



**Health & Safety Statement and Policy**

**Revised September 2022**



The statement and policy applies to all employees, whether permanent or fixed-term, full-time or part-time, and irrespective of length of service. The policy also applies to others working or associated with this company, such as agency workers, contractors, freelance artists, volunteers, clients, suppliers and other service providers. Throughout this policy all these categories of workers are grouped as 'employees, contractors and freelance artists'.

### **Health & Safety Policy**

The Choir wishes to provide a safe and healthy working environment for all employees and contractors and freelance artists to promote a balanced approach to work and life. As a resident group in the National Concert Hall, CCI agrees to follow the Health & Safety Guidelines and operational procedures set out by the National Concert Hall as set out in Appendix 1. Further to this, CCI asks that all employees, contractors and freelance artists follow the following practices in relation to Health & Safety and make themselves familiar with the CCI Safety Statement which is attached to this document as Appendix 2.

#### **1. Suspicious or Unusual Behaviour**

- To make CCI a safe place everyone needs to be alert to suspicious situations and report them promptly.
- Notify the most senior member of Choir staff at once, and report any incident, including the following:
  - Nature of concern;
  - Description of person(s) involved;
  - Description of property involved.
- Never try to handle a dangerous or unpredictable situation on your own.

#### **2. Medical and First Aid Procedures**

The trained first-aider for the company is: David Darcy

If serious injury or illness occurs notify the first-aider and/or CCI Staff immediately.

#### **3. Responsibilities**

##### **General guidelines**

- If a fire is located it should not be tackled by any staff until evacuation is underway.



- Not more than 60 seconds should be spent searching each floor. (No staff member should enter a room without placing their hand on the door – if they feel heat they are not to enter even if they believe there is someone inside)
- Disabled persons should be given the appropriate assistance but should not slow down or hinder the evacuation. They should be escorted by staff to a safe refuge (through fire doors onto the stairwell out of the way of audiences exiting) After other occupants have vacated the area staff tell the wheelchair user they are going to get help. Staff exit the building and report to the most senior staff member present. The senior staff member will report to the fire services directly telling them where the person is located. No staff member should attempt to lift a wheelchair user (a minimum of two staff are required per wheelchair user).
- If members of the public refuse to evacuate time should not be wasted arguing with them staff should continue to evacuate all others and themselves and inform the fire brigade as to the location of the remaining individual.
- ALL DOORS SHOULD BE CLOSED AS THE BUILDING IS BEING EVACUATED.

#### **4. General Information**

- Familiarise yourself with locations of fire alarm stations, fire exits and locations of extinguishers.
- Activate the nearest wall mounted fire alarm. Setting off an alarm automatically notifies the Fire Brigade through electronic monitoring.
- Use a fire extinguisher only if you can do so safely and you have already activated the fire alarm. Do NOT attempt to extinguish a fire by yourself - have someone stand by with another extinguisher. Leave a serious fire to the fire-fighters.
- It is important to give the Fire Brigade and the most senior member of The Company staff any information you may have about the fire or about persons still in the building after general evacuation.
- If you know the cause of an accidental false alarm, notify CCI Staff immediately and make yourself available to the responding police and fire officials outside the building as appropriate to help them confirm the source.
- Always close the door behind you when leaving any room involved in fire.
- When the nearest exit is unsafe due to flames or smoke, select an alternate fire exit. Do not use the lift.
- Report all fires, as well as smoke or fumes of undetermined origin, to CCI Staff.

#### **5. Legal Obligations on CCI**



Under the terms of the Safety, Health and Welfare at Work Act, 1989, CCI has a duty so far as is reasonably practicable to ensure the health, safety and welfare at work of employees, contractors, freelance artists, customers and the public.

In order to comply with the provisions of the Act, The Company will:

- Prepare a full safety statement and bring it to the attention of all employees, contractors and freelance artists (Appendix 2 of this document)
- Display a copy of the statement on all notice boards
- Appoint a Health and Safety Officer to implement the safety plan
- Provide and maintain a safe and healthy working environment
- Provide fully stocked first-aid kits
- Ensure that safety and emergency plans are in place and that evacuation training is provided for all employees.

#### **6. Legal Obligations on Employees, Contractors & Freelance Artists**

Under the Act, all employees, contractors and freelance artists must:

- Take reasonable care for their own safety, health and welfare
- Co-operate with CCI on safety issues
- Use any protective clothing or equipment provided for their safety where necessary
- Report any safety defects in equipment to the Health & Safety Officer
- Not intentionally or recklessly interfere with or misuse any appliance or equipment
- Any employee, contractor or freelance artist who neglects, intentionally or otherwise, to protect themselves from injury, or who commits an act that exposes others to risk of injury, will be subject to disciplinary action.



## Appendix 1

### **National Concert Hall - Health & Safety Guidelines and Operational Procedures:**

#### **HEALTH & SAFETY**

The framework for health and safety at work is provided by the Health, Safety & Welfare at Work Act, 1989. The Act provides an overall duty on the part of employers to ensure, so far as is reasonably practical, the safety, health and welfare of all employees and contractors. In particular the National Concert Hall undertake:

- To provide and maintain a place of work which is safe and without risk to health;
- To provide safe means of access and egress at each place of work;
- To provide and maintain plant and equipment which is safe and without risk to safety and health;
- To provide systems of work that are safe and without risk to health;
- To provide information, instruction, training and supervision necessary for safe and healthy working;
- Where hazards cannot otherwise be controlled, to provide and maintain suitable protective clothing or equipment;
- To prepare adequate emergency plans;
- To prevent risk to health and safety in relation to the use of articles or substances;
- To provide welfare facilities such as a supply of drinking water, first aid etc.;
- To acquire where necessary competent persons to ensure the safety and health at work of employees and contractors.

Employees and contractors are obliged to:

- Take reasonable care for their own safety, health and welfare, and that of others who may be affected by their actions or omissions;
- Co-operate with their employer in relation to compliance with statutory requirements under this and other safety laws;
- To use protective equipment, clothing or other means for securing safety, health and welfare;
- To respect protective clothing and equipment provided for securing the safe, health and welfare of persons arising out of work activities;
- To report to the employer or immediate supervisor, without delay, any defects in the workplace, plant, equipment or systems of work which may lead to danger.

#### **EVACUATION PROCEDURES**

The purpose of an evacuation procedure is to ensure that:



- The evacuation of the premises will not be a disorderly rush creating panic.
- People who may be in danger when the fire or other emergency occurs are trained to act in an orderly manner.
- Persons using the means of escape do so with the use of predetermined and practised plan of action
- Certain duties are carried out when the emergency occurs and a routine is followed which will ensure the safety of all concerned

**If you discover a fire or one is reported to you: -**

- Sound the alarm by operating the nearest break glass point.
- Evacuate the effected area immediately to a safe location
- Prevent fire from spreading.
- Close fire doors; Attack fire with the equipment available (provided it is safe to do so).

**Note:** Do not take risks or expose yourself or the public to danger.  
Do not attempt to open doors to unattended areas to attack the fire.

When the alarm is operated the first signal is to be taken as an alert signal in zones not immediately affected by the Fire or Emergency.

When the first signal is received, staff should take up a position at their exit and be prepared to evacuate.

**If evacuation is necessary:-**

The Fire Alarm will operate and an evacuation announcement will be automatically made relating to the location of the incident and the appropriate way to evacuate the building. On conclusion of the announcement or hearing a continuous alarm signal the following procedures should be put into operation:

- Open the nearest and all available exits in your area.
- Direct the public to the exits by calling **“This Way Out Please”**.
- Search all WC's, Cloak Rooms and Storerooms in your area to ensure that no one is left behind.
- Once outside the building no one should be allowed return in any circumstances.
- **Do Not** allow the public to congregate or cause obstruction to the emergency services.
- Report the Duty Manager regarding the status of your area.

A copy of the company's safety statement is available to view upon request to the Operations Manager.

**Accident Reporting**



- All accidents to persons whether or not in the employment of the company, which result in an injury, or any accident which might have resulted in an injury, should be reported to your manager immediately.
- A Personal Accident report form must be completed if possible by the injured employee or non-employee.

**Note:** The Accident Book and General Fire Register are maintained by the Safety Officer.

### **Accident Investigation**

- All accidents and near misses will be investigated by the Safety Officer.
- All employees are obliged to co-operate with such investigations, to provide any information which may be useful in establishing the circumstances surrounding the accident.
- All notifications of accidents or dangerous occurrences to the Enforcement Authorities will be undertaken by the Operations Manager.

### **Other Incidents**

- Damage to plant and equipment, or to hired plant and equipment, damage to on-site vehicles should be reported to the Operations Manager who will have the incident investigated.



## Appendix 2

### Chamber Choir Ireland: Safety Statement

#### **PART 1 STATEMENT OF INTENT**

#### **PART 2 COMPANY STRUCTURE FOR HEALTH AND SAFETY**

DUTIES AND RESPONSIBILITIES OF:

- 2.1 CEO
- 2.2 Health and Safety Officer
- 2.3 All members of the workforce

#### **PART 3 ARRANGEMENTS FOR SAFE WORKING**

- 3.1 Resources
- 3.2 Training
- 3.3 First Aid
- 3.4 Reporting of Accidents and Dangerous Occurrences
- 3.5 Welfare Facilities
- 3.6 Third Parties Affected by Company Activities

#### **PART 4 HAZARD IDENTIFICATION AND CONTROL MEASURES**

- 4.1 Hazard Inspections
- 4.2 Fire
- 4.3 Electricity
- 4.4 Manual Handling
- 4.5 Offices
- 4.6 Display Screen Equipment (VDU's)
- 4.7 Access and Egress
- 4.8 Smoking
- 4.9 Harassment
- 4.10 Stress
- 4.11 Mobile Phones
- 4.12 Lone Worker
- 4.13 Driving the company van/driving for the company
- 4.14 Safety in Pregnancy





## **PART 1: STATEMENT OF INTENT**

It is the policy of Chamber Choir Ireland (hereinafter referred to as **CCI**) to:

- Promote standards of Health and Safety that will lead to the avoidance or reduction in risks to Health and Safety
- Ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 1989, and associated legislation, are achieved.

The CEO and Health & Safety Officer have the responsibility of implementing this policy throughout the company and must ensure that health and safety considerations are given priority in planning the day to day supervision of work.

Since CCI is resident within a larger institution, this Statement reflects only the measures which are within the control of the Company. Those measures which are controlled by the larger institution are appended to the Health and Safety Policy as Appendix 1, and will be adopted concurrently with this Statement.

### **Revision and Updating of Safety Statements**

CCI will review the company Safety Statement annually to ensure that it is current and relevant. This review will be carried out by the CEO and Health & Safety Officer who will make recommendations to the Board of Directors.

All employees, contractors and freelance artists are expected to co-operate with CCI in ensuring that high standards of Health and Safety can be achieved. All employees, contractors and freelance artists are reminded of their own legal responsibilities and duties which are explained further in the body of the Safety Statement.

The Safety Statement together with the organisational arrangement for its implementation will be available for the benefit of all employees, contractors and freelance artists at the commencement of their employment or contracts, following any amendments or, where no amendment is required, annually.

## **PART 2: COMPANY STRUCTURE FOR HEALTH AND SAFETY**

Ultimate responsibility for ensuring the implementation of the Health & Safety Policy remains with the Board.



## **2.1 CEO – Majella Hollywood**

The Board delegates authority to the CEO to ensure:

- (a) The Health, Safety and Welfare of all employees, contractors and freelance artists are not compromised when all other standards are set.
- (b) That adequate information on relevant standards and codes of practice is available to management to enable them to make the necessary judgements when planning company targets.
- (c) That adequate funding is reserved to meet regulatory needs of safety and health.
- (d) That management will lead by example in adhering to stated policies to achieve CCI's aim to reduce accidents and health exposures.

## **2.2 Health and Safety Officer – David Darcy**

- 1. Supervises the Company Health and Safety programme.
- 2. Regularly inspects the offices to ensure that the programme is being complied with and makes recommendations directly to the workforce in matters concerning Health and Safety.
- 3. Gets the assistance of all management in monitoring the effectiveness of the Safety Statement.
- 4. Reviews all safety rules on a regular basis and, where necessary, recommends suitable changes.
- 5. Assists in the induction and safety training of new employees.
- 6. Advises all employees, contractors and freelance artists on all aspects of training in relation to safety.
- 7. Investigates all accidents/incidents and damage to CCI property and recommends remedial action.
- 8. Maintains accident records and regularly inspects first aid records.
- 9. Inspects and maintains records in the accident book of hazards/near miss reports.
- 10. Monitors the systems for ensuring that fire precautions are adequate.



11. Conducts occasional inspections of the premises and reports potential hazards to a member of management.
12. Co-ordinates a follow up procedure to ensure identified hazards are rectified.

### **2.3 All Members of the Workforce (Employees, contractors, resident artists)**

All members of the workforce shall, while at work—

1. Read and understand CCI's Health & Safety Policy and carry out their work in accordance with its requirements;
2. Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the individual's acts or omissions at work;
3. Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person;
4. If reasonably required by CCI, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed;
5. Co-operate with CCI so far as is necessary to enable CCI to comply with the relevant statutory provisions, as appropriate;
6. Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person;
7. Attend such training and, as appropriate, undergo such assessment as may reasonably be required by CCI or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by CCI;
8. Having regard to his or her training and the instructions given by CCI, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment;
9. Report to CCI or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of any of the workforce;

(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the workforce; or

(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the workforce, of which he or she is aware.



## **PART 3: ARRANGEMENTS FOR SAFE WORKING**

### **3.1 Resources**

The Board of Chamber Choir Ireland recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

CCI endeavours to ensure that adequate numbers of suitably trained employees, contractors, freelance artists are available to undertake all work activities carried out by CCI.

CCI undertakes to include Health and Safety considerations into all annual estimates for running of the organisation.

CCI undertakes to 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.

### **3.2 Training**

#### **HAZARDS**

Inadequately trained employees, contractors and freelance artists are a hazard to themselves and their co-workers. The CEO shall identify the training needs of employees, contractors and freelance artists, and ensure they are fulfilled.

It is the Policy of CCI that all new personnel shall be advised of policy and receive safety training as part of their induction. Workforce training is not only concerned with imparting facts but also with notifying members of the workforce to face up to their responsibilities and to be equipped to deal with emergencies.

All the safety training will be monitored and updated by the Safety Officer in conjunction with the CEO.

The Health and Safety Officer will keep training records to include:

1. Name of the employee, contractor, freelance artist being trained.
2. Date of training and amount of time taken.
3. Training details and methods used.
4. Signature of the trainer and employee, contractor, freelance artist to ensure that the training has been carried out, documented and understood.



Members of the Workforce will be trained to spot and act on hazards and encouraged to consult with management on Health and Safety issues.

CCI shall provide the following training as appropriate:

1. Induction training of all new members of the workforce.
2. As appropriate, VDU system, first aid, manual handling and fire safety.
3. Management training to ensure they are equipped to undertake their duties and responsibilities for Health and Safety.

Safety Induction Training will be carried out by the Health and Safety Officer where the new member of the workforce will be required to work and a safety briefing provided in all other venues where the Company operates. Apart from explaining to the new employee, contractor or freelance artist what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee, contractor, freelance artist where the Safety Statement is kept, explain its purpose and ensure that the employee, contractor, freelance artist is aware of his/her responsibility.
2. Ascertain if new employee, contractor, freelance artist has any disability or illness which could prevent him/her carrying out certain operations safely, or require additional protective measures.
3. Warn new employee, contractor, freelance artist of any prohibited actions in the work place, e.g. standing on chairs/office furniture, operating machinery unless trained and authorised to do so.
4. The training and instruction required for each individual must be considered. The H&S Officer will arrange for specific training to be given to an employee, contractor, freelance artist, e.g. manual handling, first aid.
6. Show new employee, contractor, freelance artist the location of the First Aid Box(es) and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
7. The fire and evacuation procedure should be explained and assembly points shown to the new employee.



### 3.3 First Aid

A First Aid Kit shall be provided for use on the premises. The management shall undertake to stock the kit adequately to cover the number of people employed by the company. The exact location of the First Aid box shall be known by all members of the workforce in each workplace and a specific notice, identifying its whereabouts, will be posted.

The content of first aid boxes, as recommended by the Health and Safety Authority, is given overleaf.

Employees are not empowered to dispense analgesics, pills or medications. Supplies of such items will not be kept in First Aid Boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

#### Record Keeping

Details of accidents must be entered in the Accident Book. The book will be kept in a suitable place, preferably alongside First Aid equipment.

#### RECOMMENDED CONTENTS OF FIRST-AID BOXES

Materials	First Aid Box Contents		
	1 - 5 Persons	6 - 25 Persons	26 - 50 Persons
Adhesive Plasters	12	20	40
Sterile Eye Pads (Bandage attached)	-	2	4
Individually wrapped Triangular bandages	2	6	6
Safety Pins	2	6	6



Medium Individually Wrapped Sterile Unmedicated Wound Dressing (approx. 20 x 8 cms)	-	6	8
Large Individually wrapped sterile Unmedicated d Wound Dressing (approx. 13x9cms)	1	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (Approx. 28 x17.5 cms)	-	3	4
Individually Wrapped Wipes	8	8	10
Paramedic Shears	1	1	1
Pairs of Latex Gloves	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash (b)	1	2	2

### 3.4 Reporting of Accidents and Dangerous Occurrences

#### ACCIDENTS AND DANGEROUS OCCURRENCES

“Dangerous occurrence” is defined in the twelfth schedule of the General Application Regulations 1993 (S.I. No. 44 of 1993) and would not normally apply to an office situation except in relation to partial or total collapse of the structure or building due to explosion/fire.

“Accident” can be defined as an occurrence at a place of work as a result of which any person dies or is prevented from performing his normal work for more than three consecutive days (excluding the day of the accident)

All accidents to persons, whether or not in the employment of the company, resulting in injury, however slight, shall be recorded by the Safety Officer and a copy of the accident report sent to the CEO.

All the above will be investigated and recorded on the company internal form.



If an accident causes loss of life to a person who is employed or contracted, or disables any person for more than three days from performing his/her normal duties of employment or contract, then written notice must be given to the Health & Safety Authority (HSA) on form IR1.

If the accident is fatal, the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

A dangerous occurrence must be reported to the HSA on form IR3.

### **3.5 Welfare Facilities**

Management shall ensure that adequate welfare facilities are provided on the premises for all the workforce and this will include:

- Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.
- Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- An adequate supply of drinking water shall be provided on the premises.

### **3.6 Third Parties Affected by Company Activities**

1. It is required of the Company to give at least the same level of Health, Safety and Welfare to visitors to the premises as it gives to employees, contractors and freelance artists.
2. All short term visitors will be the responsibility of the person they are visiting. In an emergency situation they will take instructions from that employee as necessary. In the case of other venues, audience members will take instructions from appropriate personnel in that venue.
3. In order that they may be accounted for in an emergency, the names of all long term visitors (4 hours plus) will be recorded by the person they are visiting together with details of whom they are visiting and time of arrival and departure. In an emergency the visitors' book will be taken to the designated marshalling area.





## **PART 4: HAZARD IDENTIFICATION AND CONTROL MEASURES**

### **4.1 Hazard Inspections**

#### **HAZARD IDENTIFICATION AND RISK ASSESSMENT**

1. The policy of the Company is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
2. "Hazard" is taken to mean "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work".
3. "Risk" is taken to mean "the potential of the hazard to cause harm in the actual circumstances of use".
4. Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low". This is to help with the giving of priority to the employment of controls and the allocation of resources.

<b>Grade of Risk</b>	<b>(Abbrev.)</b>	<b>Characteristics</b>
High Risk	"H"	Possibility of fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	"M"	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	"L"	The possibility of injury or material



loss is unlikely although conceivable.

5. **Risk Control.** Control measures are intended to reduce the risk to an acceptable level.
6. Where practicable The Company commits itself to the elimination of hazards, whether that be by the provision of access arrangements, training, fire drills etc or the provision of special equipment etc.

This approach will take into account normal good practice within this sector and the standards and guidelines where these are available.



## **4.2 Fire**

### **HAZARD**

As with all premises, there is always the possibility of fire. CCI is a resident group in the National Concert Hall and is thus obliged to comply with the Fire Safety Management Programme in operation in those venues. (Appendix 2)

### **Risk Category: Low**

Hand held fire extinguishers will conform to the requirements of either IS 290:1986 or BS 5423:1987 - Specification for Portable Fire Extinguishers.

They shall be installed in accordance with the recommendations of IS291:1986 or BS 5306, Part 3;1985 Code of Practice for the installation and maintenance of portable fire extinguishers.

## **4.3 Electricity**

### **HAZARDS**

Electrical equipment which is improperly installed, inadequately maintained or used in an unsafe manner constitutes a Health and Safety hazard.

The risks from electrical hazards include electric shock, fire, trips and falls from loose cables and explosion.

### **Risk Category: Medium**

### **OBJECTIVE**

To ensure that all electrical equipment in the main Company Offices is maintained in a manner conducive to safe working conditions for all our employees.

### **GENERAL REQUIREMENTS AND PROCEDURES**

A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.

Adequate fusing or excess current protection, e.g. circuit breakers, should be provided for all fixed and portable equipment and be regularly maintained.

Persons authorised to install and repair electrical equipment will be limited to adequately trained appointed electricians or external contractors.

A competent company/person shall be employed for installation and repair work and for regular inspections and tests of circuits, appliances and machinery.



Where appropriate all equipment not in use to be switched off, especially at the end of a working day, unless of a specialist type, e.g. fax, telex machines etc.

Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.

Frayed and damaged cables shall be replaced immediately.

### **DOMESTIC KETTLES**

- Ensure safe levels of water are maintained at all times.
- Kettles must never be switched on when empty
- Always ensure a stable base is available for kettles
- Never boil kettles at floor level
- After use switch off and unplug from mains supply.

## **4.4 Manual Handling**

### **OBJECTIVES**

The Safety Health and Welfare at Work (General Application) Regulations 1993:Part VI Manual Handling of Loads requires every employer

- (a) to take appropriate organisational measures, or use appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees.
- (b) where the need for manual handling cannot be avoided to take appropriate steps to reduce the risk involved by reference to individual Risk Factors (Physical attributes) characteristics of the load (unwieldy/unstable) characteristics of the working environment (uneven floors, insufficient room) requirements of the activity (prolonged physical effort, insufficient rest breaks).

### **HAZARDS/RISK**

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.



**Risk Assessment: Medium**

### **CONTROL MEASURES**

Appropriate measures shall be taken to reduce the need for manual handling where possible.

Where loads must be manually handled, information shall be supplied whenever possible to those involved, on the load to be carried, its characteristics and the appropriate method of safe handling.

Mobile trolleys shall be used wherever practicable for transporting goods.

Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.

Employees, where appropriate, shall be trained in safe manual handling techniques.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build, etc.

Due regard will be paid to the following guidelines:

<b>Load Level</b>	<b>Action</b>
<16 Kg (35 lb)	No special action.
16 Kg (35 lb) - 34Kg (75 lb)	Identify individuals unable to handle such weights.
34 Kg (75 lb) - 55 Kg (120 lb)	Effectively supervised selected and trained individuals or mechanical handling.
>55 Kg (120 lb)	Normally mechanical handling or selective recruitment and training. Very few people can regularly lift such a weight.

### **4.5 Offices/Rehearsal Spaces**

#### **HAZARDS**

While office work may not be considered as a high risk activity, unsafe work systems and layout may result in injury or illness. Similarly with rehearsal spaces.

**Risk Category: Low**

#### **CONTROL MEASURES**

Ensure that adequate office space/rehearsal space is allocated for working personnel.



All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks, cupboards, music stands, instruments etc.

Ensure that enough room is available for opening filing cabinets.

Only one drawer of a filing cabinet should be opened at any one time. All drawers should be closed after use.

Sufficient lighting shall be provided as appropriate.

Sufficient ventilation shall be provided as appropriate.

Electric or telephone cables should not trail unprotected across the floor. Cable covers shall be supplied and used.

Chairs, desks or drawers should never be used to access higher areas. Step-ladders should be used.

All items stored above head level should be stacked properly to prevent falling.

All damaged floor covering, furniture equipment or machinery shall be replaced or repaired.

Before using photocopier toners, employees should read the instructions on the container and avoid contact with skin or clothing.

Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, should be carefully disposed off.

#### **4.6 Display Screen Equipment**

Display screen equipment means any alphanumeric or graphic display screen, regardless of the display process involved.

#### **HAZARDS**

The main problems associated with VDUs are as follows:

- (a) **Visual Discomfort**
- (b) **Posture**
- (d) **Stress**

**RISK ASSESSMENT Low**

**CONTROL MEASURES**



The tenth and eleventh schedule of the General Application Regulations 1993 (S.I. No 44 of 1993) lay down minimum requirements for all display screen equipment and workstations put into service after the 31st December 1992 and for all workstations after 31st December 1996.

The main duties of this company are to;

- (a) perform an analysis of the workstation to evaluate safety and health conditions relative to possible risks to eyesight, stress and possible physical problems.
- (b) plan activities in such a way that daily work on display screens is periodically interrupted by breaks or changes of activity which reduce work load at the display screen.
- (c) ensure an appropriate eye and eyesight test is carried out by a competent person on each employee who habitually uses display screen equipment as a significant part of his/her normal work.
  - (i) before commencing display screen work
  - (ii) at regular intervals thereafter and
  - (iii) if an employee experiences visual difficulties which may be due to display screen work
- (d) If the results of a test under (c) show that it is necessary, an ophthalmological examination should be carried out on the employee concerned.
- (e) Where the results under (d) show that it is necessary and if normal corrective appliances cannot be used the Company should provide the employee concerned with special correct appliances appropriate to his/her work.

#### **Equipment**

- The machine should be kept in a good state of repair and cleanliness.
- The image to the operator must be both clear and stable.
- The equipment and space provided should give the operator sufficient room to locate their work materials conveniently and to adopt a comfortable posture.
- The seating should be adjustable for both height and angle of back support.

#### **4.7 Access and Egress**

#### **HAZARDS**



Inadequate access and egress facilities can result in trips and falls.

**Risk Category: Medium**

### **CONTROL MEASURES**

All doors and access points should be kept clear and well maintained.

All passageways should be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and free of oil and grease and in good condition.

Stairways shall be provided with handrails and maintained in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridors and passageways.

Adequate control shall be maintained to ensure that no stacking of loose office material occurs which would impede access/egress.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that fire escape doors are not obstructed at any time.

#### **4.8 Smoking**

Smoking is forbidden in enclosed places of work. This includes office blocks, various buildings, public houses/bars, restaurants and company vehicles (cars and vans).

#### **4.9 Harassment and Bullying in the Workplace**

Behaviour such as harassment, sexual harassment, discrimination or bullying is contrary to a safe and healthy workplace, is unacceptable and will not be tolerated. It is fundamental to the concept of respect for others that all employees should be free from any conduct which adversely affects the dignity of people in the working environment.

This is fully covered in the CCI Dignity & Respect in the Workplace Policy as made available to all employees, contractors and freelance artists.

#### **4.10 Stress**

**WORKPLACE STRESS MAY ARISE WHEN THE DEMANDS OF THE JOB AND/OR THE WORKING ENVIRONMENT ON A PERSON EXCEEDS HIS/HER CAPACITY TO MEET THEM.**

The causes of stress in the workplace include;





- Faulty work organisation
- Changes at work
- Poor working relationships
- Poor communication at work
- Lack of personal control over the work
- Ill-defined work roles
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public
- The threat of violence

The effects of stress include;

- Emotional level (fatigue, anxiety)
- Cognitive level (making mistakes, having accidents)
- Behavioural level (smoking, excess drinking, over eating)
- Physiological (contributing to raised blood pressure, heart disease, reduced resistance to infection, digestive problems and skin problems)

### **Control Measures**

The 2005 Safety, Health and Welfare at Work Act obliges employers to identify and safeguard against all risks to health and safety. It is the policy of The Company to identify potential problems that may give rise to stress, assess the risks and implement safeguards as required. If an employee, contractor or freelance artist is suffering from stress they should contact the CEO (or Chairperson, where appropriate) in confidence.

### **4.11 Mobile Phones**

#### **INTRODUCTION**

Presently there is no conclusive evidence that mobile phones are a health hazard. However, there are a number of sensible actions that will minimise any possible risks.

#### **HAZARDS**

- Possible health risks from radiation
- Accidents resulting from loss of attention when using a mobile phone.

**Risk Assessment: Low**

#### **CONTROL MEASURES**



When making or receiving calls whilst in a motor vehicle and in the absence of hands-free apparatus, park the car at the side of the road in a safe manner and then make the call or speak to the caller. Outward calls should never be made while driving, as the driver has to take his/her eye of the road to dial the number.

Keep mobile calls short if possible take a number and ring back from a landline. During an unavoidably long call, switch the phone from ear to ear.

A car kit or ear piece should be supplied and used if a mobile phone is issued by CCI and is likely to be used while travelling on business.

**It is an offence to drive while using a mobile phone without hands-free apparatus. A person may be charged with driving without due care and attention, dangerous driving or some similar offence.**

#### **4.12 Lone Worker**

The Company recognises that where possible no one should be working alone.

Whenever possible all workers should have at least one other person in attendance within the building. However, CCI recognises that given the nature of the work of the company by the very nature of it being in the performing arts and the unsociable hours it sometimes demands of its workers, and the small team involved, this may occasionally occur. Employees should ensure that any such lone work should be kept to a minimum.

#### **4.13 Driving the company van/driving for the company**

Given the nature of the work touring Ireland and the need to transport equipment to various external locations, the Operations' Manager is insured to drive the company van on such occasions. The CEO and other employees as necessary may be required to drive (in their own vehicle or the company van) to concerts, conferences, meetings and other related events at some distance to the established place of work.

In the case of journeys taken in a vehicle provided an employer, such as a van, jeep or fleet car, an employer has a duty of care to ensure the safety of employees using the vehicle. Employers should have appropriate policies and procedures in place to ensure safety when employees drive a work-provided vehicle or drive their own vehicle for work.

### **HAZARDS**

Driving for work involves a risk not only for drivers, but also for fellow workers and members of the public, such as pedestrians and other road users. The Company shall endeavour to



manage the risks that may arise when an employee drives for work. Chamber Choir Ireland will have systems in place to ensure that Driving for Work activities are road safety compliant. Employers cannot directly control roadway conditions, but they can promote and influence safe driving behaviour and actions by their employees.

- (a) Driving long distances alone could result in falling asleep and/or an accident
- (b) Driving late at night (post-concerts) could result in falling asleep and/or an accident

### **RISK ASSESSMENT: Medium**

#### **CONTROL MEASURES**

Advanced Driver training to be provided for the driver of the company van (Operations' Manager) and any other user as necessary.

Endeavour to ensure that as far as possible, the driver of the company van has another passenger at all times.

Where arriving back to the established place of work is anticipated to be after 1am following a performance, accommodation will be provided in the remote location to avoid late-night driving.

Ensure that a sufficient rest period is enforced for the driver of the company van following a lengthy journey

Ensure that sufficient breaks are made during the journey for the driver of the company van.

Where possible, CCI will insist that other employee use public transport where possible to avoid the use of a private vehicle.

When other employees must drive their private vehicle for the purpose of carrying out the work of the company, they shall adhere to all the good practice established for the driver(s) of the company van.

#### **14.14 Safety in Pregnancy**

CCI is committed to protecting the reproductive health of all employees, contractors and freelance artists and minimising risks to the unborn.

In accordance with the Safety, Health & Welfare (Pregnant Employees) Regulations (Regulation 3) a pregnant employee must notify the CEO *'as soon as is practicable after it occurs and, at the time of the notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition'*.



A preliminary risk assessment will be carried out for any pregnant employee, contractor or freelance artist. Where the preliminary assessment highlights areas of concern, the Health and Safety Officer will complete a more in-depth assessment with the CEO and the employee, contractor or freelance artist to establish appropriate controls.

Where medical issues arise in relation to the pregnant employee's safety, the Health and Safety Officer will conduct a risk assessment for the employee (contractor or freelance artist) and take appropriate measures to eliminate or minimise the risk.

Employees, contractors and freelance artists who are breastfeeding are also covered by the regulations.