



Lime Tree Theatre Belltable

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Beltable Theatre and Hub Safety Statement

69 O'Connell Street
Limerick .
V94 FK0H.

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DOCUMENT CONTROL

The Safety Statement for Belltable is reviewed annually or as required and complies with all Safety, Health and Welfare legislation relevant to the operations of the theatre.

Revision History

Revision	Date	Description	Author
Revision 1	October 2013	First Issue	Jay Kavanagh
Revision 2	June 2014	Update	Jay Kavanagh
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Revision 11	April 2024	Update	J.Kavanagh
Revision 12	March 2025	Update	J.Kavanagh
Revision 13	August 2026	Update	Nick Anton

Last revision of document: 10th August 2026.

Next revision due: August 2027.

STATEMENT OF INTENT

THIS IS THE SAFETY STATEMENT OF: The Lime Tree Theatre Limerick CLG

VENUE: Belltable

ADDRESS: No. 69 O'Connell Street Limerick

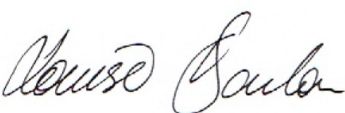
BUSINESS ACTIVITY: Staging and presentation of live
Performances. Provision of rehearsal space
and office space.

This document has been prepared and revised by the staff of the Lime Tree Theatre Company Limited in their roles managing the programming and operation of Belltable under Service Level Agreement with Limerick City & County Council. The purpose of this Safety Statement is to ensure the safety, health and welfare of all employees in the workplace. It is our aim to protect our employees and customers from accidents and ill health. Our objective is to provide:

- A safe workplace for employees, visitors and customers
- A safe means of access and egress
- Safe systems at work
- Safe equipment
- Information, training and supervision

The Lime Tree Theatre has a safety management program that will conduct regular safety audits of all workplaces and work practices to identify hazards, assess risks and control the hazard where necessary. It will identify training needs and provide training where necessary. It will ensure adequate employee co-operation and consultation. It will ensure regular revision of the safety statement, as necessary. It will allocate resources to implement the programme.

Safe working is a condition of employment. Every employee will assume responsibility for working safely. The successful implementation of this safety statement depends on employee co-operation. All employees are required to comply with all provisions within the company's Safety Statement. A copy of this statement will be provided to all members of staff.

Signed 
Louise Donlon

Date: 14th August 2026

1. ORGANISATION & RESPONSIBILITIES

Theatre Director:	Louise Donlon.
Technical Manager:	Nick Anton.
Marketing Manager:	Gillian Fenton.
Box Office Manager:	Sharon Kiely (<i>Designated F/T Employee</i> <i>Health & Safety Representative</i>)
Box Office Assistant:	Chris O'Grady
Technical Assistant:	Gary Lysaght
Stage Technician:	Roisin King
Senior Marketing Executive:	Heather Canfield
Digital Marketing Executive:	Catriona Finn
Creative Producer.	Sarah Lynch
Associate Producer.	Sadhbh McCoy
Company Accountant.	Fiona Collins.
Front of House Managers:	Susan Ryan Seamus Ryan Saara McLoughlin Jack O'Connell
Maintenance Staff:	Martin Flannery, Tim Pearse
TOTAL STAFF:	11 Full-time/16 Part-time*

The Theatre Director, Louise Donlon, shall have overall responsibility for health, welfare and safety. She has signed the general policy statement and in doing so is committed to the implementation and review of the safety management program. She has delegated the Technical Manager, Nick Anton, to assume responsibility for general health, welfare and safety functions for the Theatre.

**Subject to change with seasonal requirements*

The individual responsibilities of staff members are:

Louise Donlon - Theatre Director

- a) Approve financial resources to sustain the safety management program.
- b) Monitor performance of safety statement in consultation with the technical officer.
- c) Chair any relevant staff meetings relating to the safety management program.
- d) Ensure adequate staffing is supplied to ensure the health, welfare and safety of staff and public at all public events in the Venue.

Nick Anton - Technical Manager

- a) Liaise with other members of staff regarding any matters relating to the safety management programme.
- b) Ensure safety statements are kept up to date.
- c) Bring to the Theatre Directors attention any concerns relating to the safety management programme and to obtain approval for any work necessary to eliminate or control hazards. Identify training needs of staff members.
- d) Identify personal protective equipment (PPE) needs.
- e) Ensure all visiting companies /performers are adequately briefed on safety procedures in the venue.
- f) Ensure all technical staff are adequately trained in emergency evacuation procedure and fire warden duties
- g) Ensure that all technical staff receive job specific training including MEWP, Working at Height and Manual Handling.

Gary Lysaght – Dept Technical manager. Belltable Theatre and Hub.

- a) Maintain and monitor safe working systems in Belltable Theatre, in consultation with the Theatre Director and Technical Manager

Event Duty Managers (EDM)

- a) Liaise with Technical Manager and Executive Director in any matters relating to the safety, health and welfare of staff and public.
- b) Ensure all FOH/ Box Office staff are adequately trained in emergency evacuation procedures.
- c) Ensure that adequate trained staff rostered are designated fire wardens.

All Staff

It is the duty of staff while at work to:

- a) Take responsible care for their own safety, health and welfare and that of their colleagues and customers who may be affected by what they do or fail to do.
- b) Co-operate in the provision of a safe place of work, safe means of access and egress, and safe systems of work.
- c) Report immediately any defects in equipment, place of work, system of work which might endanger safety, health or welfare.

3. HAZARD IDENTIFICATION

Hazard

A hazard is any **object, condition** or **practice**, which has the potential to cause an injury or loss. There is a general recognition of many common hazards, e.g., unguarded moving parts of machinery, an unsteady stepladder or a wet floor.

Unsafe working

is equally hazardous and can cause serious injury and loss, e.g. poor lifting technique, careless use of access equipment.

Physical Hazards

These include slips, trips, falls; mishandling of goods or equipment; handling loads; fire; electricity; machinery; poor housekeeping; and collisions. Any hazards identified in the premises are documented on the Hazard Identification Sheets.

Chemical Hazards

These include chemicals such as cleaning materials and adhesives. Precautions required with such chemical hazards are outlined in **material safety data sheets** for each individual chemical.

Biological Agents

These include bacteria and viruses that can cause infection.

Human Factors

Apart from physical surroundings, human factors are also taken into account when identifying hazards. It is recognized that people must be **physically** and **mentally capable** of doing their jobs safely and that the following groups are particularly vulnerable:

- Young workers
- pregnant employees
- people with disabilities
- new or inexperienced workers
- older workers

4. RISK ASSESSMENT

Risk is a measure of the **likelihood** or **probability** of an accident coupled with the **severity** of the injury or loss.

The hazards identified have been ranked as high, medium or low risk, as follows, So that they can be controlled in an orderly way.

HIGH

Possibility of fatality, permanent disability, serious injury or significant loss (including loss of eyesight, or limbs, brain damage, spinal injury, serious burns).

Possibility of minor injury to a number of people.

Immediate control is necessary, justifying special maintenance activity.

Hazards that are assigned a high (H) risk are to be dealt with on a priority basis. Where it is not reasonably practicable to immediately eliminate the hazard as recommended, the appropriate controls are in place or will be put in place in the short term.

MEDIUM

Possibility of fatality unlikely, serious injury or significant material loss (serious injury that results in hospitalization, excluding those injuries classified being high risk - includes deep cuts or lacerations, breaks or fractures, dislocation of joints, back injury, respiratory problems).

Possibility of minor injury to a small number of people.

Control can be accommodated within normal maintenance activity.

LOW

Minor injuries including cuts, bruising, sprains, scalds, headache, and nausea.

Control can be deferred until all other more serious hazards have been dealt with or until the plant or building concerned is being replaced.

5. HAZARD & RISK CONTROLS

Safety Audits

A safety audit is a systematic and critical examination of the workplace and work systems for the purpose of identifying risks and hazards, assessing the risk and recommending controls of the hazard, where appropriate.

The workplace was last audited in August 2026.

The next safety audit is due August 2027.

Results of the audit are outlined in the **Detailed Risk Assessment** section of this document, pages 15 – 25.

Any future hazards identified are to be documented in a similar manner. Control measures and resources to secure the health and safety of all given the specific hazard identified are outlined in the **Detailed Risk Assessment** section of this document, pages 15 – 25.

Where hazards cannot be removed, controls to reduce the risk to an acceptable level will be put in place. Safe work practice guidelines, pages 25 – 30, will be made available to all staff. Employees are expected to read, understand them and work in accordance with their recommendations.

6. ACCESS, EGRESS AND PLACE OF WORK

Good housekeeping practices in the premises and maintaining clearways for access and egress are a priority. It is of paramount importance to ensure all areas are kept tidy and all goods and materials are stored carefully.

It is policy to ensure that employees and customers are free to circulate safely and that all access and egress routes comply with the requirements of Fire Safety legislation.

Good Housekeeping is maintained by:

- Orderly arrangement of operations and equipment
- Provision of a definite place for every item
- Keeping each object in the designated place and returning it if removed
- A regular cleaning programme
- Adequate disposal of waste

7. SAFETY TRAINING AND INSTRUCTION

The Lime Tree Theatre Company Ltd will provide training on matters of Health and Safety for all employees.

All employees are trained at the commencement of employment in safe working procedures with particular emphasis on the safe use of any machinery or tools. At the workplace, instruction and information is given to employees by supervisors.

The Safe Work Practice Guidelines, pages 25 – 30, are an important part of this process.

Specific training (e.g., Manual Handling & Safe lifting techniques) will be given where appropriate. Details of all training will be maintained in the Staff CPD Log.

8. PERSONAL PROTECTIVE EQUIPMENT. (PPE)

Personal protective equipment such as safety goggles are provided. They are to be used by technicians when drilling and using saws. Gloves are also provided for hand protection to be used as necessary, hard hats are available and a safety harness is provided for use if deemed necessary.

Technical staff should wear steel toe boots or sturdy shoes depending on work being carried out. Other employees should wear closed shoes with non-slip rubber soles. Open toe sandals and tennis shoes / runners are not permitted.

The use of personal protective equipment to protect against, prevent and control COVID-19 is outlined in the COVID-19 R.A and Return to Work document attached.

9. ACCIDENT REPORTING PROCEDURES

An accident is an unplanned event that causes, or has the potential to cause damage to people, equipment, or materials. An incident is best described as a “close call” or “near miss”. Both should be recorded and a report must be written giving details of:

1. The name and address of those injured
2. Date and time of accident
3. Place where accident occurred
4. Detailed account of accident
5. Name and address of witnesses (if any)

The report will be submitted to Louise Donlon, Executive Director.

The Health and Safety Authority will be notified, using FORM IR1, where appropriate.

Accident/Incident report templates are available from Box Office or the Technical Manager. Reports must be kept for 10 years from the date of occurrence.

*Location:- SharePoint/Operations/Health & Safety/*Year*/Incident Reports*

10. EMERGENCIES

Procedures for situations that could force evacuation (fire, bomb threat etc.), partial evacuation or other emergency actions to be undertaken are to be documented in appropriate Safe Work Practice sheets.

11. VISITING COMPANIES

Visiting companies or other people hiring or working in the Belltable will be given access to the safety statement and risk assessment for the Belltable. All employees of third-party organization or companies using the Belltable must present their own Safety Statement and Risk Assessment to the Technical Manager for approval 48 hours prior to their arrival for work at the Belltable.

12. WELFARE & FIRST AID

Toilets and washing facilities for visiting companies are located backstage on the first floor. There is a public disabled toilet in the theatre foyer and further public toilets downstairs in the café. Toilets for the Hub are located on the first-floor landing.

First Aid kits are maintained in the foyer at the box office, the main administration office, Control Room, Stage and in the Green Room. They are to be used in the event of an accident. The First Aid Kits will be fully stocked on an on-going basis. The Technical Manager is responsible for restocking the first aid kits after use with regular check for date dependent materials.

The positioning of First-Aid kits will be clearly signposted throughout the building.

First Aid Training. PHECC FAE training will be offered to all staff members to ensure an adequate number of First Aiders are rostered on for each shift/event. While there is no specific ratio in legislation we strive to have a minimum of two trained first aiders on site for all events.

13. RESOURCES

The Management is committed to supplying the resources necessary in time, people, finance and information in order to secure safety, health & welfare of employees, patrons and visitors

Specific resources provided are:

- First Aid Equipment
- Fire Prevention & Fire Fighting Equipment
- Personal Protective Clothing/Equipment
- Safety Signs/Notices
- Staff Training.

14. CONSULTATION

We are committed to meeting obligations with regard to employee consultation, in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005. Employees are encouraged to bring to attention any matter relating to Health and Safety that is not addressed in this safety statement.

The safety statement will be reviewed annually and any approved recommendations for improvement put forward will be incorporated in the review.

15. BULLYING, CONFLICT & HARRASSMENT IN THE WORKPLACE

We aim to provide and foster an equal and safe work environment for all employees and visitors, in accordance with the Health and Welfare at Work Act 2005.

Employees have rights to be treated with dignity and respect at work and not to have their safety, health or welfare put at risk through bullying by the employer, by other employees or other persons.

Employees have duties to behave and conduct themselves to respect the right of employers and other employees to dignity, courtesy and respect at work and the right not to be placed at risk as regards to their safety, health and welfare from bullying at work.

Employees should also cooperate by providing any relevant information when an allegation of bullying at work is being investigated whether in an informal or formal stage.

Any incidents of bullying, conflict, harassment or sexual harassment should be reported immediately to Louise Donlon, Theatre Director. Incidents will be dealt with in accordance with the code of practice laid out by the Health and Safety authority.

16. RISK ASSESSMENTS

- **Work at Height**
- **Slips, Trips and Falls**
- **Fire**
- **Electrical Safety**
- **Manual Handling**
- **Security / Violence**
- **Visual Display Unit**
- **Hand Tools**

16.1 WORKING AT HEIGHT

Working at height is defined as working in an area/location where a person could fall any distance. All work must be carried out as defined in Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 4: Work at Height.

HAZARDS

- Falls of persons from working places or accesses
- Falling materials or articles
- Collapse of structure

RISKS

- Serious personal injuries
- Death

RISK CATEGORY: HIGH

Control Measures

- Work is planned to ensure safe access/egress to the height and that there is a safe area to work from.
- Where practical work at height will be carried out from a safe position on a mobile elevated work platform or ladder provided.
- Only trained and licensed personnel may use powered access equipment.
- Visiting contractors wishing to use powered access equipment will be asked to provide proof of training.
- Where required operatives will receive instruction in the use of safety equipment provided.
- There must be strict adherence by all operatives to the steps outlined in the Working at height regulations. Practical Guidelines on towers, ladders, lifting on stage, use of flying/rigging equipment.
- Only competent qualified personnel may work at height.

16.2 SLIPS TRIPS AND FALLS

HAZARDS

- Slipping on floor surface
- Improper stacking of goods
- Obstructions
- Tripping over misplaced items
- Loose cable at floor level
- Spillages and wet surfaces

RISKS

Slips, trips or falls of employees or visitors to the premises

RISK CATEGORY: MEDIUM

Control Measures:

- A vinyl floor surface is provided throughout the auditorium at stage level all hallways and backstage areas. Non-slip floor in all toilets / washrooms.
 - A carpeted surface is provided in the seating bank.
 - A carpeted surface is provided in the rehearsal / hot desk rooms in the hub, all corridors and stairwells have a vinyl surface.
 - Any defects noted in floor surface should be reported and remedial action shall be taken as soon as possible.
 - All items to be stored in the premises will be stacked on shelving and shall, as far as possible, not be stored directly on the floor.
 - The premises will be maintained in a tidy condition at all times, and good housekeeping principles are a priority.
 - Passageways, stairs and delivery areas are kept clear. Any obstructions should be reported and removed.
 - Any loose packaging is properly disposed of.
 - Work areas will be tidied regularly and kept in good order.
 - Obstructions that cannot be removed will be clearly marked or a barrier may be erected around the obstruction.
 - Any loose cable will be fixed or taped down.
 - Spills should be dealt with immediately.
 - Mats will be located at external doors to prevent wet floor areas.
 - A Safe Work Practice sheet has been developed in relation to working on stage which, as well as the other safe work guidelines, must be followed at all times.
- (Part 17)

16.3 FIRE

HAZARDS

- Electrical wiring
- Electrical equipment
- Set, Scenery, Drapes.
- Use of naked flame

RISKS

- Personal Injuries
- Burns
- Smoke inhalation
- Asphyxiation
- Property and equipment damage
- Death

RISK CATEGORY: HIGH

Control Measures:

- An automatic fire alarm system has been provided.
- Fire extinguishers are provided, and the locations are adequately sign-posted as 'Fire Points'
- The alarm and Fire extinguishers are serviced annually
- Fire Exits will be kept clear at all times.
- An evacuation policy has been developed and an evacuation drill will be carried out once per year to ensure everybody is familiar with the procedure.
- Escape routes are inspected on a daily basis by front of house staff and maintenance staff.
- Emergency lighting and illuminated exit signs are provided throughout the premises and checked on a weekly basis and tested monthly.
- Cigarette smoking is totally forbidden within the facility, persons wishing to smoke must go outside the building.
- The use of naked flame onstage must be thoroughly risk assessed and approved by the Technical Manager in advance.
- Safe work practice guidelines to be followed
- All set and sceneries should be fireproofed.
- See evacuation procedure Appendix 1. Page 35 – 37.

16.4 ELECTRICAL SAFETY

HAZARDS

- Misuse of electrical appliances.
- Overloading of circuits
- Trip hazards from electrical wiring, flexes, etc.

RISKS

- Electrical shock
- Electrical fire
- Tripping
- Physical injury

RISK CATEGORY: HIGH

Control Measures:

- A registered electrical contractor has carried out all electrical wiring.
- Any necessary repairs will similarly only be carried out by registered personnel.
- All electrical equipment, flexes etc. shall be routinely checked for damage, and any damaged flexes or cables shall be replaced and not repaired.
- Sufficient sockets are provided in suitable locations within the premises to avoid, as far as possible, the use of double/multi adapters and to avoid long trailing flexes.
- All loose wiring, cables, flexes etc. in the premises shall be permanently fixed to adjoining walls and floors in such a manner as not to cause a potential trip hazard.
- Residual Current Devices (RCD) is provided in the ELCB boards to safeguard against electric shock. RCDs shall be checked every 6 months to ensure they are in working order.
- Safe work practice guidelines to be followed

16.5 MANUAL HANDLING

HAZARDS

- Lifting
- Putting down,
- Pushing, pulling,
- Carrying or moving a load which involves a risk particularly of back injury to employees.

RISKS

- Muscular-skeletal injury
- Ruptured discs
- Muscle strain
- Hand injury
- Foot injury
- Other physical injury

RISK CATEGORY: MEDIUM

Control Measures:

- Work shall be organised, as far as reasonably practicable, to avoid manual handling tasks.
- Employees are not to lift, move, carry, push etc. any load which they consider to be too heavy, and to always look for help whenever necessary.
- Any fall while carrying a load can be very serious. Every precaution shall be taken by employees to ensure that before commencing manual handling tasks there are no obstacles en-route, and that the area in which they are working is maintained in a tidy condition.
- All shelving and racking installed in the premises is of adequate structural strength to carry the burden of weight of goods stored on the shelving.
- Care shall be taken when storing items on shelving, worktops etc. to ensure that such items are incapable of falling from their storage position.
- Pregnant employees are instructed not to lift any heavy loads.
- All employees who are routinely involved in the manual handling of loads will receive necessary instruction and training in manual handling and safe lifting techniques.
- Safe work practice guidelines to be followed

16.6 SECURITY / VIOLENCE

HAZARDS

- Violence from visitors
- Unauthorised persons gaining access to the premises

RISKS

- Assault
- Theft
- Personal injury

RISK CATEGORY: LOW.

Control Measures:

- The building is only open to the public when a member of box office staff is present at the box office
- All contractors or companies using the Belltable outside of public hours must be accompanied by a member of Belltable staff.
- A personal security alarm is situated at the box office.
- Access to The Hub is controlled by a key pad on an automatic magnetic door lock
- Staff members are advised to exercise caution in dealing with difficult customers and to call for help where necessary
- The building is monitored by CCTV
- A monitored intruder alarm is installed in the Belltable and Hub.

16.7 VISUAL DISPLAY UNIT

HAZARDS

- Habitual use of VDU workstation

RISKS

- Upper limb pains and discomfort
- Eyestrain
- Fatigue and stress.

RISK CATEGORY: LOW

Control Measures:

- Suitable VDU equipment is provided
- Office chairs are stable and provide good postural support. Work desks are sufficiently large to allow a flexible arrangement of the screen, keyboard, documents and related equipment
- Eye and Eyesight tests will be arranged for any habitual user of Visual Display Unit
- Staff will organise their work to ensure regular breaks from screen work.

16.8 HAND TOOLS

HAZARDS

- Misuse of hand tools
- Portable electric hand tools

RISKS

- Cuts
- Scrapes
- Eye damage
- Electric shock

RISK CATEGORY: MEDIUM

Control Measures:

- All tools are kept in good condition and are only used for their intended purpose.
- Tools are stored safely and in an appropriate place.
- All tools should be visually inspected before use.
- The correct PPE Must be used when using power tools.
- Only competent personnel may use or be instructed to use power tools.
- Any damaged power tools shall be removed from service immediately.
- When working at height tools must be secured by means of a lanyard or similar tether.

17. SAFE WORKING PRACTICE GUIDELINES

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3. Flying / Rigging	Page 26
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17.1 VERTICAL HOIST / GENIE

- Only trained operators may use the Genie, visiting contractors wishing to use powered access equipment will be required to provide proof of training.
- Always inspect the Genie before use.
- Use a rope to haul up equipment
- Do not stand on kickboards or rails to gain extra height.
- Ensure all tools and materials are properly secured to prevent them accidentally falling
- If in doubt, ask an experienced operator.
- Training will be provided to Belltable technical staff.
- The area around the hoist is clear of any obstacle
- Staff working on stage when the hoist is in use are made aware of the movements of the hoist by the operator / grounds man.
- A schedule of maintenance and inspection for the equipment is in place.

17.2 USE OF LADDERS

- Only use a Ladder if the MEWP is not an option.
- Always use the appropriate equipment for the job you intend to do.
- Check that equipment is not faulty and is erected properly.
- Ensure the equipment is stable and safe.
- Make sure you have enough light to work safely in.
- Take precautions to prevent equipment or tools from falling.
- Do not attempt to move heavy ladders by yourself.

- Do not use Ladders for work where you will be in the same position in excess of 30 minutes.

17.3 FLYING / RIGGING

- Only suitably experienced and trained personnel should attempt to use flying / rigging equipment.
- A risk assessment must be provided to the technical manager for any flying / rigging of equipment or scenery brought in by visiting companies.
- The flying of persons is prohibited, other than in exceptional circumstances agreed in advance between the visiting company and the Technical Manager.
- A schedule of maintenance and inspection for the flying equipment is in place.

17.4 TOURED TRUSSING

- Only suitably experienced personnel should attempt to assemble trussing.
- All use of trussing must be cleared with the Technical manager.
- The Technical Manager or his representative must inspect trussing before it is flown.
- Safety steels should be used as secondary suspension at all times, no exceptions.
- Lime Tree Theatre / Belltable technical staff must oversee any such work.
- Heavy loads may require additional support points.
- No one should climb on to a truss without the express permission of the Technical Manager.
- Suitable PPE must be worn when working on truss.
- Only competent, experienced people may climb on trussing and only when wearing a full harness and PPE.

17.5 ELECTRICAL

- Inspect all house and toured electrical equipment before use for faults.
- Any faulty equipment should not be used until it is replaced or repaired.
- All cables should be kept off the floor wherever possible.
- When this is not possible, tape, carpet or other suitable floor covering should be used to cover any exposed cabling.
- Flats or pieces of scenery should never be placed over cables.
- Wheeled boxes or the tower should never be run over cables on the ground. Always lift things over.
- Portable electrical equipment is inspected annually and prior to use.

17.6 WORKING ON STAGE

- Only suitably experienced staff should attempt to assemble staging.
- During a fit up the stage can get cramped and lighting can be poor. This is not an excuse for bad work practice. The visiting company's production manager or stage manager must ensure that adequate space and lighting is provided for work to be carried out safely.
- This is especially important during focus or plot sessions when light levels are very low.
- Trip hazards or obstacles that cannot be moved should be clearly marked. All people likely to be working within the vicinity of the hazard should be explicitly warned.

17.7 FIRE

- Smoking is prohibited in all areas of the theatre.
- Use of naked flames is not permitted except with the agreement of the Technical Manager and then only with suitable safety precautions are in place.
- Pyrotechnics may be used only by an operative licensed operative then following a thorough risk assessment and agreement with the Technical Manager and district Fire officer.
- Scenery and sets must be flame proofed to recognized safety standards.
- Fire doors must always be kept clear and closed. No exceptions.
- Fire extinguishers must always be kept accessible. No exceptions.
- See Evacuation Procedure Page. 37 – 39
- A maintenance and Inspection schedule is in place for all fire systems and fire fighting equipment

17.8 VISITING COMPANIES / PERFORMERS

- Visiting companies must provide for an adequate level of staffing for all work to be carried out safely within the time allowed.
- Additional crew may be appointed by the Technical manager should it be deemed necessary.
- Adequate LX crew should be provided to move the tower safely and/or to stabilize ladders etc.
- Adequate stage crew should be provided to lift all scenery and equipment safely without risk of injury.
- Appropriate PPE should be provided.

- Personnel are entitled to regular breaks and are not obliged to work more than 13 hours in any 24-hour period.

17.9 MANUAL HANDLING

- Avoid manual handling where possible. Use mechanical aids, such as trolleys.
- Plan any necessary lifting.
- Ensure that the planned route is clear of any obstruction.
- Determine the best lifting technique.
- Ensure a good firm grip with palms of both hands.
- Keep feet apart with leading foot in direction of travel to allow follow through and to prevent hands reaching out excessively.
- Keep arms and elbows close to the body keeping load as close to the body as possible
- Raise head and keep chin in.
- Relax both knees, which prevents bending, and stooping.
- Crouch and lift with a straight back.
- Avoid: Forward bending, twisting, sideways bending of back, reaching above shoulder height.

APPENDICES

Appendix 1	Fire Evacuation procedure
Appendix 2	Guidelines on avoiding slips, trips, and falls
Appendix 3	Guidelines on Safety signs
Appendix 4	Contents of First Aid Boxes
Appendix 5	Areas of special concern
Appendix 6	Working from home

Appendix 1

FIRE EVACUATION PROCEDURE

IN THE EVENT OF THE FIRE ALARM ACTIVATING.

Check address of where the problem lies: see Fire Alarm panel display located at the front door. **Begin evacuation immediately.**

- (Duty Technician, Maintenance staff, Front of House Manager, ushers)

Even if it is a false alarm the building must be evacuated immediately as a matter of safety. Notify all staff and public once the “all clear “is given and it is safe to return.

- (Duty Technician, Maintenance staff, EDM, ushers)

(a false alarm can occur due to the use of smoke and haze effects used during the course of a performance or rehearsal).

Notify Control Room of which address showing up on fire alarm screen.

- (Duty Technician / EDM / ushers)

Go to the location of the fire.

- (Duty technician / fire warden)

Check the location of fire and its severity. If it is small enough to deal with, use the nearest fire extinguisher. Only do so if you are trained and confident in your ability to fight the fire and to exit the area safely.

- (Fire wardens)

If there is any amount of smoke (which is much more dangerous than flames), close any doors around the area and evacuate immediately, hit a BREAK GLASS UNIT if necessary.

- (All staff)

EVACUATION.

Fire wardens to don high visibility fire warden vests, located at box office.

On activation, the Fire alarm will deliver an audible instruction to evacuate the building.

If necessary, The Duty Technician may instruct all patrons and staff to leave the building in an orderly fashion and to obey the direction of the Fire Wardens & Front of House. A verbal direction for patrons and staff is built into the fire alarm.

All house lighting / stage work lights, to be turned on to aid the evacuation of the audience and cast from the auditorium, stage and backstage areas. If possible, turn off, unplug and make safe any live equipment.

- Duty technician to liaise with visiting company to facilitate evacuation of cast and crew in the event of an emergency.

Front of house staff / fire wardens to position themselves in the auditorium and at the auditorium doors to guide patrons towards the fire exits and subsequently towards the fire assembly points.

Front of house staff / fire wardens to assist any patrons who may have difficulty moving.

Patrons must be instructed to wait at assembly points to ensure an accurate count of people evacuated.

The Fire assembly points are located at a safe location away from the emergency exits. (see attached list of assembly points) Ask the public to use all emergency exits but keep them away from any exit that leads towards the site of the fire. Ushers should be sent to each exit from the auditorium to assist people with doors.

DUTY TECHNICIAN

1. Give the evacuation order.
2. Assess seriousness of fire.
3. If manageable, locate nearest fire extinguisher and aim at the base of the fire.
4. If not manageable, call for assistance.
5. Break nearest glass unit.
6. Contact EDM to state location of fire.
7. Move to a safe place (behind nearest fire doors) and direct all members of the public/staff away from the fire.

EVENT DUTY MANAGER (EDM)

1. Send each usher to doors of auditorium to open them fully.
2. All members of public and staff must be moved out of the building, taking the exits furthest away from the fire.
3. Assemble everyone at the designated FIRE ASSEMBLY POINT
4. Once outside, wait for the arrival of the fire brigade (called automatically)
5. Count and record the amount of people you have at each assembly point.
6. Have numbers of people in the building (patrons and staff) ready for the fire/security personnel.
7. Give them details of where fire is situated.

FOH USHERS

1. Follow the direction of the EDM.
2. Maintain communication with the EDM.
3. Ensure that members of the public are ushered towards fire exits in a safe and calm manner.
4. Ensure that members of the public are gathered and held at fire assembly points.

ENSURE THAT NO-ONE RE-ENTERS THE BUILDING UNTIL THE ALL-CLEAR IS GIVEN

Fire assembly points

1. No 67 O'Connell Street (Offices of Sweeny McGann solicitors)
2. Junction of Daly's Lane and Mallow Street (Rift Coffee)

A copy of this procedure will be made available to visiting companies.

Appendix 2

GUIDELINES ON AVOIDING SLIPS, TRIPS AND FALLS

WATCH OUT FOR...

- Hidden Steps when stepping outside or turning a corner
- Smooth Surfaces such as floors which have been waxed but not buffed
- Wet spots
- Oil and grease spots
- Carpets which are without rubber underlay or are not tacked down, Loose tiles or floorboards
- Electrical leads that are not secured to the floor or wall, Open filing cabinet drawers
- Small movable objects on the floor such as pencils
- Furniture not in its proper place
- Loose or worn stair carpet
- Shoes with worn out soles or high heels
- Poor lighting conditions, which may distort vision! Unsafe chairs
- Unsafe ladders and steps
- Any hazards or defects should be notified to the Technical manager, Duty technician or Maintenance staff immediately.

Appendix 3

GUIDELINES ON SAFETY SIGNS

- **FIRE POINTS** at all Fire Extinguishers.
- **FIRE ASSEMBLY POINT** where staff will automatically congregate should a fire break out
- **FIRE EXIT** on all exit doors from the premises
- **EMERGENCY ROUTES** from the premises
- **COVID-19** prevention as outlined in the COVID-19 Return to Work document
- **CAUTION** signs on external stairs (if possible)
- **WATCH THE STEP** sign where a step is involved gaining access to or egress from a location
- **ELECTRICIAL HAZARD SIGN** at main control switch, isolation switches, control panels, High Voltage Control Rooms
- **CAUTION, WARNING** and **INSTRUCTION SIGNS** from machinery (where applicable)
- **SLIPPERY SURFACE** on floors which are recently washed or polished
- **CLEANING IN PROGRESS** after spillages or when part of premises is being washed or moped up
- **FLAMMABLE HAZARD** sign where spirits or other such highly combustible products are stored
- **NO UNAUTHORISED ENTRY** where indicated
- **FIRST AID BOX** where indicated

Other signs to be used as appropriate whether WARNING or INFORMATION e.g. Watch your Head, Maximum Weight, Keep Stairway Clear.

Appendix 4

CONTENTS OF FIRST AID BOXES

RECOMMENDED CONTENTS OF FIRST AID BOXES AND KITS

The management will endeavor to supply and make available the following first aid supplies and equipment in sufficient quantity for the number of individuals involved. The supplies will be maintained at this level and checked periodically for depletion of for signs of deterioration.

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-10 persons	11-25 persons	26-50 persons*
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water where there is no clear running water* 2	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cm's)* 3	1	1	1	1
Water Based Burns Dressing Large*3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. Eye bath / eye cups / refillable containers should not be used for eye irrigation.

Appendix 5

AREAS OF SPECIAL CONCERN

1. TECHNICAL STORE AND OTHER STORAGE AREAS

Access to the technical store is controlled by the technical and maintenance staff. The store should always be kept in good order.

Any flammable liquids or chemicals are to be stored in a safe and tidy manner

2. PLANT ROOM (BELLTABLE)

The plant room is located on the third floor of the Belltable. Access to this room is controlled by maintenance and technical staff. The door to the plant room is locked at all times.

3. THIRD FLOOR (HUB)

Access to the third floor in the hub is restricted to staff only.

Appendix 6

Working from Home

Lime Tree and Belltable staff are permitted to work from home where appropriate and agreed by management. .

The home working environment presents its own set of risks and hazards, relating to the work being carried out and environmental hazards.

A “working from home” risk assessment questionnaire has been sent to each employee.

This assessment is not an exhaustive assessment as it is not possible for an independent assessor to complete a full assessment of each individual’s home work environment.

The questionnaire is to be filled out by each employee and is recorded in the Lime Tree and Belltable safety file.

Guidance is available to each employee as and when it is required by contacting the Technical Manager. See attached risk assessment checklist.

Lime Tree Theatre Working from Home Checklist

Date:	Assessor:
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Location:

Desk Area.	Yes / no	Action required
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Do you have space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are there trailing electrical cables around your working area that need to be tied up?		
Is your working area well-lit and ventilated?		
Is there sufficient light to work under?		
Is your work area clutter free?		

Display Screens Set Up.

Is your desk and chair set up correctly? Is your lower back supported, and are there armrests and are your feet flat on the floor?		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse clean and within easy reach, without having to stretch?		
Is your display screen clean and positioned so there is no glare from a window or light?		
Is your display screen level with your eyes so it does not cause discomfort to your neck and head		
Can you easily reach everything that you need without twisting and straining your upper body?		

Fire and Electrical Safety.

Are smoke detectors working and checked regularly, e.g. every month?		
Do you regularly dispose of waste including papers, to prevent a build-up of fire fuel?		
Does any electrical equipment spark or show signs of burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you regularly inspect your electrical equipment to check for signs of wear and tear?		
Do you switch off equipment when not in use?		
Do you have emergency arrangements in place in case of fire?		

Stress and Welfare

Do you take regular breaks away from your workstation?		
Do you carry out regular stretches at your desk to avoid stiff or sore muscles?		
Do you sit with good posture or are you hunched over the desk?		
Do you have easy access to first aid equipment if required?		
Can you easily reach everything that you need without twisting your upper body?		

Manual Handling

Are all items that you need for work within easy reach?		
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Are heavy items stored on lower shelves to avoid the need for lowering them?		
Do you know how to correctly pick up, carry and lower heavy items?		

Slips, Trips and Falls.

Are floor coverings such as carpets and rugs secure?		
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?		
Are stairways and corridors clear of trip hazards?		
Is the floor area around your desk clear of boxes, papers and wires?		

Lone working.

Do you have the name and number of a manager or supervisor who you can get in touch with easily?		
Is your home kept secure whilst you are working there?		
Are important files and laptops kept locked away securely when not in use?		

Number of actions required	
Date actions completed.	