



Safety Statement

Safety policy Statement

The purpose of this Safety Statement is to ensure compliance with the Safety, Health and Welfare at Work Act and other relevant legislation. This Safety Statement is based on hazard identification and risk assessment, specifies the controls, resources and names of responsible persons designated to carry out activities on behalf of the society.

The Society identifies the activities it is responsible for i.e. rehearsals, fundraising activities and performances. It determines what activities have a significant risk to the safety, health and welfare of its members or people affected by its activities.

The aim of this statement is also

To assist in the continuous effort of increasing safety awareness amongst all members of the musical society.

To assist in promoting a positive culture of Safety and Health and working safely amongst all employees and back stage crew.

The society will ensure:

- That policies and procedures are regularly updated.
- That First Aid and emergency procedures related to indoor activities are in place.

- That activities are suitably planned, organised and controlled to ensure the safety of the society members when carrying out society activities.
- The Society will consult with competent persons for high risk activities.

The Society asks that all its members co-operate with the implementation of this Safety Statement to ensure that the Safety, Health and Welfare of all is safeguarded.

Signed on behalf of Killarney Musical Society _____(Chairperson)

Date _____

Description of Society

Responsibilities of Committee

The Committee are responsible for the following matters:

- That the Safety Statement is brought to the attention of each member of the society.
- The Society will conduct a risk assessment of each of its activities and will put procedures in place to reduce the risk to its members. These will be communicated to the society members.
- That sufficient first aid personnel and equipment are available in the Society
- That the Society will follow the INEC's Emergency Plans and Procedures in place in the event of an emergency arising
- Ensure that all accidents requiring medical attention are recorded on in committee minutes and reported to relevant safety officers.- (INEC & Ross Cafe)
- Names and phone numbers and a close contact of members must be held on file by the Society.

Responsibilities of Members

The members are responsible for the following matters:

- Individual Society members have a responsibility to comply with the Society's Safety Statement and the practices and procedures it sets down in relation to its activities.
- Any member of the Society who has a medical condition must advise the committee of their condition. This will be treated in a strictly private and confidential manner by the committee, unless due to an emergency, he/she has to inform other members of the group of the condition in order to get help or assistance.
- In all circumstances members must accept the instructions of persons representing the wishes of the Society.
- No member of the Society should be under the influence of alcohol, drugs or other stimulants while participating in the Society's activities.

Report accidents on behalf of Society Members

In the event of an accident occurring to any Society member while undertaking Society activities, irrespective of location, this must be reported to the committee.

Insurance

All Society members are insured against personal injury while participating in Society activities. Each Society member has a duty of care to themselves and other cast members to conduct themselves in a safe and responsible manner.

First Aid

There will be a First Aid box at the rehearsal and performance venues at all times to treat minor injuries. In the event of more serious injuries or when a doubt arises, a parent of junior members and the close contact of adult members will be contacted. In an emergency, relevant services will be contacted.

Dispensing of Drugs

All members including First Aiders are **not** authorised to dispense any form of medication to Society members. Supplies of such items must **not** be kept in First Aid boxes. Persons who require medication are responsible for their own prescribed medication and frequency of use.

Covid 19

We will make every effort to reduce the spread of Covid 19 at our rehearsals. Do not attend if you have any symptoms e.g.

- High temperature
- shortness of breath
- Runny nose
- A cough
- Loss or change in their senses of taste or smell

Bullying, Harassment and Sexual Harassment

Killarney Musical Society is committed to the protection of men, women and children in the Society, and to the principle that every member is entitled to participate in an environment free from harassment. As part of the procedures adopted by the Society, a member who believes that he/she has been the subject of harassment by whatever means, including the use of social media may discuss the alleged harassment in an informal manner with a member/s of the committee.

Contact persons include

Brid O Callaghan, Chairperson & Designated Liaison Person

Mary O Callaghan, Cast liaison officer & Deputy Designated Liaison Person

Annual Review of Safety Statement

At the start of each year (September) the Society must review the contents of its own Safety Statement and ensure that the contents are still relevant and necessary changes must be recorded.

If the Society is participating in additional activities that may have safety implications, the committee members must draw up a Risk Assessment to apply the necessary controls which minimises the risk associated with the new activities.

The revised of the Safety Statement must be signed off by the Chairperson/Committee of the Society and dated.

Guidance on Planning & Organisation of Events

Killarney Musical Society organise a production held at the INEC Killarney every year. In doing so it is necessary to plan and organise the event in such a manner as to ensure the safety and health of those in attendance. This includes the following information to be submitted:

- The proposed number of persons in attendance
- The layout of the venue and special equipment
- Set up and cleaning
- Insurance cover
- Provisions for persons with disabilities
- Fire, First Aid and Emergency Procedures

Action in the event of fire

People must sign in at each rehearsal and the list will be kept with First Aid box. Committee members will be responsible for bringing both to rehearsals.

All exits must be kept clear during rehearsals and performances.

Any person discovering a fire should raise the alarm. The break glass unit at the nearest fire point in the INEC can be broken to activate the fire alarm.

People must vacate the building in a quiet, calm and orderly fashion and go to the designated assembly point.

Do not delay to collect personal belongings or for any other reason.

Doors and windows should be closed on the way out.

Inform the Fire Brigade by ringing 999 or 112. Give the address and clear directions.

If it is safe to do so, a person with experience may use a fire extinguisher to put out the fire.

Do not take personal risks or put lives in danger.

Do not return to the building for any reason.

Specific Detail

Venue: The Irish National Events Centre
 Gleneagle Hotel
 Killarney
 Co. Kerry

Title: Variety Show

Client: Killarney Musical Society

Duration: 1 Matinee Tuesday March 7th

Evening Performance Tuesday March 7th,

Evening performance Wednesday March 8th

Evening Performance Thursday March 9th

Approximately 2.5 hours per show

Members: Adults and children

Description of Event

Musical/ Drama event fully seated staged by Killarney Musical Society. There will be approximately 20 stage crew and approximately 70 performers onstage.

The promoters of the event are the Killarney Musical Society.

Expected attendance

Projected attendance is no more than 2000 people per performance. Security observation shall be undertaken prior to the commencement of the event and vacation of the building.

Access and Egress to Building

The audience will enter the building by the main foyer. They will walk through the bar/reception area and access the seating area through 2 doors, one on the right and the other on the left. Ushers employed by the INEC will guide people to their seats.

Main lights will remain on while persons are being seated.

Assessment of Exit Capacity

The calculations for maximum capacity shall be based on a 2.5 minute normal evacuation. This will be in compliance with the Emergency Plan of Action from the building. Such documentation may be obtained from the management of the INEC, Gleneagle Hotel.

Stage Details

Staging is a permanent feature. No alterations shall be made to the overall structure of staging. However, hazard identification and risk assessment should be carried out prior to the commencement of each show to ensure the stability and safe structure of the stage.

Props

All props shall be properly secured and made safe. Props must be kept clear from electrical lighting and ignition sources. Non flammable materials shall be used. Props shall not obstruct walk ways or gangways.

Date	
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Smoking

The INEC Arena has a strict No Smoking policy which applies to all members of KMS. KMS members are not permitted to smoke indoors. Smoking is only permitted outside the building. All naked flames and cigarette ends must be fully extinguished and suitably disposed of. Smoking of e-cigarettes is permitted on stage only where necessary to the production.

Set: Get in, assemble and get out

If KMS are involved in any or all of the above, those members will wear high-vis jackets and adequate and appropriate footwear as minimum PPE.

Power Cut

Await instructions from the Staff of the INEC Arena.

Bomb Scare

Await instructions from the Staff of the INEC Arena.

Time	
Location	
Inspected by	
Date	
Fire Exits	
Time	
Fire Appliances	
Location	
Trip Hazards	
Inspected by	
Sufficient Lighting in front of house	
Fire Exits	
Sufficient lighting in backstage areas	
Fire Appliances	
Other	
Trip Hazards	
Any anomalies reported	
Sufficient Lighting in front of house	
Sufficient lighting in backstage areas	
Other	
Any anomalies reported	

Inspection Records

Date	
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Time	
Date	
Location	
Inspected by	
Fire Exits	
Fire Appliances	
Trip Hazards	
Sufficient Lighting in front of house	
Sufficient lighting in backstage areas	
Other	
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