
Civic Trust House
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SAFETY STATEMENT

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PURPOSE

The purpose of this document is to assist management and those in positions of responsibility in the development and application of safety measures and policies required in statutory provision with particular regard to the Safety Health and Welfare at Work Act 2005 as amended and subsequent regulations and salient Codes of Practice. This statement and risk assessment is constructed with emphasis in fulfilling the requirements of Sections 19 and 20 of the Safety, Health and Welfare at Work Act 2005. The document has been compiled based on an assessment of the layout and usage of the building, having a safety Statement and Risk Assessment alone does not ensure overall safety but it helps to inform what procedures must be in place to secure safety.

The document is not to be construed as a definitive completion of the safety measures required, but rather as a means to assist in the ongoing safety policy and assessment of measures and procedures to ensure in so far as reasonably practicable, sufficient and suitable management and resources are in place to prevent accidents and adverse effects to the health of those who may be directly or indirectly affected by the acts or failures to act in the course of managing Civic Trust House.

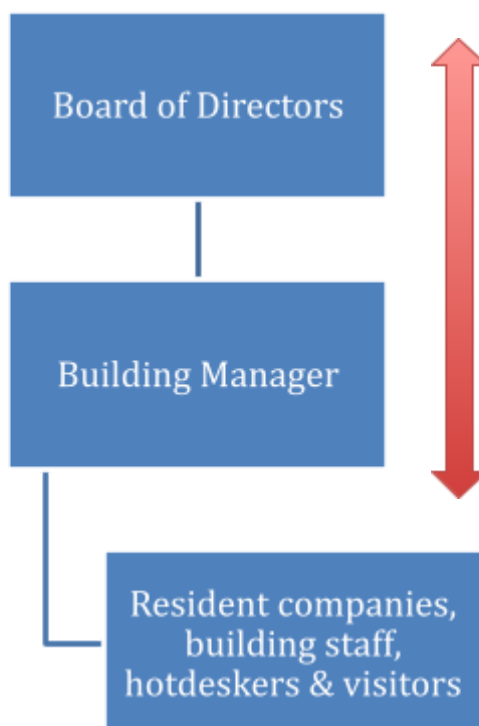
SAFETY MANAGEMENT

Arts at Civic Trust House is a not-for-profit Company Limited by Guarantee. It invests in achieving the best standards of work practices for all those in its care and actively engages with everyone who shares the facilities to ensure a harmonisation of safety standards and policy to create a safe working environment in accordance with its legal responsibilities and best practice.

As a 300 year old listed building owned by Cork City Council we are guided by CCC's Property & Heritage/Conservation officers to find appropriate solutions for the building's unique fabric.

This statement sets out our plan to work safely and in doing so, it seeks to identify all hazards in advance of operations and apply controls that we will continuously review to ensure management of safety policy and procedures. It welcomes comments from all individuals and groups that may help to enhance existing policy and form the basis for future planning in such matters. This safety statement is aimed at protecting members, temporary contractors, the public and others from accidents and ill-health whilst using the facilities of Civic Trust House. This Safety Statement is retained in Reception and available for all to view. The contents of this statement will be discussed with the relevant people. Every individual has a duty to take care of their own health and safety and to have due consideration for the health and safety of others.

MANAGEMENT STRUCTURE



GENERAL HEALTH AND SAFETY ARRANGEMENTS

It is the policy of Arts at Civic Trust House and other organisations within the building to recognise and accept their responsibilities and all groups are committed to providing, as far as is reasonably practicable, a safe and healthy working environment and a safe place for all who work within or who visit our facilities.

We will update the Safety Statement as necessary but it will be reviewed at least once a year to reflect any changes in legislation, technology, products, provision of services or practices and as a result of any accidents or near misses that may have occurred and that are likely to impact on future policies.

ORGANISATIONAL STRUCTURE

The Board of Directors of Arts at Civic Trust House CLG has overall responsibility for the development of Health and Safety Policies for all activities within the building and directs the implementation of them, ensuring adequate resources of personnel and finances are available to enable compliance with the Safety Statement. The Board will also ensure that Health & Safety is a fixed item on the agenda at meetings. Decisions are made with due regard to the practical requirements of the Safety Statement. All Board members and Building Manager will oversee, implement and monitor the safety requirements of operational tasks and duties of building staff and groups using the building and communicate with users and temporary contractors all matters pertaining to their safety. All temporary contractors engaged and nominated to use the facilities of Civic Trust House will be given a copy of this Safety Statement ensuring the policies and procedures are understood and applied in best practice at all times.

DUTIES OF MANAGERS/SUPERVISORS/CONTRACTORS

Managers and supervisors will implement the procedures of this Safety Statement, including the selection of safe equipment, work methods and work organisation. When managers or supervisors observe non-compliance with safety, they will immediately take action and stop the activity until the situation can be made safe. If such action is unsuccessful, the problem will be referred to the Building Manager and the Board of Directors as soon as possible.

Contractors will take reasonable care of their own safety and health and that of other persons who may be affected by their acts. All contractors and those in charge of work within the building, should be in possession of a Safety Statement that applies specifically to their work. Building and maintenance contractors need to be compliant with building regulations and must furnish the Building Manager with a copy of their Safety Statement before commencing work. Where employees or temporary contractors believe that measures for safety and health protection provided are insufficient or inappropriate, or believe that their immediate employer is failing to comply with safety and health protection, they may bring such matters to the attention of the Building Manager and the situation will be addressed in reasonable time.

POLICIES AND PROCEDURES

It is the policy of Arts at Civic Trust House to adhere to the requirements of current health and safety legislation and to provide a safe working environment for all people engaged in the general duties encountered at work along with consideration for members of the public and visitors to our facilities. Our goal is to prevent injuries and illnesses at our places of work. This will only be achieved through participation, consultation, cooperation and commitment of everyone that uses the facilities at Civic Trust House. This building is used chiefly for office administration and meetings with occasional workshops, courses and performances. This policy cannot provide an exhaustive description of safety requirements for every possible use, either in terms of selection or detail. The methods covered in this document have thus been selected on the basis that these are the activities involving the highest risks for the safety and health of staff and other users of our building.

GENERAL RISK AWARENESS

ACCIDENTS

Many accidents are preventable. All accidents; no matter how small or trivial must be reported to reception or to the Building Manager and recorded in the accident log book in the reception office by the manager or responsible person on duty. Any workplace accident that requires the injured party to be absent from working their

normal duties for a period exceeding 3 consecutive days, or has to be transported to hospital, must be reported to the Health and Safety Authority (HSA).

WORKING AT HEIGHT

Falls from height are one of the most common cause of death in industry [HSA]. Any member of staff required to work at height is required to have training in working at height and to have awareness of the hazards associated with this task. Correct access equipment is to be used in such situations.

EMERGENCIES

All staff will take part in a basic induction which will give them a familiarisation of the building and the building facilities, dealing with emergencies and the procedures they should adopt in the event of an emergency occurring. Induction will be carried out by Building Manager or another staff member delegated to by the Building Manager. Fire Drills shall be conducted at 3 monthly intervals and recorded in the Fire Register Log. Fire drills consist of familiarisation training for all staff, noting the location of fire extinguishers, break-glass units, familiarity with the Fire Alarm system, what to do in the event of fire and familiarity with escape routes. (Read notes on fire).

MANUAL HANDLING

Muscular Skeletal injuries are the most common non-fatal injuries in the work place [HSA]. Manual Handling training is a requirement for those personnel that are required to lift items as part of their normal work duties. Staff are advised to avoid lifting heavy or awkward loads and to use trollies and other lift assist equipment.

HOUSEKEEPING

Slips, Trips and Falls are a common cause of accidents and most are preventable. Accidents from poor housekeeping can be avoided by keeping all areas free of debris, trailing leads and badly stored items. All corridors must be kept totally clear of storage items, door widths must be maintained and exit signs must be visible from any part of an exit corridor. All rooms have clear access in and out, maintaining an access/egress route of no less than 850mm (normal door width). There are two refuges, one behind Choral and one behind IAYO between two fire doors where persons using wheelchairs or otherwise impaired can await rescue by emergency services. These refuges may not be accessible due to narrower width of old heritage back doorways in IAYO and Choral, and anyone in a wheelchair using these areas should check this. An alternate route is across landing from Choral through IndieCork's office, and from IAYO across 2nd floor landing through Suisha's office. This issue should be considered when preparing a Personalised Evacuation Plan. No items are to be stored in such a way as to cause a trip hazard or at risk of falling, such as unsecure shelving and badly stacked items, trailing electrical and communication cables. Escape areas from one space to the next, must not have any items that are likely to cause an impediment to escape or cause injury during an emergency evacuation. Any spills must be cleaned immediately and any area that represents a hazard must be clearly cordoned off using suitable means to prevent accidents, on condition that it does not escape.

FIRE

The majority of deaths and injury from fire are caused by smoke and gas inhalation or as a consequence of trying to escape from fire. In any fire situation, the principal factor is to escape from the fire as quickly and safely as possible. The fire should be tackled only if it is small and can be put out with a fire extinguisher or other means. Fire extinguishers are to assist safe evacuation and treating small fires only.

All trained staff will have knowledge of the location of firefighting equipment (Fire extinguishers, Break-glass units, Fire Blanket) and the use of these in any area or site within the building that people are required to work within. Clear signage will be placed within view of all fire point locations. Evacuation Fire Drills will be conducted quarterly and will include instruction on how to deal with a fire scenario. Staff will be familiarised with the sound of the Fire Alarm during Fire Drill. The Fire Alarm will be activated for the Drill exercise and allowed to alarm (person in charge should turn off immediately when everyone is evacuated, and note from HKC security app how long it lasted). Names of those that have attended this session will be recorded and the evacuation time from within the building to exit will also be recorded. The desired exit time from the building to a place of safety must be less than 3 minutes. Please be aware and understand the notes on fire in this document. Fire Doors are designed to remain shut when subjected to extreme heat and they are designed to reduce oxygen supply to the fire and stop fumes and heat spreading quickly to other areas. Fire Doors do not protect the people within the space where a Fire Door is located, but open doors will assist fire to spread quickly to another location. If you exit a room that has an uncontrollable fire, you should if possible, close the door on leaving the room, making sure that there is no one else in the room. The ideal scenario for ensuring safe escape is to hold frequent drills and training.

The access elevator/Lift

The elevator must only be used if it is essentially required and never during a fire.

A high risk has been identified due to the door of the lift not reaching up to the ceiling, which results in a risk of falling down the lift shaft if the lift is not at the second floor. **The lift must always be left at second floor after use and clear signage to this effect to be displayed in the lift cubicle and at each level outside the lift.** Guests in Suisha office may not use that door except to access fire escape in an emergency.

This lift must not be used during a fire or if something occurs that is likely to impact the use of the lift such as structural collapse. Children and vulnerable adults must not be allowed to access this equipment unless under strict supervision by a competent person. Use of the lift must always be supervised by the Front desk supervisor or other responsible person.

Persons with disabilities that cannot use the stair must be located in an area with access to the fire corridor and a plan of assistance during emergency evacuation

must be put in place prior to their starting work. The top story of the building is not suitable for those with limited mobility.

In the event that any person is trapped in the lift between floors due to technical failure the Building Manager and Reception Staff has the tools and training to release the lift but this is quite a slow process.

The Fire Corridor/Stair

The Fire Corridor/Stair is designed to accommodate protected exit in the event of a fire within the building. This area is fire sealed, to protect those exiting from the effects of fire. Nothing combustible or that could impede exit, should be stored anywhere in this area. This applies to all combustible materials and especially items such as oil paints, paper, cardboard boxes etc. The corridor is protected by fire resisting doors at each entry/exit point, these doors must always be allowed to return to a closed position and must never be held open by artificial means, this applies to all fire doors.

Means of escape

All fire exits must be clearly marked and visible, and will be checked weekly by Reception. Exit signage must be precise in directional information and always, where possible, illuminated (with regard to listed building requirements). At induction and during Fire Drills, occupants of the building will be familiarised with the location and use of all emergency exits. Exit paths leading from one door to another door, must have a constant width maintained equal to the width of the door. There must be no impediments that could cause obstruction or trip along these escape paths. The ideal scenario for ensuring safe escape is to hold frequent drills and training.

Exiting via the car park:

Emergency exit from the fire escape corridor/stair, leads to the side of the building and exit to assembly point is via the car park. The side passage becomes slippery when organic material is left on it and must be swept regularly by the caretaker and more often during autumn to keep it free from leaves. It is important to maintain a clear width of escape through the car park via the shortest route possible, the width of this route must be equal to or wider than the escape door leading from the side exit of the building. Parking must be controlled in this area to maintain a clear corridor of escape. ***The Board has identified a risk whereby flagpole & layout partly impede exit. This is currently the subject of an advice request from CCC first raised May 2020.*** The timber door at the exit point is fitted with a push-bar mechanism that can be operated simply from within the corridor.

Fire Exit Hatch in Jazz and Folk Office:

The exit hatch is located in the loft area and although it offers escape, it is also a limiting factor to ease of escape. It is essential that the area surrounding the hatch is kept clear of all impeding items and combustible materials. The two rooms that this escape route accommodates must have as few people in occupancy as is reasonably possible so that escape can be made without causing panic and injury. Training can assist safe procedure and using the ladder is part of induction for anyone working upstairs.

Fire Alarm system and Fire Extinguishers

The Fire Alarm system is serviced by Safety Tech Fire (021) 480 8542

Fire Extinguishers are serviced by Brian O’Riordan OR Safety. 085 1255621

Assembly Points

The **main assembly point** is the footpath directly outside the main rail of the building and to the right (adjacent to the bike-rack outside St Mary’s Church). Once people exit in an emergency, they must be assembled in this location and supervised by a member of staff until the emergency services arrive. Receptionist on duty must check that all staff are accounted for at this location.

Fire Risk Activities

Most fires are caused by electrical equipment.

The gas fuelled heating system is sufficient to heat the upstairs floors and electrical heaters should not be used without the express approval of the building manager in the event of central heating problems only. Any electrical heaters should be stored downstairs unless until needed during central heating failures. Offices may not bring in electrical heaters independently.

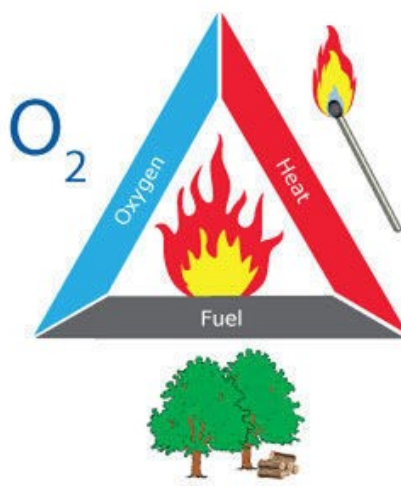
Floor Dips

Floor dips are designed to supply power without the need for cables to be trailed across the floor, therefore the design of desk positioning should take into account the location of dips and be laid out relative to the dips location. They are designed to house the connections within a box and the cables are to exit the box via a dedicated groove in the dip lid. It is important that cables are not allowed to be trapped by the lid, as this may cause the electrical cable to fracture or be crushed, which could result in a short circuit that may lead to a form of ignition and cause fire or electrocution. These dips must be free of dust and paper waste etc. or anything that is combustible. The dips must always be kept in a closed position with the lid correctly closed.

UNDERSTANDING FIRE – THE FIRE TRIANGLE

Fire requires 3 elements to survive:

- 1. Oxygen**
- 2. A source of heat or ignition**
- 3. Fuel**



Removing any one of the elements will prevent fire – Fire Extinguishers work by removing 1 or some of the elements of the Fire Triangle

Fire Fighting Equipment

Fire fighting equipment is located on each floor: by the front door in the hallway; outside the kitchen; in Pride's office; on the second floor landing outside Suisha/IAYO; by the emergency escape hatch. Extinguishers are not to be used as door-stops, they are designed to treat specific types of fire and the fire extinguisher provider (O'R Safety Group / Meta Training) is to provide basic instruction on the use of fire extinguishers and to assist the Building Manager in the placement of such equipment. Fire Extinguishers must be checked by a registered provider at least once every 12 months and certification of declaration of conformity to I.S 291:2002 must be issued on the successful completion of service. This certificate must be stored in the Fire Register. Building Manager will ensure that fire extinguishers are checked once a month to ensure that extinguishers are in their rightful place and the pointer remains at green (indicating that the unit is filled and has not been used). Any fire extinguisher that has been used, must be replaced immediately.

Fire blankets are designed to put out small kitchen fires created by fats and oils, they may also be used to put out fires to a person's clothing.

No deep-fat frying equipment should be used at Civic Trust House except when a suitable 'Wet Chemical' extinguisher is made available.

Irish & European Classification and types of fire extinguisher installed at Civic Trust House

Water extinguishers - class A: used on organic combustibles such as paper, plastic, cloth and wood. (Not to be used on electrical fires)

Powder extinguishers - Class C + A/B: used on electrical hazards and blazes involving liquids and flammable gases.

Carbon dioxide extinguishers - class B: used on electrical fires & flammable liquids

Classes of Fire Extinguisher:

Type Extinguisher	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
	Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage

CARBON DIOXIDE (CO2)

CO2 extinguishers were originally designed for use on flammable liquid fires and therefore have a class B fire rating.

They are ideal for electrical fires, as CO2 is not a conductor and they do not leave behind any harmful residue.

WATER EXTINGUISHERS

Water extinguishers are for use on Class A flammable solid fires. Class A materials include wood, paper, coal, rubber and textiles. The water creates a cooling effect which penetrates deep into the burning material and prevents re-ignition.

Water extinguishers must NEVER be used on electrical fires due to high risk of shock.

ABC POWDER

ABC powder extinguishers are extremely versatile and can be used on class A, class B, class C, class D and electrical fires.

They are available in a range of sizes from 1 - 9kg and are ideal for application in environments containing mixed fire risks. However, there is a risk of inhalation when

using powder extinguishers indoors. Powder fire extinguishers are therefore not recommended for use within small rooms, homes and offices.

Fire Drills

Fire drills are necessary to ensure that staff are aware of the dangers of fire and that they know what to do in the event of fire. A drill shall be conducted quarterly when as many people that use the building are present. An assumed fire scenario should be established. A record of this activity is to be held on file with information stating:

1. Who took part in the drill (can be a sign-in and sign-out sheet)
2. Who controlled the situation (who was in charge)
3. How long did it take to evacuate the building
4. Were there any impediments to escape

PERSONAL HEALTH

Health conditions/allergy

If you suffer from an existing health condition or a known allergy, then you are obliged to inform your manager and you must ensure that you are not exposed to risks that may further exacerbate your condition. All managers and people in control must adopt this procedure. All information will be held in confidence.

Cuts and abrasions

Receiving small cuts and abrasions can be regarded as a general occurrence in normal work activity. Being aware of the potential for such will help to avoid occurrence. The smallest wound has the potential to develop into a serious infection unless it is treated correctly. Sterilisation is most helpful in reducing the risk of infection, cleaning the cut immediately and appropriately dressing the wound is an important measure.

Making sure that there are no sharp objects lying around and maintaining furniture to avoid exposed dangerous edges will also help. Extra caution should be administered when there are children and vulnerable adults in the building, especially being aware of sharp items and edges.

First Aid Box locations

First Aid Boxes are located on each floor:

KITCHEN - Hanging on old door opposite sink

CORK FILM CENTRE - Above fireplace

CHORAL - Back Office

THIRD FLOOR LANDING - On cabinet

The following people have Occupational First Aid training:

1. Nicki French Davis Tel: 087 3900267
2. Allin Gray Tel: 087 9601037
3. Jack Mahony Tel: 096 667 2604
4. Edel Carmody Tel: 087 34902389
5. Sinead Ryan Tel: 087 9036393

Contents of First Aid Box (1-10 persons) – To be checked monthly and refilled after use

- HSE First Aid Kit Refill 1-10 Persons 1035001

Complete first aid refill for 10 Person first aid kit

Contents

10 Alcohol Free Wipes

2 No.16 Eye pad dressings

2 Gloves (pair)

2 Large dressing

6 Medium Dressings

20 Plasters

12 Safety pins

4 Triangular bandages

Working alone

All staff will be aware of the risks associated with working alone (an accident, becoming unwell, fire or other occurrence, risk of violence from an intruder) and what to do if it's necessary. Lone working shall be avoided and no work shall be carried out alone where there is a risk of serious injury. It is recommended that staff working alone carry a mobile phone with them. All staff are required to sign in and out of the building.

Vehicle driving for work

All staff that are expected to drive as part of their work contract shall hold a current driver's licence. Users of this building are reminded that the court-yard area outside the main entrance is the main escape from the building and therefore escape must not be blocked.

Infectious disease and hygiene

All staff will have awareness in the dangers of contamination from exposure to pathogens and contamination as a consequence of poor hygiene. Uncleanliness increases the risk of infection and disease. Risks may increase if the building has remained unused for extended periods where foods and liquids may be left to deteriorate or attract vermin which may lead to leptospirosis disease or water allowed to remain stagnant in piping increasing the risks of legionellosis disease.

COVID-19 response policy:

During the 2020-2022 pandemic Arts at Civic Trust House put in place a comprehensive response to Covid-19 risk. This policy is published separately to the present document at [CTH Covid-19 Response Protocol v2.2](#) and the latest version is available for download on the landing page of www.civictrusthouse.ie. While this policy is currently inoperative it will be reinstated if necessary. Risk mitigation measures included, but were not limited to: social distancing; mask-wearing in all shared areas of the house; hand hygiene and toilet etiquette; single use of the kitchen; increased cleaning and increased personal responsibility for cleaning. All employees were provided with the full Covid-19 protocol and [CTH Covid-19 Hygiene Procedures](#) .

Electricity

All staff will have basic awareness of the dangers of electricity and tasks that could potentially expose them to danger from sources of electricity and therefore only suitably qualified persons may work on electric installations and devices. Staff are reminded that no sockets should be overloaded and only one plug should be put in one socket. Connecting more than one multiple gang socket extensions together and coiled up leads must be avoided due to the risk of overload and heating of the wire

and or plugs/sockets, particularly in areas where combustible materials are present. It is recommended to use power surge protection on any multiple gang socket extensions to protect equipment..

Electrical installation condition reports for permanent installations should be retained for at least ten years and should be made available by the building owner to any contractor who carries out the inspection and test in the future. All defects noted must be repaired promptly in order to prevent danger. Where a defect or an imminent threat to the person or building is identified, it should be rectified immediately by a qualified electrician. Such rectification works should be recorded and form part of a new certificate and a report of the test should be completed by the competent person carrying out the test.

Electrical Systems such as fire alarm, emergency lighting and security alarms have detailed requirements set out in Irish Standards IS 3217, IS 3218 and IS-EN 50131 respectively which will be adhered to and all relevant documentation is to be stored in the Fire Register.

Chemicals and gases

Volatile Organic Compounds (VOCs) are emitted as gases from many solids and liquids. VOCs include a variety of chemicals, some of which may have short- and long-term adverse health effects. Prolonged exposure to any chemical substance is likely to cause health effects and may even cause death. Persons with existing health conditions may be more susceptible to injury from exposure to chemical substances.

Concentrations of many VOCs are consistently higher indoors (up to ten times higher) than outdoors. VOCs are emitted by a wide array of products numbering in the thousands. Examples include: paints and lacquers, paint strippers and thinners, cleaning supplies, office equipment such as copiers and printers, graphics and craft materials including glues and adhesives, permanent markers, and photographic solutions.

Anyone that uses chemicals within the building, is required to have knowledge of the substance, its composition, the risks associated with it and how it should be stored. All chemical substances (other than water and foodstuffs) must be supplied with an accompanying Safety Data Sheet. If none exists, then these can be downloaded from the supplier or manufacturer. All storage containers must be suitably robust, vented where applicable and labelled appropriately. Chemicals must never be stored in a container that could resemble a food or drink container and require child-proof caps.

Chemicals that are prone to combustion by evaporation, must only be stored in small quantities and in appropriate containers in an area that does not present other risks, white spirits and solvents are such chemicals. Certain plastics when exposed to UV light, may fracture or degrade, glass containers may also increase heat absorption from the sun and cause fire and evaporation. Many chemicals may form a gas when exposed to the atmosphere and this gas may replace the oxygen and cause serious

respiratory injury or may evolve into an explosive mixture which could easily be ignited. Pressurised containers such as gas bottles, paint spray containers etc. pose a risk if exposed to a source of heat or if not securely stored, these substances also pose a risk to fire fighters if they are unaware of their existence and location. Use of certain chemicals can also induce neurological and dermatological injury either by inhalation, ingestion or by skin exposure which may occur from spillage or evaporation.

pH Scale

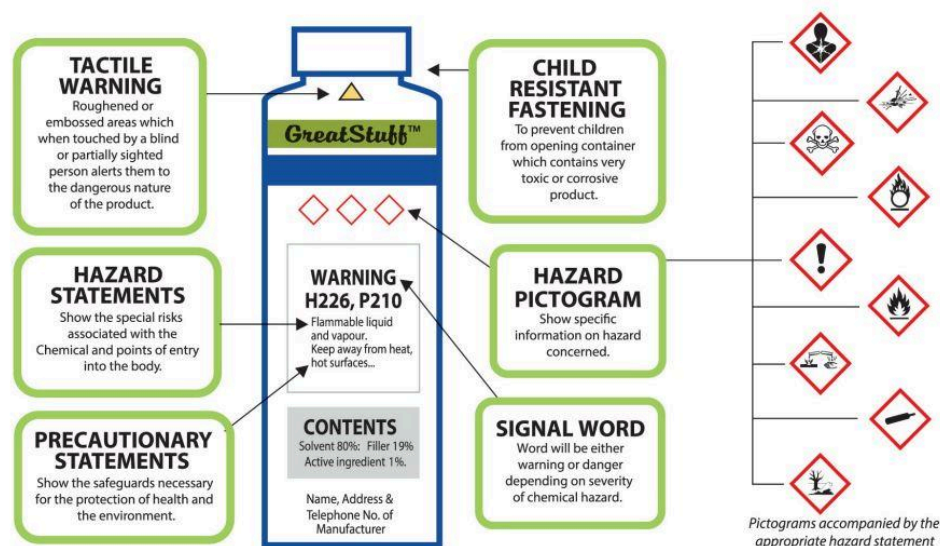












DANGER

DANGER

Disposal of acids and bases must be done in accordance with the manufacturer's instructions to prevent environmental damage and risks to human health. Some chemicals may have a near neutral pH but may contain elements that are still a danger to human health such as formaldehyde (regarded as a probable carcinogen) which is in many compounds such as white spirits which has a pH of 5.5 to 6.5.

Understanding Labels:



DANGER		DANGER	
	Life threatening even in small amounts and brief exposure.		Explosive- sensitive to fire, heat, vibration and friction.
	Causes very serious long-term health effects.		Highly flammable- serious fires if exposed to sparks, flames, heat.
	Causes skin and eye burns.		Causes or intensifies fire, increases fire risk.
	Destruction of metals.		Container explodes if heated. Very cold liquid burns when touched.
	Skin and eye irritation. Adverse health effects.		Toxic to aquatic environment.
	Damage to ozone layer.		

A safety data sheet is a document that should be provided by the supplier with all hazardous chemicals. The safety data sheet is a key tool for risk assessment as it includes detailed hazard information, advice on safe handling, use and storage, and the emergency measures to be followed in case of an accident.

All users of chemicals must be familiar with the SDS (Safety data Sheet) and all storage containers of chemical substances must be labelled.

The heating system operates using mains natural gas. The boiler appliance must not be tampered with under any circumstances. The boiler will be serviced at least once a year and the cert held on file in the Fire Register. Staff needing to access temperature controls will receive suitable instruction from Building Manager. The shut-off valves for the gas supply, are located in the car park within the dedicated gas cage, to which Building Manager has access via a standard key.

COMMUNICATION

Training

Prior to starting work in the building, staff will undergo appropriate induction and training. The training will have clearly defined learning objectives, be structured and conducted by Building Manager or a competent member of the Board and will include a safety briefing and provision of the Safety Statement, that the recipient must sign for.

Incident reporting

Staff will be given appropriate information by their Manager concerning the arrangements for reporting, recording and notification of information about incidents/accidents and work related ill health. All incidents including near misses, must be reported and recorded in the Safety File.

Working with Children

Staff will be given appropriate information by their manager concerning the arrangements for working in areas with children, young people and vulnerable adults.

Confidentiality and storage on personal information

Personal details of staff and users of the building may be required on an ongoing basis. Persons whose details are stored must be informed that their details are stored and who has access to this information. This information may be held on file in a locked unit with restricted access controlled by the Board. Under the **Data Protection Act 1988 and 2003**, all persons whose details are stored, have the **right** to access personal **data** and supplementary information, the **right to have** inaccurate personal **data** rectified, or completed if it is incomplete.

Signage

A well thought out signage system can prevent accidents from occurring. This applies to areas where temporary work is carried out or a change in layout is introduced, such as during cleaning, painting etc. Suitable signage will be used as required.

Evacuation of buildings

Evacuation may be required in the event of an outbreak of fire, structural collapse or threat of violence. If a fire breaks out, the fire alarm will sound and continue to sound until deactivated. If there is fire or structural collapse, you must leave the building immediately and warn others in your vicinity. Contact the emergency services. Make your way to the assembly point and remain there until issued with further instruction from a manager or the Fire Service or Gardaí. Do not re-enter the building for any reason.

If there is a threat of violence that may hinder your escape, do not expose yourself to the threat, take the following 3 steps:

1. Run – away from the threat
2. Hide – in an area of safety
3. Tell – Contact the emergency services or relay the message via other means

Exit Route plans are included at the end of this document.

Burgler / Intruder alarm

The alarm must always be set when the building is unoccupied. This requires that the building is thoroughly checked for occupants before the alarm is set.

The intruder alarm is maintained by: DEADY SECURITY 021 4375634

Storing of valuables

No specific facility exists within the building for the storing of valuables and users are discouraged from storing cash and valuables in the building overnight. Users of the building are advised to take care of their own valuables and maintain them securely.

RISK

Hierarchy of hazard control

Control measures include actions that can be taken to reduce the potential of exposure to a hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the resulting risk of exposure from that hazard being realised.

Control measures must always be implemented in accordance with the order and Hierarchy of Controls:

Hierarchy of Controls:

1. Avoid the risk
2. Replace the dangerous item with a safe alternative
3. Isolate the hazard from people
4. Implement engineering controls to make the situation safe, use guarding etc.
5. Use administration methods such as a plan to work around the risk safely and provide training and signage.
6. Use PPE, only as a last resort.

Risk assessment objective

The objective of this RISK ASSESSMENT is to protect persons at a place of work from occupational safety and health hazards and to prevent or reduce the incidence of illness or injury by identifying controls and putting them in place.

Communication and awareness are key factors in creating a safe environment.

All activities must be thoroughly planned and organised in advance to ensure proper levels of control are in place for safe practice.

The risk assessments covered in this document cover the common day to day operations only for general areas of the building.

Risk assessment matrix

The following Risk Assessment has been constructed for simplicity of understanding for the end-user such as employees, artists and volunteers.

It has 3-risk categories:

L (low) = Unlikely to happen or cause injury.

M (medium) = could happen and cause injury if the situation is not adequately addressed.

H (high) = Situation requires measures to eliminate the risk as the consequences could result in serious injury or death, so the activity must be stopped.

CTH risk assessments

All Board members, managers and staff have an equal responsibility to ensure that all activity is conducted safely.

Staff competency is important to us and therefore we shall ensure that all staff are familiar with tasks they undertake and that they are suitably equipped to perform their duties. Each group/department manager has a responsibility to take care of their own safety and those in their care and those around them. The Risk Assessment sets out general significant risks that all users of the building must be aware of.

HAZARD	RISK Likely outcome	RATING	CONTROL	PERSONS RESPONSIBLE
Accident / Injury	Serious Injury	H	All persons who use the building will be inducted at the first use phase.	All managers and persons appointed by the Board
Working at Height	Falling	H	All staff required to work at height shall be trained and suitably qualified for working at height. Access to areas that require the use of a ladder or climbing equipment will be strictly controlled. The building caretaker is the only staff member authorised to work at height.	All managers and persons appointed by the Board
Manual Handling	Muscular skeletal injury	H	All staff required to lift heavy or awkward loads shall be trained in manual handling and if not, advised not to lift heavy objects. Heavy items shall be assessed in advance of lifting.	All managers and persons appointed by the Board

2nd floor lift (Access to lift shaft not secure)	Falling	H	<p>May 2020/ November 2021/March 2024 We are awaiting advice from CCC</p> <p>All staff to be made aware of this risk during induction. Lift must always be left at second floor after use and clear signage to this effect to be displayed in the lift cubicle and at each level outside the lift. Guests in Suisha office may not use that door except to access fire escape in an emergency.</p>	All managers and persons appointed by the Board
Dust, Chemicals and gases	Respiratory and dermatological injury	H	Dust & chemical eye and mouth masks are available and will be worn by personnel during work if dust or solvent are present.	All managers and persons appointed by the Board
Slips, trips, falls	Serious injury	H	Good housekeeping and tidy work areas and ensuring escape routes are clear and unobstructed.	All managers and persons appointed by the Board
Power tools	Accident or injury	H	Only trained personnel will be authorised to use equipment.	All managers and persons appointed by the Board
Visitor injury	Accident or injury	M	Visitors are the responsibility of the company they are visiting (or CTH if that's who they're visiting) and should be accompanied by a company representative around the building as	All managers and persons appointed by the Board

			<p>appropriate. Boardroom renters will be shown the emergency exit route and are responsible for their visitors in an emergency. A list of attendees should be kept and taken out for roll call in an emergency / drill.</p> <p>Children and vulnerable persons will be appropriately supervised at all times.</p> <p>The building will be thoroughly checked for occupants before lock-up at the end of each use period.</p>	
Chemical Storage	Chemical exposure	H	All chemicals will be stored in a manner that does not pose a risk to persons or property.	All managers and persons appointed by the Board
Painting/Spraying, Chemical use	Exposure/Inhalation	H	All spraying or the use of chemicals shall be conducted in a manner that does not expose the user to inhalation, ingestion or skin exposure. Craft activity will be monitored to prevent exposures to chemicals. Wherever possible all paints, varnishes etc will be chosen prioritising health, environmental and safety impact. The use of any chemicals that may pose a risk will be communicated	All managers and persons appointed by the Board

			to staff in advance so that they may avoid the building during use.	
Construction Tasks	Accident/Injury	H	Contractors to implement a safety regime which must include a RAMS (Risk Assessment and Method Statement) for the work to be undertaken. All hazardous materials and tools to be kept away from unauthorised persons. Only competent or trained persons will use tools and any potentially hazardous materials. Areas where any form of building works or maintenance is carried out, will be suitably isolated and staff notified.	All managers and persons appointed by the Board
Access and Egress	Accident/ Injury	M	All users of the building will know where the emergency exits and firefighting equipment are in the case of an emergency or evacuation.	All managers and persons appointed by the Board
Lighting	Accident/Injury	L	Activities will only be carried out in areas with good lighting.	All managers and persons appointed by the Board
Electrical equipment	Accident/ Injury	H	Only suitably qualified persons are allowed to work with electricity. Electrical items exposed to the public, will be made suitably safe by using certified equipment. All electrical leads will be	All managers and persons appointed by the Board

			positioned so as to avoid wear and tear.	
Electrical Work	Accident/Injury	H	Any electrical work will be carried out by a qualified RECI electrician or trained technician.	All managers and persons appointed by the Board
Electric and mechanical cutting, welding/grinding and sanding	Accident/Injury	H	All equipment shall be inspected before use. Shielding and extraction systems will be used, activities that produce dust or fine particles in short-term use will require the user to wear suitable PPE for short periods of exposure and suitable extraction system for long term use.	All managers and persons appointed by the Board
Fire	Injury	H	Staff will be aware of fire risks, firefighting equipment positions and the safe use of them in the event of fire. Fire Drills will be conducted quarterly.	All managers and persons appointed by the Board
Storage	Accident/Injury/ Fire	H	Storage of equipment will be safe and secure. Chemicals to be stored in correct containers suitably labelled and in an area that minimises exposure risks. No items to be stored in escape routes.	All managers and persons appointed by the Board
Driving on/near site	Accident/Injury	L	Only licenced drivers are allowed to park vehicles at Civic Trust House. All drivers and	All managers and persons appointed by the Board

			pedestrians must pass through the courtyard with care. A clear exit-way will be maintained for emergency exit from the side-door.	
P.P.E	Accident/Injury	H	All staff will use correct PPE suitable and appropriate to the tasks set out.	All managers and persons appointed by the Board
Task planning	Accident/Injury	H	All tasks will be planned in advance of work commencing. Consideration for potential risks will be given and appropriate safety measures will be put in place.	All managers and persons appointed by the Board
Working alone	Accident/Injury	H	Staff are advised to avoid working alone especially when undertaking hazardous tasks and to carry a mobile phone.	All managers and persons appointed by the Board
Emergency exits	Accident/Injury	H	All fire exits will be in suitable working order and clear of obstruction. Exit doors will have suitable signage and push-bar devices. Through routes to fire exits will be maintained in IndieCork, Suisha, IAYO, Choral and downstairs back offices equal to the width of fire doors. Fire doors will have self-closing mechanisms and will be monitored so that	All managers and persons appointed by the Board

			these mechanisms are functioning and that doors are not wedged open.	
Overcrowding	Accident/Injury	H	Numbers of people in any area of the building will be as defined by the safe available space for the activity and the exit capacity and in accordance with the Fire Certificate. The top floor of the building has limited escape capacity and therefore numbers of people in this area must be restricted to those that are trained in escape from this area. Persons occupying this area are required to have good mobility.	All managers and persons appointed by the Board
Housekeeping	Accident/Injury	H	Good housekeeping rules will create a safe working environment Particular attention should be paid to power cables, cleaning equipment and storage of goods and other items and trip hazards.	All managers and persons appointed by the Board
Smoking	Fire/Exposure	H	Smoking is not allowed anywhere in the building and no less than 2 metres from doors or windows.	All managers and persons appointed by the Board
Waste management/	Fire/Environmental damage	M	Waste management policy will be in place to ensure waste items	All managers and persons appointed by the Board

Environmental			are disposed of promptly and correctly. Recycling will be conducted where possible.	
Airborne substances such as chemical splashes, sparks, PM particles	Accident/Injury	H	Eye protection is available and must be worn when engaged in any activity where a chemical splash could arise such as pouring out liquids from a container. Sparks and dust generated are also likely to cause injury to persons in that area.	All managers and persons appointed by the Board
Printing and copier dust	Photocopiers that make use of toner ink emit high levels of ozone during electrical discharges. Regular exposure to ozone is synonymous with a multitude of health problems, including headaches, nausea and dermatitis, as well as severe irritation in the throat, lungs and eyes.	H	All persons using such equipment must be aware of the potential dangers associated with the use of this equipment and take appropriate measures of protection as advised by the manufactures of such equipment. Safety data Sheets must be available for the substances and chemicals used. The photocopier is located in a large corridor and has infrequent use. Should this machine be used for continuous periods, then suitable protection from dust release must be introduced.	All managers and persons appointed by the Board

DECLARATION

We continuously welcome all safety comments and we are grateful for such, so that together we can provide the best safety standards as is reasonably practicable.

Signed on behalf of **ARTS at CIVIC TRUST HOUSE** Board:

.....

DATE:

Persons that have received this document

I have read and I understand this Safety Statement. I agree to abide by this document and to carry out any reasonable safety instructions issued to me by an appointed manager.

[illegible]

[illegible]

APPENDIX

FIRE DRILL RECORD SHEET (Quarterly)

Date of drill:

Time of Drill:

Person in charge of drill:

Notification to Fire Service done by:

Numbers in the building at that time:

Time taken to evacuate:

Any issues:

Please supply a sign-in and sign-out sheet with this drill.

FIRE EXTINGUISHER CHECK (Monthly)

Location of extinguisher:

- 1. Front Hallway.....CO2 & Water.....
- 2. Kitchen/Boardroom Corridor.....CO2.....
- 3. Kitchen.....Powder
- 4. Back DoorCO2 & Powder.....
- 5. Pride OfficeCO2 & Water.....
- 6. Choral back door / WC Corridor.....CO2 & Powder.....
- 7. IndieCork back door / Lift Landing.....CO2 & Powder.....
- 8. 2nd Floor LandingCO2 & H2O.....
- 9. IAYO back door / WC Landing.....CO2 & Powder.....
- 10. 2nd Floor top of Fire stairsCO2 & Powder.....
- 11. Suisha back door / Lift landing.....CO2.....
- 12. 3rd Floor landing.....CO2 & H2O.....
- 13. Outside Fire escape Hatch in Folk/Jazz officeCO2 & Powder.....

Checked By:

Date:

Any issues?

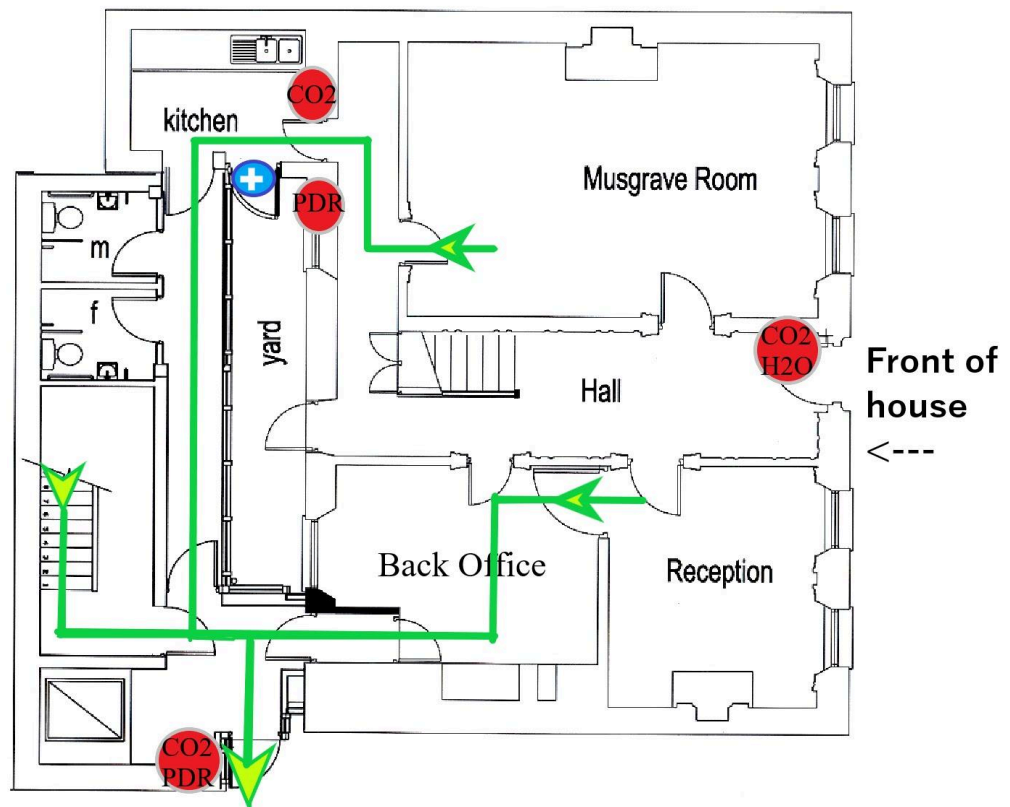
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Incident / accident record form

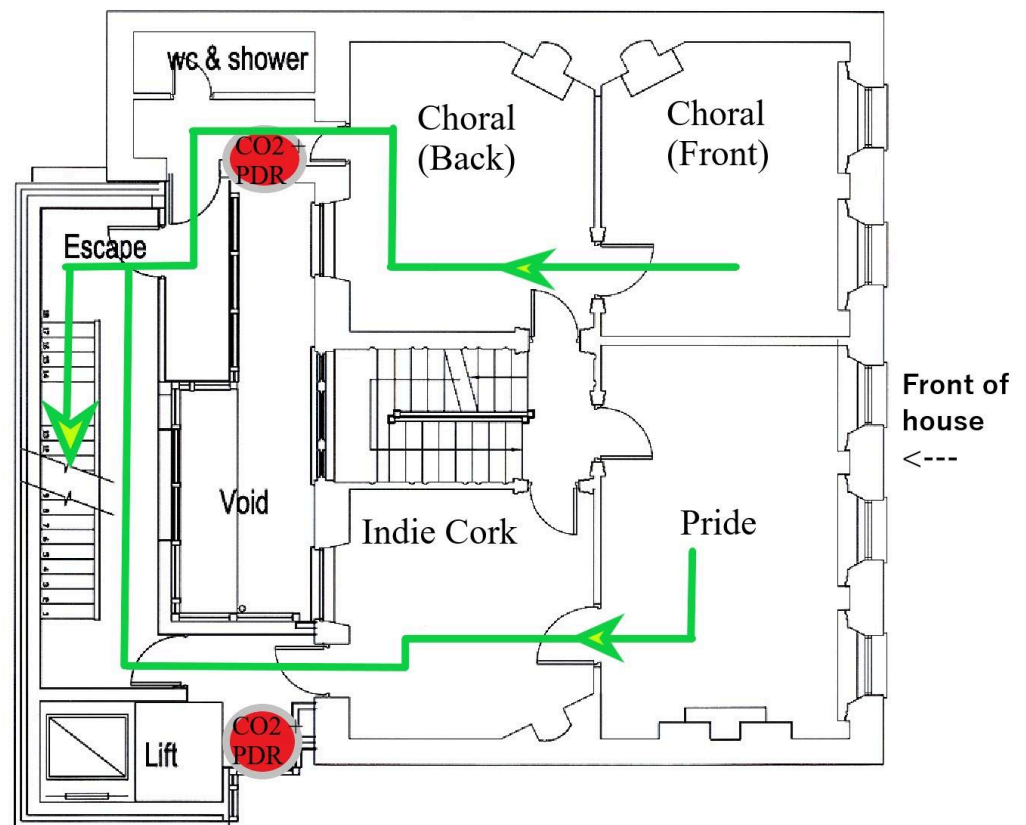
All particulars must be recorded on this sheet at time of incident/ accident. Additional notes may be added on a separate sheet if necessary.

Injured Party**Name:****Address:****Contact number:****State the precise location where Incident/ accident occurred:****Location:****State date and time of accident:****Date:****Time:****State names and addresses of witnesses:****Name:****Address:****Phone number:**

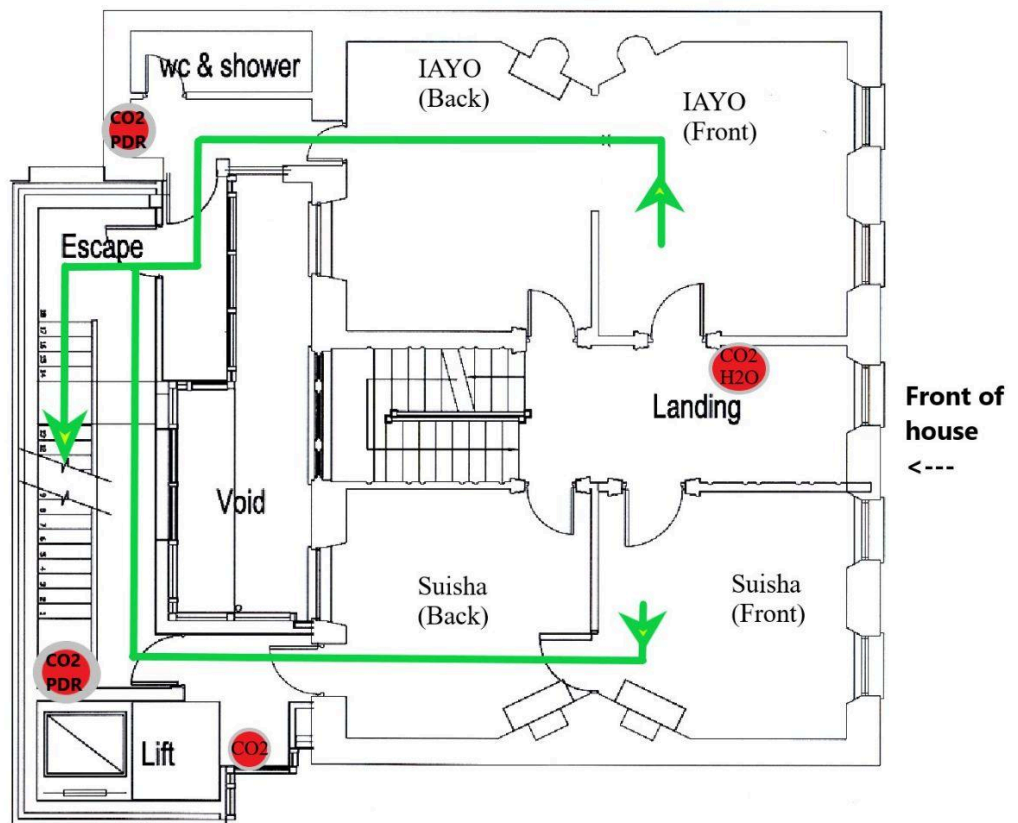
Signed on behalf of CTH	Date:
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EMERGENCY EXIT ROUTES

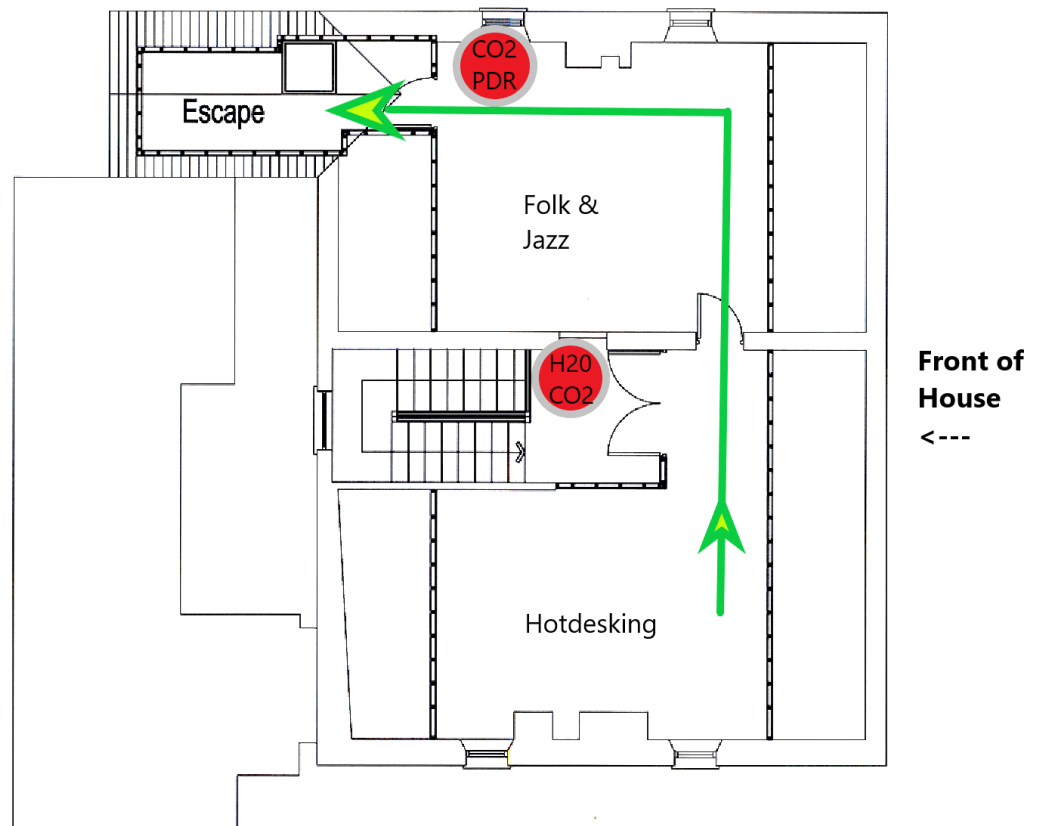
Ground Floor Plan



First Floor Plan



Second Floor Plan



Third Floor Plan