

17.0 Appendices to Document No. 1

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Appendix 1

Amendment Sheet

Document & Revision		Date	
Subject		Section	
Reason for the change.			
Cost implications of the change.			
Description Of Change.			
Changed By:		Date	
Authorised by:		Date	
Approved By:		Date	

Appendix 2

Training Standards

Standards of Training at An Grianán, Letterkenny		
	TRAINING DESCRIPTION	FREQUENCY OF TRAINING
	Induction Training	Start Date
	Manual Handling	Annually
	Awareness and use of Fire Extinguishers	Yearly
	Emergency Evacuation Training (Fire Drill)	6 months
	Workstation Safety/Ergonomics	-
	Occupational First Aid Training	3 years

Appendix 3**Register of Approved Contractors**

Contractor Name	Approved Work Type	Date Approved	Signed
[NAME]	Electrical Installation	September 1999	
[NAME]	Building extension	April 2007	
[NAME]	Maintenance of Fire fighting Equipment	July 2001	
[NAME]	Maintenance of Fire Panel	July 2005	
[NAME]	Window Cleaning	September 1999	
[NAME]	Boiler Maintenance	July 2004	
[NAME]	Air handling Units Servicing	January 2007	
[NAME]	Service of Portable Wheelchair lift	January 2007	
[NAME]	Servicing of permanent lift	September 1999	
[NAME]	Keyholding Security	September 2007	
[NAME]	Plumbing	September 2007.	

Appendix 4**Fire Fighting Equipment Register/First Aid Boxes**

AREA OR SECTION	TYPE OF FIRE FIGHTING EQUIPMENT					
	Ext. Co ₂	Ext. H ₂ O	Ext. Foam	Ext. Powder	Fire Hose	Fire Blanket
1. Main Entrance					1	
2. Main Entrance			1			
3. Box Office	1					
4. Kitchen	1					
5. Kitchen						1
6. Electrical Switch Room	1					
7. Outside Fridge Room	1					
8. Orchestra Room	1					
9. Paper Store	1					
10. Substage Store			1			
11. Substage Store			1			
12. Substage Room					1	
13. workshop				1		
14. Workshop Exit	1					
15. Workshop Exit	1					
16. Earagail Room			1			
17. Main Loading Bay					1	
18. Main Loading Bay	1					
19. upstage Right Exit	1					
20. Downstage Left by prompt corner	1					
21. auditorium entrance between doors	1					

AREA OR SECTION	Ext. Co₂	Ext. H₂O	Ext. Foam	Ext. Powder	Fire Hose	Fire Blanket
22. Upstage Left (under First Aid Box)			1			
23. Outside Green Room			1			
24. Green Room			1			
25. Fire Blanket						1
26. Outside Office					1	
27. Main Office	1					
28. upper Foyer outside Auditorium					1	
29. Lobby outside Auditorium			1			
30. Lobby outside Auditorium			1			
31. Control Room	1					
32. Dimmers Room	1					
33. Air Con Room					1	
34. Compressor	1					
35. Boiler Room	AUTO FIRE CONTROL					

LOCATION OF FIRST AID EQUIPMENT
<ul style="list-style-type: none">● Green Room● Upstage Left<ul style="list-style-type: none">● Box Office● Cafe Bar Storage Room

N. B. All First Aid Boxes are to be kept well stocked and regularly checked by the Technical Manager.

Appendix 6

Induction Information for New Employees

On taking up employment with An Grianán Theatre, Letterkenny all new employees will receive induction training. The Technical Manager will, with the assistance of the CE Supervisor, organise this training. A section on Health and Safety will also be included.

Induction training will cover the following subjects.

- Aims & objectives of the organisation
- Organisation operating procedures
- Relevant legislation
- General job responsibilities
- Safety Awareness and responsibilities

The area of the induction training broken down in this section only refers to safety awareness and responsibilities. This section will cover the following areas:

- Statutory legal responsibilities of the employer
- Statutory legal responsibilities of the employee
- Introduction to the Safety Statement and it's operation
- Introduction to the emergency evacuation procedures
- Instruction on reporting accidents and incidents
- Introduction to the on site First Aid support structure
- Introduction to site safety rules
- Introduction to Disciplinary and Corrective Action Process

Safety Rules

The following safety rules are applicable within An Grianan Theatre Letterkenny:

- A high standard of safety is mandatory at all times.
- Always heed the posted warning or safety signs at all times.
- Never interfere with items of equipment left unattended if you have not been trained to use them.
- Never leave cables or leads trailing on the ground unprotected.
- Never become involved in horseplay.
- Never take short cuts or chances in your job.
- Never attend work whilst under the influence of alcohol or drugs.
- Never block fire doors or emergency access routes. Never interfere with fire fighting equipment, or place materials in front of it.
- Always take reasonable care with regard to your personal safety and the safety of others who may be affected by your actions or omissions while at work.
- Always co-operate with the Technical Manager or responsible person because your safety is their responsibility.
- Always report to the Technical Manager or your Manager any defects in equipment or your place of work.
- Always report accidents or mishaps and management will decide if they should be investigated.
- Always keep your work area clean and tidy, as housekeeping is part of your job.
- Always follow the safety rules where you are working.
- When operating equipment e.g. photocopiers, shredders, etc. follow your instruction, training and the manufacturer's instructions; never bypass guards, or clean equipment while powered up.

Appendix 7

Accident/ Incident reporting Forms

Accident/ Incident Report Form

All Incident forms must be printed and returned to the Technical Manager

Name of person involved:

Person who reported the Incident

Location where the incident occurred:

Date of Incident:

Show Name:

Date incident was reported:

Person to whom incident was reported

Details of incident (please be as detailed as possible)

Signed

ACCIDENT REPORT FORM – An Grianan Theatre
CORRECTIVE ACTION TAKEN TO PREVENT A RECURRENCE

Signed: _____ Date: _____ To be completed by: _____

SIGNATURES OF RESPONSIBLE PERSONS

Appendix 8

Display document

The attached display certification will be hung on site to advise all staff members, visitors, contractors and members of the public that An Grianan Theatre, Letterkenny operates to a strict Safety Standard and that a working Safety Statement is being maintained to control all activities.

An Grianan Theatre, Letterkenny

Health and Safety Statement

This is to testify that An Grianan Theatre, Letterkenny has completed a Safety Statement in compliance with Section 20 of the Safety, Health and Welfare at Work Act, 2005.

This Statement will form the foundation for the overall management system, which will assist in reducing the possibility of accidents and ill health at work.

Signed:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date: