

BOYLE ARTS FESTIVAL

Health & Safety Policy

2024

Signed Patricia Golden, Chairperson.....

Date.....

Signed Rebecca Wynne, Health & Safety Officer

Date.....

| Contents | Page No. |
|--|-----------------|
| Introduction | 3 |
| The Safety, Health & Welfare at Work Act 2005 | 3 |
| Section 1: Safety Statement | 3 |
| Section 2: Consultation | 3 |
| Section 3 : Evacuation Procedures/Safety Equipment | 4 |
| Section 4: Incident/Accident Procedures | 4 |
| Appendix 1: Boyle Arts Festival Incident Form | 5 |
| Appendix 2: Contact Details | 7 |
| Appendix 3: Boyle Arts Festival Covid Contingency Plan 2022 | 8 |
| Appendix 4: Venue Check List | 10 |
| Appendix 5: Risk Assessment Example | 12 |

Introduction

It is the policy of Boyle Arts Festival to protect, as far as is reasonably practicable, the safety, health & welfare of all its voluntary workers, contractors, sub contractors, performers, audience and committee members.

We are committed to your safety. We ensure that all events take place in buildings with Fire Safety Certificates and all other relevant safety licences, processes and procedures, and we highlight all emergency exits at each event.

We control the number of people that can attend an event with a ticket booking system and stewards at each event ensure compliance with ticketing.

You must take also care of the things you do, to make sure that you don't affect other people's safety along with your own.

The Safety, Health & Welfare at Work Act 2005

The Safety, Health & Welfare at Work Act 2005 requires both employers and employees to consider Health & Safety as a joint responsibility. The cooperation of all concerned is sought to ensure that the highest standards of health & safety are maintained in the events organised by the Festival Committee.

There is a statutory obligation on all employees, performers, volunteers and visitors to cooperate with Boyle Arts Festival and to take reasonable care of their own health & safety and of others who may be affected by their acts or omissions.

Section 1: This Safety Statement

- Is aimed at protecting our performers, our customers and our voluntary workers from accidents and ill health during Boyle Arts Festival
- Shall be brought to the attention of performers, customers, voluntary workers and outside service providers
- Is available to inspectors of the Health and Safety Authority
- Will be updated as and when additional hazards are identified and assessed
- Will be reviewed annually

Section 2: Consultation

Boyle Arts Festival recognises its statutory obligations to consult with employees and voluntary workers on matters of safety and health and to pay due regard to any representations made by them. All appropriate information and training is afforded them on matters of safety and health,

Any employee or voluntary worker engaged in such consultative process is not placed at any disadvantage.

Consultation takes place in the ambit of the Boyle Arts Festival Committee as a Safety Subgroup under the chairmanship of Boyle Arts Festival. Health and Safety meetings are held as an integral part of the Boyle Art Festival meetings, which take place on an ongoing basis throughout the year.

Any matters directly affecting employees or voluntary workers are communicated to them by any means deemed appropriate.

Section 3 : Evacuation Procedures/Safety Equipment

Boyle Arts Festival maintains suitable fire and emergency evacuation procedures for all events.

Signs, emergency lighting, notices and other aids are provided and maintained as deemed appropriate. Fire extinguishers are placed in appropriate prominent positions and are inspected, tested and maintained in accordance with the installers recommendations by the venues.

- A risk assessment of all venues is done before the festival annually
- Boyle Arts Festival will ensure, in so far as reasonably possible, that buildings, facilities and equipment used by our performers, our customers and our voluntary workers are safe
- Boyle Arts Festival will hold the contact details, for the duration of the festival, of all children attending workshops.
- Volunteers/Staff/Committee members will be told the location of first aid boxes and Defibrillators. The first aid boxes are located in the Festival Office and King House. These will contain basic first aid equipment, incident forms, contact details for Rebecca Wynne Health & Safety Officer (committee member), doctor and ambulance service (also listed in appendix 2). These will be stocked before the festival begins and replenished if required. The Health and Safety Officer will also leave a first aid kit at the workshop venue and always carry a first aid kit. Extra kits will be at the ticket office and the committee will be advised to take them if they are attending an event such as the walking tours or off site events.
- A Defibrillator is located in; King House, St. Joseph's Hall, the Garda Barracks; Boyle Celtic; SuperValu, Boyle GAA Club; Spool Factory; Tennis Club and Boyle Primary Care Centre. The contact details are listed in Appendix 2
- Public liability insurance must be in place for all locations used by Boyle Arts Festival that is not covered by the Boyle Arts Festival insurance.
- Record details of risky equipment used and take steps to minimise risk.

Section 4: Incident/Accident Procedures

- If an incident/accident occurs during a workshop/event, the matter will be referred to a committee member
- The details of the incident/accident will be recorded on an Incident Form, which will be stored in the First Aid Box (Appendix 1)
- Appropriate Service contacted – eg GP or ambulance as required
- Chair/Health & Safety officer to be informed immediately

Appendix 1

Boyle Arts Festival Incident Form

Date of Incident..... Time of Incident (24 hour clock).....

Location of Incident.....

Exact location in premises.....

Type of Incident

Ill Health Fatality..... Theft..... Accidental Injury Fire..... Fall.....

Accidental Property Loss/Damage..... Vandalism..... Violent Incident.....Other

Did the person suffer ill heath? Yes..... No.....

If yes, which part of the body affected.....

What type of injury.....

Name of person affected.....

Address:.....

.....

.....

Telephone Number.....

Brief description of incident.....

.....

Condition of site.....

Witnessed: Yes..... No.....

Name of Witness.....

Address of witness:.....

.....

.....

Telephone Number.....

Did you take photographs Yes..... No.....

Action taken: None..... Doctor Called Ambulance Called.....

Help Refused..... Garda called..... Other.....

Time action taken (24 hour clock).....

Final outcome.....

Form completed by..... Date.....

Boyle Arts Festival Incident Form

In an emergency:

Telephone Numbers 999 or 112 from a mobile

Ambulance
Gardai
Fire Service

In the event of an accident/incident please complete the form provided

There is a defibrillator in King House, St. Joseph's Hall and / or the Garda Station if a person collapses.

Call 999/112 for an ambulance and then contact the Boyle Gardai to access the defibrillator at 071 966 4620

King House Opening Hours

Monday – Saturday 10am – 6pm

Sunday 10am – 5pm

Garda Station Opening Hours

Monday – Saturday 9am – 1pm and 7pm-9pm

Sunday 11am – 1pm

Out of Hours Medical Service

Nowdoc 0818 400911

During Office Hours medical service

Loftus Medical Centre 07196 62230

Boyle Clinic, Primary Care Centre, 07196 63386

If you have any queries, contact Rebecca Wynne, Health & Safety Officer 085 144 8458

Appendix 2

Contact Details

Rebecca Wynne Committee Member: 085 144 8458

Patricia Golden, Chairperson 086 102 5537

Now Doc 0818 400911

Ambulance 999 (112 if using mobile phone)

Defibrillator Locations

Download EmCall App

| | | |
|---------------------------|--------------|---------------|
| King House | 087 144 4739 | 10.00 – 18.00 |
| St. Joseph's Hall | 087 282 9425 | 24/7 |
| Garda barracks, Boyle | 071 966 4620 | 24/7 |
| Boyle Celtic | 086 832 3322 | 24/7 |
| SuperValu | 087 760 3261 | 08:00 – 22:00 |
| Boyle GAA Club | 086 066 7163 | 24/7 |
| Spool Factory | 086 257 5032 | 24/7 |
| Tennis Club | | 24/7 |
| Boyle Primary Care Centre | 071 967 3500 | 09:00 – 17:00 |

Office Hours

General Practitioners : Loftus Medical Centre 07196 62230

Boyle Clinic, Primary Care Centre, 07196 63386

Garda, Boyle

Emergency: 999/112 (if using Mobile Phone)

071 966 4620 – if out of hours, this will go to
Castlerea

Appendix 3

Boyle Arts Festival Covid Contingency Plan 2022

Chair of Boyle Arts Committee to be nominated as Key Person to monitor Government Guidance on Covid -19

2022 Festival planned for no limits on indoor or outdoor events.

Ongoing Review of Covid situation with decision taken one month before Festival start:

If no Covid restrictions in place, Government guidelines to be taken into account when planning audience numbers and allowing late night events to be programmed

If Covid restrictions in place but look to be easing, consider moving Festival dates

If change or restriction to Indoor event numbers

- Reduce numbers as required with social distancing in place
- Online Ticketing only
- Onsite hand sanitisers and signage
- Masks available on door
- Contact details on arrival
- Covid pass if that is a requirement
- Health Declaration for Performers

If change to outdoor event numbers

- Reduce numbers as required with social distancing in place
- Online Ticketing
- Onsite hand sanitisers
- Masks available on door
- Contact details on arrival
- Covid pass if that is a requirement
- Health Declaration for Performers

If Indoor events not allowed

- Review programme to see which events can be moved to outdoor venue
- Venues to be selected to reduce crowd densities and minimise congestion
- Livestream of events which cannot be staged elsewhere

If no organised events allowed, plan for additional online content to be streamed as live, via Youtube.

Main Exhibition closing date to be extended and a virtual tour to be created and available to view virtually on website.

Covid Precautions

For indoor events, ensure area well ventilated.

Designate seats/places and mark the floor to ensure physical distancing between people with stewards to ensure compliance.

Website and tickets to remind attendees about current precautions before the event starts; during the event, remind guests of these precautions and ensure they are followed.

Employ cleaning firm to deep clean venues and to provide all necessary supplies – hand hygiene stations, hand sanitizer or soap and water, tissues, closed-lid bins, distance markers, masks.

Festival office will be closed, and all tickets to be Online only to capture audience contact details.

How to deal with suspected of confirmed Covid cases at event/workshop

Due to the length of events, this will be unlikely, but may occur during workshops of longer duration.

Workshop Leaders should be encouraged to report immediately any symptoms they notice

Where an individual reports that they are showing any of the symptoms of Covid-19, the following procedure is recommended.

- *Isolate the individual:* where possible, the individual showing symptoms should be isolated from others, eg in a first-aid room.
- *Provide a mask/face covering:* where available, provide the individual with a face mask or face covering. If they have their own, ask them to put on their mask or face covering.
- *Provide assistance:* some individuals may require assistance, eg if they are vulnerable or disabled. Assess what assistance may be required.
- *Welfare facilities:* do not allow the individual to use welfare facilities. If the use of a toilet is required, try to use facilities that can be separated from other users. Once used, isolate the facility and arrange for it to be cleaned.
- *Travel home:* individuals with symptoms should avoid the use of public transport where possible. For example, if possible a relative or other person in their household should collect them from work in a private vehicle.
- *Test for Covid-19:* instruct the individual to arrange for a Covid-19 test to be undertaken.
- *Communicate:* maintain communication with the individual and provide information as necessary.
- *Hygiene:* ensure those providing assistance wash their hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.

Appendix 4**Venue Check List**

Date: **Event:** **Venue:**

| | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| General | | | | |
| Good Housekeeping | | | | |
| Adequate Stewarding | | | | |
| Children to be supervised (meeting point for lost children) | | | | |
| Sufficient bins in place | | | | |
| Adequate provisions for Disabled/Vulnerable patrons | | | | |
| Inside Areas | | | | |
| Floor surfaces to be clear of Trip Hazards (eg cables) | | | | |
| Cordon off any areas not required | | | | |
| Structures (eg seating, tables, exhibits) to be secure | | | | |
| Stairways safe (eg handrail in place) | | | | |
| Outside Areas | | | | |
| Parking Areas to be planned | | | | |
| Adequate Lighting | | | | |
| Assess outside area for slip/Trip hazards | | | | |
| Consider adverse weather (eg on pathways/at entrance doors, sweep leaves from steps, grit the area) | | | | |
| Fire Safety & Emergency Evacuation | | | | |
| Unobstructed Escape routes in place | | | | |
| Emergency exit signage/Emergency lighting in place | | | | |
| Assembly point in place | | | | |
| Fire Extinguishers in place | | | | |
| Demonstrate location and use of Fire Extinguishers to stewards | | | | |
| No candles allowed | | | | |
| Candles allowed but must be supervised | | | | |
| No flammable substances allowed on site | | | | |

| | | | | |
|---|--|--|--|--|
| Safe Mobile Electrical equipment brought on site (eg heaters/lighting) | | | | |
| First Aid & Welfare | | | | |
| First aid kit on site | | | | |
| Trained first aider on site for event | | | | |
| Emergency numbers posted on site (ambulance, GP, Hospital , Eircode) | | | | |
| Charged mobile phone/landline phone on premises | | | | |
| Adequate toilets and hand washing facilities | | | | |
| Cleaning arrangements | | | | |
| Security | | | | |
| Secure location for cash | | | | |
| Valuables on site locked away/secure | | | | |
| | | | | |
| | | | | |

Other notes (eg comments for press release, Comments for brief safety talk before the event, other risks on site

Signed on behalf of venue.....

Signed on behalf of Boyle Arts Festival.....

Appendix 5: Risk Assessment Example

RISK ASSESSMENT

PERFORMANCES

Boyle Abbey

| Date | Hazard | At Risk | The Risk (if ignored) | Minimized By | Low/Medium/High |
|---------------------------|-----------------------|----------------|------------------------------|---|------------------------|
| Sat 27 th July | Slope access to Abbey | General Public | Tripping / falling | Stewarding | low |
| | Footpaths and step | General Public | Tripping/falling | Stewarding | low |
| | Cobbled pavement | General Public | Tripping / falling | Stewarding | medium |
| | Access to Cloisters | Performers | Falling off | Be alert. Use props to designate stage area | low |
| | Fire | Public | Panic / injury | Announce at start of performance location of fire exits and assembly point, ensure all fire exits open and clear. | low |