



**Firkin Crane**  
THE HOME OF DANCE

# THE FIRKIN CRANE LTD

## SAFETY STATEMENT

UPDATED 08/07/20

## SECTION 1 – HEALTH AND SAFETY POLICY

### 1.0– HEALTH AND SAFETY POLICY

## HEALTH AND SAFETY POLICY

We of Firkin Crane are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that:

Work activities are managed so as to ensure the safety, health and welfare of our employees.

The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually

- Identified protective and preventive measures are implemented and maintained
- Improper conduct likely to put an employee's safety and health at risk is prevented
- A safe place of work is provided, which is adequately designed and maintained
- A safe means of access and egress is provided
- Safe plant and equipment are provided
- Safe systems of work are provided
- Risks to health from any article or substance are prevented
- Appropriate information, instruction, training and supervision are provided
- Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury.
- Emergency plans are prepared and revised
- Welfare facilities are provided and adequately maintained
- Competent personnel to advise and assist in securing the safety, health and welfare of my/our employees are employed when required.

Company Name	The Firkin Crane Ltd
Company address	John Redmond Street, Shandon, Cork
CRO Number	
Managing Director	Paul McCarthy
Phone Number	0214507487
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Website	www.firkincrane.ie

BUSINESS/COMPANY INFORMATION

#### EMPLOYER'S RESPONSIBILITIES INCLUDE:

- Manage and conduct work activities so as to ensure the safety and health of employees and others affected
- Prevent improper conduct likely to put an employee's safety and health at risk
- Provide a safe place of work, which is adequately designed and maintained
- Provide safe means of access and egress
- Provide safe plant, equipment and machinery
- Provide safe systems of work, e.g. operating procedures
- Prevent risk to health from any article or substance (e.g. machinery, equipment and chemical substances)
- Provide appropriate information, instruction, training and supervision, taking into account the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced
- Provide suitable protective clothing and equipment where hazards cannot be eliminated
- Prepare and revise emergency plans and designate staff to take on emergency duties
- Provide and maintain welfare facilities
- Provide, where necessary, a competent person to advise and assist in securing the safety, health and welfare of employees (a competent person must have the necessary qualifications as well as sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken).

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#### EMPLOYEE'S RESPONSIBILITIES INCLUDE:

- Comply with the relevant health and safety legislation, e.g. co-operating with your employer, reporting unsafe procedures or equipment
- Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others

- Co-operate with your employer in relation to safety, health and welfare at your place of work
- Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to your employer
- Report any defects in equipment, unsafe activities or deficiencies in safety procedures
- Use any protective clothing and equipment that has been provided for your safety
  
- Attend any training as required by your employer
- Co-operate with your employer to enable your employer to comply with relevant health and safety legislation
- Do not engage in improper conduct or behavior that is likely to endanger your own or other's safety, health and welfare while at work
- Do not be under the influence of intoxicants as they may endanger your own or other's safety, health and welfare
- Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.

#### 2.0.1 –PERSONS RESPONSIBLE FOR PERFORMING TASKS.

- We shall identify responsible persons(where required) who will take responsibility for various tasks, e.g. induction, inspections and training
- We shall brief them on these tasks and their responsibilities
- We shall record the names of such nominated persons
- We shall record details in Form 1.5 – Responsible Persons Task Register in Appendix 1.

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.

## 2.1 – COMPETENCE AND TRAINING REQUIREMENTS

Competence is determined by knowledge, training and experience, and, as an employer we will assess what training each employee needs, to keep up to date with changes in legislation, work practices and technology. By having competent, trained personnel who are adequately supervised, our employees will be capable of completing a job safely, efficiently and to a high standard. For example, typical training which can be carried out could include:

- Fire warden training
- First-aid training
- Manual handling training
- Training on the use of firefighting equipment
- Induction training
- Machine-specific training.

We shall record details of training in relation to specific tasks, such as those listed below, in Form 1.3 Training Register in Appendix 1.

### 2.1.1 – INDUCTION TRAINING

Induction training will include the following information:

- Specific hazards associated with the workplace and the controls that are in place
- Workplace rules
- Roles and responsibilities
- Emergency procedures and first-aid arrangements. When inductions have been completed, then we shall complete Form 1.1 Induction Register in Appendix 1. Typical topics which are discussed at induction are also covered in Form 1.2 Typical Induction Topics in Appendix 1.

## 2.2 – CONSULTATION AND PARTICIPATION

We will consult with all relevant employees:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process

- When new machines or processes are introduced
- When new substances or materials are introduced. Furthermore, should any of my/our employees raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavor to take any action that we consider necessary or appropriate to deal with the matters raised.

### 2.3 – THE SAFETY REPRESENTATIVE

We shall consider these representations and act on them if necessary. The purpose of these consultations is to prevent accidents and ill health, to highlight problems, and to identify means of overcoming them.

We will facilitate the training of the safety representative so that they have the necessary competence to carry out the task.

The functions of our safety representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer that is based on the nature and extent of the hazards in the place of work
- Being given access to information that relates to the safety, health and welfare of employees
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation
- Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a safety representative
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace. Note: The safety representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a safety representative.

Our safety representative is: TIM FEEHILY

## 2.4 – CONTRACTORS' RESPONSIBILITIES

Contractors carrying out work must:

- Be competent to carry out the work
- Have adequate resources to carry out the work
- Provide copies of their own Safety statement Insurance
- Ensure that work activities do not affect the well-being of our employees, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at my/our workplace. FURTHER INFORMATION To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in my/our workplace. Form 1.5 – Responsible Persons Task Register in Appendix 1 can be used to identify employees who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.

## 2.5 – VISITORS

- Conduct themselves in a safe manner at all times
- Observe the fire policy and, in the event of an emergency, are required to Identify themselves to an employee and be escorted to the designated assembly point.

## 2.6 – ACCIDENT REPORTING AND INVESTIGATION

- Ensure details of the accident are recorded
- Promptly investigate the accident so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence



- Ensure that accidents are reported to the Health & Safety Authority on the Form of Notice of Accident (IR1) where:
- Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties
- Members of the public are injured by a workplace activity and require medical treatment
- A fatal accident has occurred.

## 2.7 – EMERGENCY PROCEDURES

### FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that employees are trained, including:

- Location of firefighting equipment and means to raise the alarm
- Location of assembly point(s)
- Evacuation drills and fire warden(s)
- Location of emergency shut-off points where relevant (e.g. gas) shut off. Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All employees and visitors must follow the procedures below for evacuation:
  - GO IMMEDIATELY TO THE NEAREST EXIT

- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

## 2.9 – PERSONAL PROTECTIVE EQUIPMENT See Covid 19 section

We will ensure that:

- Adequate and suitable PPE is provided
- The suitability of the PPE for the job is assessed
- PPE is maintained, used and replaced as recommended by the manufacturer's instructions
- Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk
- Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in our risk assessments will be used
- We will record details of the supply and training in the use of PPE as required using Form 1.4 PPE Register in Appendix 1.

We expect our employees to:

- Use PPE correctly
- Report any defects or damage to PPE immediately
- Participate in any training or instruction provided on PPE
- Inform us of any medical conditions they have that might be affected by the use of the PPE provided to them.

## 2.10 – PREGNANCY AT WORK

As required by Part 6 of the Safety Health and Welfare at Work (General Application) Regulations 2007, on becoming aware that an employee is pregnant, has recently given birth or is breastfeeding, we will assess the specific risks arising to that employee from the work and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child. On provision of an appropriate medical certificate, we will carry out the following:

- Make sure that a specific risk assessment for that employee is undertaken, taking account of any medical advice that the employee has received
- Assess any risk likely to arise from exposure to specified agents and work activities and, where possible exposure exists, ensure she does not carry out these activities
- If a risk cannot be eliminated or reduced to an acceptable level, then: Adjust the working conditions or hours of work or both; or
  - If this is not possible, provide alternative work; or
  - If this is not possible, grant the employee health and safety leave
- We will ensure that pregnant, postnatal or breastfeeding employees have suitable facilities to rest or feed
- Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out pregnancy-at-work risk assessments.

## 2.11 – YOUNG PERSONS

We are aware that there are specific regulations dealing with young people at work, i.e. those less than 18 years of age. We will undertake the following:

- Carry out a risk assessment before employment of a young person (over 16 but less than 18), taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity
- Put in place all required control measures identified by the risk assessment, taking account of:

- Their lack of experience, maturity or awareness of risk
- Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents
- The physical and psychological capacity of the young person
- Make sure the recommended working hours are not exceeded for young persons
- Form 1.5 Responsible Persons Register in Appendix 1 can be used to identify the person responsible for carrying out young persons at work risk assessments.

## 2.12 – WORK-RELATED STRESS AND DIGNITY AT WORK

- No employee's workload is so great that he or she will have to consistently work overtime
- No employee will be subjected to harassment from, or degrading behavior by, colleagues or managers and that everyone in the workplace treats others with respect and courtesy, even if they do not 'get along'
- No employee has to work in an environment which is unsafe and in which there are risks of accidents
- Employees are trained so they can do their jobs effectively and safely
- Everyone knows what his or her core job is
- That a 'Dignity at Work Policy' is in place that outlines procedures with regard to addressing bullying and harassment at work.

## 3.0- Covid 19 Protocols and Assessments

**All staff must complete the COVID-19 induction and receive a copy of the COVID-19 Guidelines.**

**All User groups must provide evidence to Firkin Crane that they have completed a COVID-19 induction.**

**All professional programme participants must provide evidence to Firkin Crane that they have completed a COVID-19 induction.**

## [Firkin Crane Covid-19 protocols for using the building and studios](#)

### ***Detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic***

**Version 12<sup>th</sup> July 2020**

### **Before arriving**

1. The team at Firkin Crane will provide any assistance the company/dance artist might require in preparing their own protocols, risk assessment or other Covid-19 related processes required to resume activities in our studios.
2. Prior to entering the building the company/dance artist must complete the Firkin Crane Covid-19 visitor's form, have in place a Covid-19 Compliance Manager, and comply with HSA regulations including the [Return to Work Form](#) for all employees/collaborators. Should a Covid-19 Compliance Manager not be in place the Firkin Crane Covid-19 Compliance Manager can provide advice and support.
3. Firkin Crane will provide the company/dance artist with a copy of the ***Firkin Crane Risk Assessment for activities in a studio.***
4. Prior to accessing the studio the company/dance must provide Firkin Crane with their own risk assessment regarding their particular activity in the studio.
5. Firkin Crane will provide the company/dance artist with a copy of this **Firkin Crane Covid-19 protocols for using the building and studios** which includes **detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic.**
6. Firkin Crane requires 24 hours notice of the names of company/dance artist employees/collaborators and the numbers of persons expected during the day or period of residency if possible, including times of arrival and departure so that Firkin Crane is aware of the numbers in the studio at any one time.
7. To reduce the risk of the spread of the virus the dressing rooms will not be available for use except for access to bathrooms and this will be under strict distancing guidelines.

## Arriving at and Inside Firkin Crane

8. There will be an entry queuing system in place outside the Firkin Crane for use at busy times. .
9. On entering the building all persons aged 13 and over are required to wear a face covering. This can be removed when inside the studio, but must be worn on exiting the building also.
10. On entering the building the company/dance artist employees/collaborators will be required to adhere to the ***Firkin Crane Covid-19 protocols for using the building and studios.***
11. Wall mounted hand sanitiser dispensers are located at the entrance, throughout the building and at the exit.
12. On entering the Firkin Crane the company/dance artist, employee/collaborator will report to Reception for signing in.
13. While there are government limits to the numbers gathering indoors, the number of persons being counted as being in Firkin Crane will include professional dancers and collaborators in residencies, students, teachers, chaperones, Firkin Crane staff, visitors and any other persons in the building.
14. Available bathrooms are located on the entrance corridor and in the dressing rooms. Only one person per bathroom at a time. If one person is inside there will be instructions on waiting or directions to the next bathroom.
15. There is an internal one-way system in place around the building. Every studio has **one door in** and **one door out**, with the exception of the Mirror room. However, we have designed the routes so that at no time will anyone need to pass another person in a corridor, on a stairway or on entering or exiting the building.

## Inside the Studio

16. Firkin Crane will adhere to Covid-19 distancing restrictions that are in place at any one time, therefore the usual studio capacity may be reduced. Should this occur the new capacity will be communicated to the company/dance artist and posted at the entrance to the studio.
17. In the studio, outdoor shoes are no longer permitted on the black dance floor. Shoe racks are provided.
18. Dance artists and collaborators must bring adequate drinking water as the Kitchen is closed.
19. Every person in the building must follow the one-way system throughout the building. If a person needs to leave a studio for any reason it must be through the exit door, and to re-enter the studio they must proceed around the building by the one-way system.
20. Firkin Crane recommends that activities / choreography be tailored to adhere to Covid-19 distancing guidelines unless the participants are already considered a household.
21. Red marks on the studio floor indicate the standing position allowing the existing 2-meter distance. Green marks are added between the red marks for standing positions allowing for circumstances where 1 meter distancing is permitted.
22. At the start of every day the Studio will be cleaned and disinfected. To avoid unnecessary interaction, Firkin Crane staff will not re-enter the studio again that day. (Unless in the case of an emergency).
23. A cleaning-hygiene station is provided in each studio. After each use it is the responsibility of the company/dance artist to clean the studio for the next user. We also advise the arrival of new participants, collaborators during the day should prompt a studio clean. Please note that Firkin Crane has in place a system for regularly cleaning touch points around the building but not inside the studios.

The studio cleaning station contains:

- Disposable gloves
- A mop pre filled with cleaning agent for the floor
- A spray bottle with cleaning agent, for touch surfaces including door handles, shoe rack, Ballet Barres any other surfaces a student or teacher might have been in contact with.
- Paper wipes for wiping down after spraying.
- Hand sanitiser for the person/s doing the cleaning.
- A covered bin for waste material.

## End of session, leaving the building

24. At the end of your session you must leave the building following the one-way system. Persons coming down the main stairs into the foyer will have the right of way over those exiting through the office corridor. 2 meter distancing must be followed while leaving the building.
25. On leaving the building via the Exit Only door we ask that you move promptly through the Red Squared Box and down the steps. You may notice that this cuts through the queuing system for entering the building.
26. In the event that you are re-locating to another studio within the building you must report back at reception to confirm that you are doing so. At this point reception will advise if the new studio is ready and record the studio move.

## Please note

27. The Company/dance artist must ensure that their employees/collaborators are familiar with Firkin Crane **Covid-19 protocols for using the building and studios and understand the** detailed guidelines on accessing and using studios at Firkin Crane during the Covid-19 Pandemic”.
28. Firkin Crane retains at all times the sole and exclusive right to determine the times for opening and closing the building, to reserve the right of admission to the building at all times, to control and manage the building in light of the Governments agencies Covid-19 requirements and guidelines.
29. Firkin Crane reserves the right to amend these protocols should circumstances arise and in line with Government guidelines.



## **Hygiene Practices**

- Hand washing facilities with soap and water in place
- Cleaning stations provided in all studios, General office area, Foyer/reception, kitchen corridor.
- Stringent hand washing and cough/sneeze hygiene practices briefed to user.
- Paper towels/ hand dryers in place for drying of hands
- Ozone room sterilization treatment completed in the event of suspected or confirmed cases.
- Ozone room sterilization treatment completed in the studios to be used overnight or morning before opening.
- Staff reminded to wash their hands regularly in warm soapy water for 20 to 30 seconds
- Posters displayed throughout regarding correct hand washing technique
- 70% alcohol sanitizers dispensers in any area where washing facilities not readily available
- **COVID-19** Government Information Posters displayed throughout the premises
- Disinfecting standing mat at entrance to building
- No outdoor shoes to be worn in studios, a shoe stand is in place for the storage of such.
- Ozone room sterilization treatment completed in the event of suspected or confirmed cases.
- Ozone room sterilization treatment completed in the studios to be used before opening

## **Social distancing**

- Users reminded to maintain a distance of 2 meters from each other at all times – where this is not possible the introduction of PPE should be considered such as a mask or visor, this should be documented in a risk assessment. Contact H&S for better advice.
- Perspex screen in place at reception desk to prevent contact
- Video conferencing for design/production to be used as much as possible instead of face to face meetings
- Distancing posters and floor markings are installed throughout the site.

- Managers to continually emphasize importance of distancing and address unsafe practices
- One-way system for entrance and exit of site in place

#### **PPE**

- Firkin Crane will keep abreast of Government guidelines regarding PPE Cleaning. Various versions of PPE available to staff, IE. visors and masks.
- All visitors User group lead staff must wear a Face covering when entering and moving around the building
- Schedule is in place for frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate viricidal cleaning products, risk assessment and methods

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