

# **BOYLE ARTS FESTIVAL**

## **Health & Safety Policy**

# **2023**

Signed Patricia Golden, Chairperson

Date...01/02/2023.....

Signed Gerry Kielty, Health & Safety Officer

Date.....01/02/2023.....

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## **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 .....(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 carry a first aid kit at all times, 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 the Garda Barracks. 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 the Garda Station if a person collapses. Call 999/112 for an ambulance and then contact the Boyle Gardai to access the defibrillator at 07196 64620

### **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 Gerry Kielty, Health & Safety Officer 087 6307175

## **Appendix 2**

### **Contact Details**

Gerry Kielty Committee Member: 087 6307175

( Patricia Golden, chair, 086 1025537)

Now Doc 0818 400911

Ambulance 999 ( 112 if using mobile phone)

Defibrillator Locations    Garda barracks, Boyle                      07196 64620

#### Office Hours

General Practitioners :Loftus Medical Centre 07196 62230

Boyle Clinic, Primary Care Centre, 07196 63386

Garda Barracks Boyle, Emergency: 999/112 ( if using Mobile Phone)

0719664620 – 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
<b>General</b>				
Good Housekeeping				
Adequate Stewarding				
Children to be supervised ( meeting point for lost children)				
Sufficient bins in place				
Adequate provisions for Disabled/Vulnerable patrons				
<b>Inside Areas</b>				
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)				
<b>Outside Areas</b>				
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)				
<b>Fire Safety &amp; Emergency Evacuation</b>				
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)				
<b>First Aid &amp; Welfare</b>				
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				
<b>Cleaning arrangements</b>				
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.....**

