury - where the load moves during manual handling causing injury. This can result in physical injury or muscular damage.

- All Galway Arts Centre employees must have Manual Handling training certification which must be updated every three years at a minimum and form part of the individual employee training plan.
- All employees must be familiar with the requirements of safe moving and handling of loads.
- The HR Manager will risk assess and provide/source guidance for all employees with regard to use of any specialised equipment in the Galway Arts Centre setting, where required.



- Employees will be advised to inform the Artistic Director/Safety Officer of any perceived difficulties before undertaking any tasks.

### **Smoking, Alcohol and Illicit Drugs**

- It is the policy of Galway Arts Centre not to permit any worker to attend work and carry out duties under the influence of alcohol, illicit drugs or prescribed medication that may alter behaviour (e.g. makes the person drowsy/sleepy).
- Any breach of this policy may result in the implementation of the disciplinary procedure, up to and including dismissal.
- Employees who suspect a colleague may be under the influence of drugs or alcohol while at work must report this immediately to the Artistic Director.
- Galway Arts Centre also prohibits the smoking of tobacco products in any areas of the workplace premises. Smoking can take place in designated area only and Visitors, contractors, customers etc. must also abide by these rules.

### **Procedure for Managing Drug and / or Alcohol Related Incidents Whilst at Work**

- The Artistic Director / Safety Officer who has a reasonable suspicion that an employee is under the influence of an intoxicant while at work, will request the employee to stop work for the day.
- The Artistic Director / Safety Officer will investigate the occurrence and will refer to the business's policy regarding disciplinary procedures on the Employee Handbook.

### **Pregnant Employees**

- The Business's Pregnant Employee Policy applies when an employee informs their employer that they are pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate.
- The pregnant employee must inform the Safety Officer/Curator and Artistic Director who will inform them of their entitlements and rights under the 2007 Regulations.
- A Risk Assessment shall be carried out on the pregnant employee's workplace as per the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 6: [Protection of Pregnant, Post Natal and Breastfeeding Employees](#)
- A risk assessment of the pregnant employee will be completed as soon as is reasonably practicable after notification of the pregnancy to the Safety Officer at.
- As per statutory Instruments S.I. No 299 of 2007, Galway Arts Centre, where a risk assessment reveals a risk to an employee's safety or health, or any possible adverse effect on the pregnancy or breast feeding of an employee and it is not practicable to ensure the safety or health of such employee through protective or preventive measures, adjust temporarily the working conditions or the working hours, or both, of the employee concerned so that exposure to such risk is avoided.
- In cases where the adjustment to the working conditions or working hours or both referred to above are not technically or objectively feasible or both, Galway Arts Centre will take the necessary measures to provide the employee concerned with other work which does not present a risk to the safety or health of, or any possible adverse effect on the pregnancy or breastfeeding by the employee.

### **Maternity Leave**



- This policy at Galway Arts Centre will ensure all employees are given support and encouragement before, during, and on return to work from maternity leave.
- It aims to ensure that the employee's duties are adequately covered during maternity leave is arranged and that an effective dialogue is implemented at all stages so that employees feel fully informed about both their entitlements and the process. All employees taking maternity leave are covered by this policy, including those on part-time contracts.

At least two weeks must be taken before the expected date of birth, and at least four weeks after the birth. (Please see The Employee Handbook for further details on Maternity Leave).

#### **Parental leave**

This policy sets out the Business's stance on providing Parental Leave to facilitate parents who require periods of short-term unpaid leave to take care of a child in the specific circumstances as set out below. (Please see Employee Handbook for further details on Parental Leave).

#### **Paternity leave**

This policy sets out the business's stance on providing paternity leave to parents in accordance with the Paternity Leave and Benefit Act 2016. (Please see Employee Handbook for further details on Parental Leave).

#### **Occupational Stress**

Galway Arts Centre recognises that stress at work can be a problem and the workplace and takes its responsibility in this regard seriously. It strives to minimise occupational stress through employees training, monitoring workloads, the allocation of work, time deadlines, etc.

It is important that employees report to the Artistic Director / Safety Representative if they are suffering on-going stress, which they believe is caused by work. This will enable management to work with the employee to remedy the situation and to provide them with appropriate assistance and support.

Galway Arts Centre will not insist that an employee return to a situation which has been deemed too stressful to be effectively managed.

Click [HERE](#) for further information on Stress.

#### **Dignity at Work**

Galway Arts Centre recognises the right of all employees to be treated with dignity and respect and is committed to ensuring that all employees are provided with a safe working environment which is free from all forms of bullying and sexual harassment.

Galway Arts Centre acknowledges that central to the delivery of the highest possible quality customer care is a working environment where employees feel valued, recognised and safe. The promotion and maintenance of the dignity of all employees plays a key role in ensuring this environment.

Galway Arts Centre has in place a clear policy on "Dignity at Work".

All employees will be informed of this policy at induction and will have access to a copy of same.



The policy provides clear definitions of bullying and harassment and clearly outlines the procedure to be followed by an employee in the event that they are the subject of such behaviours. (Please see Employee Handbook for further details).





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## HOT WORKS

### **Hot Works Policy**

Work involving electric or gas welding, cutting, brazing, or similar flame or spark-producing operations are known as 'Hot Works'. Facilities that perform hot work operations conducted on or near a covered process shall issue a hot work permit, and it must be kept on file until hot work operations are completed. During the course of the Hot Works, it is very important that the employees have a safe procedure to follow to ensure that they always keep safety in their best interests.

The Hot Works Policy for the Centre is as follows;

- Hot Works Permit must have been completed and submitted, before works are permitted to begin.
- There must be a dedicated 'Fire Watch' employee on site where the Hot Works are being carried out.
- The potential of a fire must be evaluated, and the area must be stocked sufficiently with the appropriate fire extinguishers.
- All Gas and Gas Appliances are to be stored and used as per manufacturer's instructions.
- No flammable liquids to be used near the proximity of the Hot Works.
- Hot Works to finish up one hour before the premises closes, this is so that any smouldering can be identified and quenched before everybody is gone home from the premises.

The policy provides clear definitions of bullying and harassment and clearly outlines the procedure to be followed by an employee in the event that they are the subject of such behaviours. (Please see Employee Handbook for further details).





## 8. COMMUNICATIONS AND CONSULTATION

### SAFETY REPRESENTATIVE

The business recognises as per Section 25 of the Safety, Health and Welfare at Work Act 2005, that employees are entitled to elect a fellow employee as a safety representative. The elected employee will represent fellow employees on safety, health and welfare issues within the workplace. See [The Safety Representative: for names](#).

(Or if no current safety representative is in place management will support and make relevant communications with the safety representative, should the employees of Galway Arts Centre choose to elect one).

### SAFETY COMMITTEE

Additionally, as with the Safety Representative, Management welcomes the formation of a (if not already in place) or engagement with the (if already in place) Safety Committee from Galway Arts Centre , to assist with the identification and management of health and safety issues in the building on a quarterly basis.

Members of a safety committee may include representatives from Management, the Safety Rep, any employees who wish to volunteer. Further information on [Safety Committees](#) can be found on [www.hsa.ie](http://www.hsa.ie)

Items such as the following may be discussed, considered and reviewed by the Committee:

- Any representations made to the Business on any matters relating to safety, health and welfare.
- The review of safety and health audit reports (including feedback from a Health and Safety Authority Inspector where applicable).
- Seek solutions to safety and health issues which arise.
- Review information relating to incidents, dangerous occurrences and instances of occupational ill-health at the place of work.
- Assist in the development and implementation of safe systems of work.
- Receive progress reports on the implementation of risk assessments and the Site-Specific Safety Statement.
- Promote activities on safety, health and welfare at work and employee wellbeing programmes.
- Review health and safety training reports.
- Recommend actions that will improve the effectiveness of the Safety Management Programme.

All meetings to be recorded with Minutes kept and employees informed through the Safety Officer/Safety Representative. This is achieved through meetings formal and informal. All minutes of meetings will be held and made available in the Safety Officer's office.

### NURTURING A SAFETY CULTURE

Employee safety should be a top priority in any business. Therefore, it is important that employers effectively communicate safety standards to every employee. **Suggested examples** would include:

1. **Send an Email or Newsletter** – Make sure that everyone gets an email outlining safety standard at least once a month. Another way is mailing a newsletter to the address of every employee.



2. **Post Signage Throughout the Workplace** – Place a sign where employees enter, in break rooms, around equipment and any other high frequent areas. Be creative and use video, themed days and other media to help reinforce standards.
3. **Take Pictures of Safe Actions** – A picture is worth a thousand words. Make it perfectly clear what the expectations are by taking pictures of employees demonstrating proper practices. Include these in your newsletters and emails.
4. **Hold Meetings (Toolbox Talks)**- To ensure that everyone is getting the message, hold small-group meetings that are mandatory for all employees. Make Toolbox Talks a part of the daily routine to review and discuss safety standards.
5. **Require Appropriate Training**- If you are not supplying adequate safety training to your employees, you are communicating that safety doesn't matter. People learn more from the workplace culture than from the signs that are posted. Create a culture of safety in the workplace by properly training your employees.
6. **Safety Comment Cards**- Encourage employees to hold each other accountable and spot unexpected hazards by providing safety comment cards. You could also include a form on your business's Intranet, if present, to make it easier for people to access.
7. **Make it Part of the Employee Review Process**- Safety policies are not a one-and-done concern. It's important to continually prioritise safety at the workplace and a great way to do that is by including a "refresher course" in an employee review.
8. **Invest in Proper Safety Gear**- Communicate priority in your safety budget. If you are buying the cheapest gloves, shoes, etc. it's not a wonder why people don't want to wear them! Put an emphasis on safety through buying comfortable, quality gear that your employees will want to wear.
9. **Routine Safety Checks**- Curator and Artistic Directors and Supervisors should walk around the premises on a regular basis to do safety checks. This will make it more likely to spot unprotected hazards that need to be secured while looking out for employees to make sure they're implementing best practices. If you see unsafe behaviour, it needs to be corrected at that very moment. It can't afford to wait.
10. **Share Case Studies or Incident Reports**- Put the reality behind the need for safety by sharing events about real people who have been affected by insufficient safety measures.

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#### DISSEMINATION OF SAFETY STATEMENT

The Director has the overall responsibility to ensure that this safety statement is made available to all employees and any others who may require access to it e.g., external agents/contractors.

A copy of the safety statement is held by the Artistic Director in their office and soft copies are made available to new employees during their induction training, or any time upon request.

Any amendments to the statement will be made known to all employees by the Safety Officer and an updated version will be made available to all employees through the normal communication channels i.e., meetings formal and informal etc.

The Safety Officer is also responsible for ensuring that the Safety Statement is brought to the attention of non-employees who may be exposed to specific risks in the workplace (e.g., contractors/other agents).

The Safety Statement will be made available in a format that is appropriate and in language that will be understood.



This Safety Statement will be reviewed annually or when circumstances require i.e. where significant changes take place or when risk assessments are carried out and improvements are made that have an impact on safety and health.

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#### CONSULTATION AND COMMUNICATION

The Centre is committed to a policy of co-operation and consultation between management and employees and will take account of any representations/submissions made by employees. Health and Safety information is provided regularly and consultation on safety and health issues takes place informally on a regular basis e.g., via the Safety Officer, Health and Safety representative, meetings etc. and formally at team meetings.





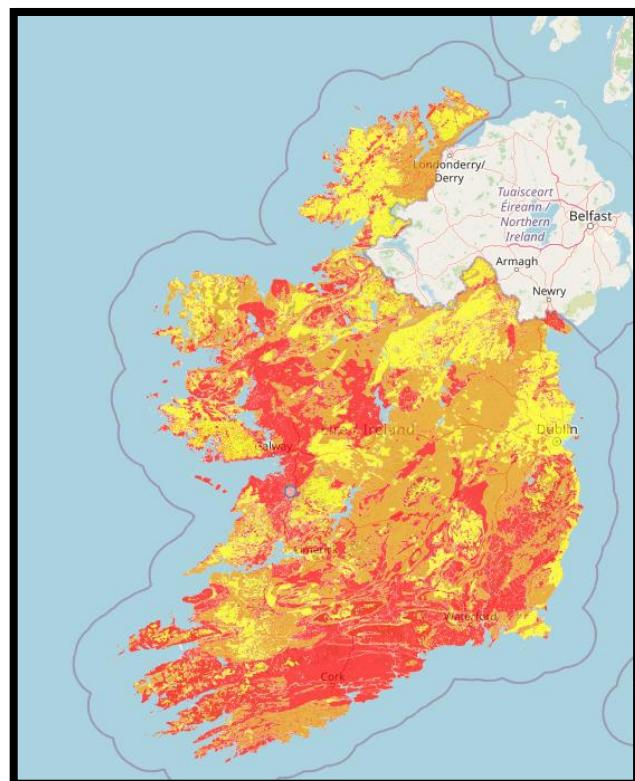
## 9. RADON

Radon is a naturally occurring radioactive gas. It is invisible, odourless and tasteless, and can only be detected using special equipment. Radon comes from the radioactive decay of uranium, which is present in small quantities in all rocks and soils. Because it is a gas, it can move freely through the ground enabling it to enter the atmosphere or seep into buildings. It is a carcinogen, in the same group as tobacco smoke and asbestos and long-term exposure to high levels of radon can irradiate lung tissue and increase the risk of lung cancer.

The risk of contracting lung cancer depends on how much radon one has been exposed to, the length of the exposure and whether or not one is a smoker, it is important to note that Radon is not linked to other forms of cancer or other respiratory illnesses.

Radon comes from the ground and gets into buildings mainly through cracks in floors or gaps around pipes or cables. As the pressure inside a building is slightly lower than the pressure outdoors, radon will be drawn from the ground into the building. This phenomenon is known as pressure-driven flow. All workplaces can be at risk from radon. Workplaces at higher risk tend to be those located in High Radon Areas. Underground workplaces such as mines and show caves are also at higher risk of increased radon levels, wherever their location might be. The business is located in a '**High Radon Area**' which is an area in which the epa.ie (formerly the RPII) has predicted that the immediate area is located between an area with an estimated **10- 20%** of buildings above the reference levels or more with these buildings likely to have radon levels above the acceptable level. ([See Radon Map](#)).

Harmful levels of radon can affect indoor buildings everywhere, including those which are not located in High Radon Areas. Large variations in radon emissions can occur even within small geographical pockets. Radon which is dispersed into the open air is generally diluted to harmless concentrations.



<https://gis.epa.ie>



### **The effect of Radon:**

Because radon enters a building from the ground, the worst affected workspaces are likely to be at basement and ground floor levels, with a diminishing concentration the higher you ascend. Radon testing is normally conducted as near to the ground level as possible. If radon concentrations at ground floor level are within acceptable limits, upper floors of the same building should also be safe.

### **What if I suspect my workplace may be affected by radon?**

If you are an employer, you should have the radon levels measured in your workplace by an approved measurement service.

### **How is Radon tested?**

Radon measurement must be undertaken by an approved measurement service. Radon concentrations are measured at basement and ground floor levels of workplaces, in locations that are occupied by workers for more than 100 hours a year (i.e. workshops and offices, as opposed to corridors and washrooms). Irish legislation sets a national Reference Level of **200 becquerel per cubic metre (Bq/m<sup>3</sup>)** in business, measured over a consecutive three-month period. Harmful radon concentrations can be reduced to safe levels by carrying out remedial work on the affected building. This might include measures such as improving the ventilation or installing an extraction system (radon sumps).

The RPII recommends remediating all workplaces which have a radon measurement above the national Reference Level of 300 Bq/m<sup>3</sup> and **200 becquerel per cubic metre (Bq/m<sup>3</sup>)** in business.





## 15. COVID-19

The novel coronavirus (COVID-19) has become a global pandemic, causing governments worldwide to declare a state of emergency and implement social-distancing strategies and other measures.

COVID-19 is a relatively new illness in the world which effects the lungs and airways and is caused by the virus called Coronavirus. When someone who has COVID-19 coughs or exhales they release droplets of fluid. Most of these droplets fall on nearby surfaces and objects such as desks, tables, visual display units, etc... It can spread through direct or indirect (on hands, surfaces, objects) contact. Some of the most common symptoms include a: cough, fever (over 38°C), shortness of breath and breathing difficulties.

There are a range of key actions that the Irish Government, the Health Service Executive and the Return to Work Safely Protocol have recommended to reduce the risk of coronavirus transmission including the workplace.

### [Responding to Covid 19 Outbreaks](#)

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#### COVID-19 COMPLIANCE OFFICERS

**Employees can help prevent the spread of Covid-19 by:**

- **Wash your hands frequently** with soap and water or alcohol-based hand rub if your hands are not visibly dirty.
- **Practice good respiratory hygiene**, that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.
- **Maintain social or physical distancing**, that is, leave at least 2 metres (6 feet) distance between yourself and other people, particularly those who are coughing, sneezing and have a fever.
- As part of social distancing have a '**no handshaking policy**'.
- **Avoid touching your eyes, nose and mouth** – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself.

COVID-19 Compliance Officer	Position
Megs Dorley	Director and Curator

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#### C COVID-19 RESPONSE PLAN

##### STEP 1 - EMPLOYER COVID-19 POLICY

This Covid-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the managing director / owner and brought to the attention of our Curator and Artistic Director, supervisors, clients and workers.

This document can be found here: [HSA Document](#)



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## STEP 2 - RESPONSIBLE PERSONS FOR PERFORMING TASKS

To identify suitably trained person(s) to help with ensuring that the plan is implemented, and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as; role of worker representative(s), use of checklists to identify any areas for improvement, regular checks to ensure the plan is being implemented, review of risk assessments and the safety statement, etc.

This document can be found here: [HSA Document](#)

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## STEP 3 - EMPLOYER INFORMATION

The third of the four steps will include the employers information, which includes such titles as Employer name, workplace address, director/senior Curator and Artistic Director in the workplace, Business type, number of employees, representatives and contact details.

This document can be found here: [HSA Document](#)

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## STEP 4 – CHECKLISTS

1. Return to Work – Planning and Preparing
2. Control Measures
3. Covid-19 Induction / Familiarisation
4. Dealing with a Suspected Case of Covid-19
5. Cleaning and Disinfection in the Workplace
6. Workers Responsibilities in the Workplace
7. Workers Representatives

These documents can be found at: [HSA Document](#)





## 16. MONITORING, REVIEW AND UPDATE

### REVISION OF THE SAFETY STATEMENT

The Safety Officer will review this Safety Statement annually with assistance from the Safety Committee (where applicable). This review will be based on amendments to risk assessments and changes in the organisational structure (as listed below) and will also be reviewed to monitor and assess performance. Expert help will be sought as required.

The Safety Statement may require revision between annual reviews arising from changes in legislation, work practices or the request of the Health and Safety Authority; and the appropriate responsible person or competent external personnel will make such changes.

*Arrangement for revision will take into account any changes in the following areas:*

1. Names of responsible persons
2. Changes in risks
3. New equipment or machinery
4. New personal protective equipment
5. New legislation or standards

The current workplace will be audited prior to the review of this Statement. This will ensure that appropriateness of existing work practices, control measures etc. In addition, risk assessments are reviewed to identify and confirm that any remedial action has been implemented.

The management team will review all relevant safety procedures following all accidents/incidents or near misses.

### REVIEWING THE ORGANISATION

Important points to consider:

- (a) All of those holding safety responsibilities shall be asked to report on any problems in carrying them out.
- (b) It may be that some responsibilities will need to be reassigned to a different employees level (Curator and Artistic Director is dealing with trivial matters, or employees monitoring things which they have no authority to correct).
- (c) Do those with monitoring responsibilities have the skills to carry out their functions?
- (d) Should those in management have the safety performance tasks for which they are responsible included in their appraisal?
- (e) Are the lines of communication effective - for example, have any matters of concern for the safety committee not been attended to because they have not reached the right management level?

Specific training and personal protective equipment needs will be reviewed regularly.

A meeting will take place at the end of the year to review changes in the Safety Statement and to prepare a statement to include in the Safety Officer's Annual Report.

Areas to be covered in the Annual Report include information on changes and amendments to the Safety Statement, report on training completed during the year, progress report on the activities of the Safety Committee, breakdown on accident and incident statistics and an overview of planned safety programmes.



## 12. HAZARD ANALYSIS AND RISK ASSESSMENTS.

All employees of the Business must ensure that they are familiar with the current arrangements in place to control risks within their work area.

In conjunction with this section, all employees in the business must reference the Safety Statement with regard to the Hazard Identification and Risk Assessment Process.

The Safety Statement provides a very detailed section on Hazard Identification and Risk Assessment Process.

Given the above, the following is a brief overview with regard to Hazard Identification and Risk Assessment Process at Galway Arts Centre.

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### RISK ASSESSMENT PROCESS

The Safety Officer or the nominated competent person in the Business will, in compliance with Section 19 of the Safety Health and Welfare at Work Act 2005:

- Identify the hazards in the workplace under their control.
- Assess the risks presented by these Hazards. (Homeworking Guidance can be found here: [Guidance on Working from Home.](#) )
- Review the risk assessment and amend as appropriate when necessary.
- Identify current controls that are in place to manage the risk.
- Evaluate the risk using the Risk Matrix (outlined in the Business Risk Assessment Policy) to assist in prioritising subsequent additional controls required.
- Identify what additional controls are required to eliminate the risk or reduce it to as low as is reasonably practicable
- Identify and assign a responsible person who has responsibility for ensuring these additional controls are implemented and agree a time frame for implementation.

The Safety Officer will include employees in the above process as their personal knowledge and experience will provide valuable additional information.

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### HAZARD IDENTIFICATION

A Hazard refers to anything with the potential to cause harm in terms of injury or ill health to persons at work and others who are in the place of work.

It is the responsibility of the Artistic Director who has overall responsibility for resources and employees to ensure hazards arising in the workplace that may give rise to risk for the safety, health and welfare of employees and those affected by the organisation's activities are identified, assessed, eliminated or managed to the lowest level possible.



Risk Level	Category	Tolerability	Comments
1- 2	VERY LOW	Acceptable	No further action is necessary other than to ensure that the controls are maintained, or remedial actions implemented at very low cost (in terms of time, money and effort).
3-4	MODERATE	Tolerable	Consideration should be given as to whether the risks can be lowered to a tolerable and acceptable level with the costs considered and implemented within a defined time period.
6-9	HIGH / VERY HIGH	Unacceptable	Significant efforts should be made to reduce the risk so that risk is reduced to a tolerable or acceptable level.  Risk reduction measures should be implemented urgently within a defined time period, and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures.

**Risk Assessment Matrix**

There is general recognition of many common hazards, which can be grouped according to source:

- Human/behavioural
- Physical
- Chemical
- Biological

#### RISK CONTROL, MONITORING AND ESCALATION

Within the Business, all existing controls that are in place to manage the identified hazardous event will be recorded and reviewed.

It is important to note that following the review of existing controls, it may be necessary for additional controls to be introduced.

Where additional controls require resources outside the remit of the risk owner the assessment will be escalated to the Artistic Director for review.

All risks requiring additional controls to be implemented including escalation will be included in the Risk Register. These risks will be controlled to the best of the Artistic Director / Safety Officer's ability whilst improvements take place.



www.rubikon.ie	PERSONAL PROTECTIVE EQUIPMENT (PPE) Guidelines				
This PPE Register is for the following department:	Maintenance (2025)				
Register maintained by:	Curator and General Manager				
Date of PPE issued:	01/11/2025				
General Information:	This document outlines the task which has been risk assessed and the required PPE that workers must wear, for their own safety.				
Task	Eye / Face	Hand	Head	Hearing	Foot
Slips, Trips and Falls.					✓
Any manual handling duties.					✓
Working at Heights					✓
Working with chemicals.	✓	✓			
Working in Waste Area (Refuse)					
Working outside in icy conditions.		✓			✓
Moving equipment, machinery etc.		✓			✓
Moving items with a trolley.		✓			✓
Electrical Cleaning equipment.		✓			
Working with					✓
Working with hot surfaces.					
Cleaning duties	✓	✓			✓

Task	Eye / Face	Hand	Head	Hearing	Foot
					
<b>Chemicals – cleaning etc.</b>	✓	✓			✓
<b>Noisy electrical (cleaning) equipment.</b>		✓		✓	✓
<b>Breakages and spillages.</b>		✓			✓
<b>Dealing with cuts (risk of blood borne viruses – doing OFA).</b>		✓			



www.rubikon.ie	PERSONAL PROTECTIVE EQUIPMENT (PPE) Guidelines				
This PPE Register is for the following department:	Office And Cleaning Tasks (2025)				
Register maintained by:	Curator and General Manager				
Date of PPE issued:	01/11/2025				
General Information:	This document outlines the task which has been risk assessed and the required PPE that workers must wear, for their own safety.				
Task	Eye / Face	Hand	Head	Hearing	Foot (non-slip shoes depending on task).
Slips, Trips and Falls.					✓
Any manual handling duties e.g. deliveries etc.					✓
Working with chemicals.	✓ (Dependent on task)	✓			
Moving equipment, machinery etc.		✓			✓
Moving items with a trolley.		✓			✓
Electrical Cleaning equipment.		✓		✓	✓
Cleaning duties	✓	✓			✓
Using strong cleaning chemicals.	✓ (Respirator and face protection)	✓			
Breakages and spillages.		✓			✓
Noisy electrical (cleaning/maintenance) equipment.		✓		✓	✓
Dealing with cuts (risk of blood borne viruses – doing OFA).		✓			
Working with hot liquids.		✓			



PPE Register.

## PPE REGISTER

Galway Arts Centre:

Manager: \_\_\_\_\_

Site Address:

All personnel employed by the company are provided with standard PPE, which must be worn at all times while at work. This register keeps a record of PPE issued, in addition to additional items of PPE provided. By signing this, employees agree to wear the PPE issued and to notify the manager as soon as possible if the PPE becomes worn, damaged, lost or needs replacing.

Name of Recipient	Date of Issue / Replacement	Item supplied	Signature of recipient:  <b>I have received the listed PPE with appropriate training / instruction in its correct use.</b>



Name of Recipient	Date of Issue / Replacement	Item supplied	Signature of recipient:
			I have received the listed PPE with appropriate training / instruction in its correct use.



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#### SAFETY STATEMENT TRAINING RECORD SHEET

This is to confirm that I have had the Curator and General Manager points of the Safety Statement read and explained to me in a manner that I comprehend. I understand that a copy shall be freely available to me, and I realise that, under the Safety, Health and Welfare at Work Act 2005 that I must follow the procedures outlined in it.

	NAME (PRINT)	SIGNED	POSITION	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
16				
14				
15				
16				
17				
18				
19				



## 13. APPENDICES

### APPENDIX 1- HOT WORKS PERMIT TEMPLATE

		HOT WORKS PERMIT	
Site Name:		Site Ref No:	
1	Location of 'Hot' works:		
2	Purpose of 'Hot' works:		
3	Type of 'Hot' works:		
4	Start date and time:		
5	Hazards noted:		
6	Precautions to be taken: (Tick as appropriate):	Comment	
7	Fire extinguisher present?		
8	First Aid Facilities Present		
9	Fire blanket present?		
10	Remove any flammable/combustible materials		
11	Other		
The above 'Hot' works are approved subject to the precautions stated in above being adhered to and the following supplementary conditions:			
<b>Approval and sign off:</b>			
Subcontractors company name:		Signed:	
Subcontractors representative name and position:		Date:	
Operators Name:		Signed : Date:	
The 'Hot' works are finished/stopped and I have inspected the works <b>&gt;60 minutes</b> after completion.			
Subcontractors company name:		Signed:	
Subcontractors representative name and position:		Date:	
Note:	1. Permit only valid for one shift and must be returned at end of shift to be signed off. 2. Details of Hot Works to be covered in Method Statement & Risk Assessment. 3. Emergency procedures to be in place during construction works.		



## APPENDIX 2- GA1/2 FORMS TEMPLATE

<b>HSA</b> An tOllsaithe agus Séibhseachas Health and Safety Authority		<b>GA1</b>								
<h3>Report of Thorough Examination</h3>										
<b>NOTE:</b> This form may be used to record the thorough examination and testing of Lifting Equipment, as set out in the Safety, Health and Welfare at Work (General Application) Regulations, 2007. This form was produced by the HSA to facilitate the recording of information, as per Schedule 1 Part E of these regulations. This form must be completed by a <b>competent</b> person. This is not an approved or statutory form. Reports of Thorough examination may be produced in other formats.										
Date:	Reference: <input type="text"/>									
Name and address of employer or owner for whom the thorough examination was made: (Please include a contact number and email, if possible)										
Address where thorough examination was made:										
Particulars identifying the lifting equipment:										
Type of lifting equipment:										
Serial Number: <input type="text"/>		Year of manufacture: <input type="text"/>								
<table border="1"><thead><tr><th>Safe Working Load</th><th>Configuration(s)</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>			Safe Working Load	Configuration(s)						
Safe Working Load	Configuration(s)									
Note: Each configuration should reflect the working arrangements, for example length of jib; fly jib; radius; angle; ballast; number of rope falls; height under hook. Please detail the safe working loads for all configurations, as per manufacturer's instructions. Use additional sheets if more than three configurations.										
<input type="checkbox"/> Testing		<input type="checkbox"/> Thorough Examination								
Purpose of testing: <input type="text"/>		Purpose of thorough examination: <input type="text"/>								
Particulars of tests carried out: <input type="text"/>										
Latest date for next thorough examination: <input type="text"/>										
Health and Safety Authority: Form GA1 (Revision 2012)		Page 1 of 2								



Defect which is a danger to persons:

Repair, renewal or alteration required to remedy this defect: Indicate if immediate cessation of use has been advised

Defect which could become a danger to persons:

Timeframe for defect becoming a danger:

Repair, renewal or alteration required to remedy this defect, including date(s):

Parts not accessible for examination:

Name, address and qualifications of competent person making the report: (print name in BLOCK CAPITALS)

Name and position of person authenticating the report: (print name in BLOCK CAPITALS)

Employer:

Employer:

**We certify that:**

(tick when done)

We have undertaken the test / thorough examination as prescribed

We have identified defects which are or could be a danger to persons

This test/thorough examination has been carried out by a competent person

The particulars in this report of thorough examination are correct

**You must:**

(tick to confirm you understand)

Keep this report of thorough examination safe and available for inspection

Undertake identified repairs

Arrange for a thorough examination or test before the latest date or as prescribed

Signed:  
Competent person  
performing tests or  
thorough examination

Signed:  
Person receiving report of  
thorough examination

**GA2****HSA**An Orlaist Shábháis agus Séibhleachála  
Health and Safety Authority

## Report of Weekly Examination

**NOTE:**

This form may be used to record the weekly examination of Lifting Equipment used on construction sites, as set out in the Safety, Health and Welfare at Work (General Application) Regulations, 2007. This form was produced by the HSA to facilitate the recording of the weekly examination as per these regulations. This is not an approved or statutory form. Reports of Weekly examination may be produced in other formats.

Name and address of contractor or owner for whom the weekly examination was made:

Address where weekly examination was made:

Description of lifting appliance and means of identification	Date of inspection	Result of inspection (state whether in good order, see note below)	Name of persons who made the inspection (use BLOCK CAPITALS)

Note: Result of inspection should state if all working gear and anchoring or fixing plant or gear is in good working order. Including, where required the automatic safe load indicator and the derrick interlock.

Component	Inspected	Good working order	Action Required
Rated capacity indicator / limiter	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Wire rope and chain systems	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Limit switches (e.g. hoist, derrick limit)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Ropes positioned on their sheaves	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Structure (major damage)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Hooks & other load lifting attachments	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Hydraulic systems	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Electrical systems	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Fuel lines	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Brakes and clutches	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Operator's cab	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Operator's controls	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Anemometer, where provided	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
Other matters (manufacturer / user)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

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## APPENDIX 2: SAMPLE NEW EMPLOYEE INDUCTION CHECKLIST.

<b>New employee health and safety induction record</b> >	
All new employees to be briefed on the topics listed and sign off below	
Safety statement and health and safety policy (where it can be viewed).	
Employer and employee health and safety responsibilities in accordance with (enter title of relevant legislation/regulations).	
Main workplace hazards (risk assessments) and associated controls.	
PPE policy (including mandatory PPE (e.g. skull caps/safety vests)).	
General rules for safe work (policies), including principles of manual handling and safe use of machinery/ equipment.	
Location of prohibited areas (chemical storage etc) and identification of machinery with restricted use and specialist operations (e.g. covering).	
Accident and incident reporting procedures.	
Procedure for communicating/reporting health and safety concerns (e.g. faulty equipment).	
Training requirements.	
Disciplinary process, policy on use of phones and social media and policy on bullying and harassment.	
Prohibition of drugs and alcohol at work (prescribed medication procedure).	
First aid, fire and emergency procedures.	
Welfare arrangements.	

Next of kin	Name:	Relationship with Person:	Contact Number:
Medical assessment (yes/no)	Have you any medical condition that may affect your ability to carry out the work you have been employed to do?		
	Are you taking any medication that may affect your ability to drive machinery or undertake certain tasks?		
	Have you any phobias or are you allergic to anything that may affect your well-being?		
	Have you any recent injuries or any ongoing medical problems (e.g. back pain, dizziness etc.)		

I confirm that I have received and have understood (enter name of business) health and safety induction and have been shown/given a copy of the safety statement and health and safety policy

Name (print):	Signature:	Contact number:
Induction Instructor Signature:	Work Location and Activity:	Date: