



DRAFT SAFETY STATEMENT

SLIGO JAZZ PROJECT 2011

also known as SLIGO JAZZ 2011 and abbreviated to "SJP"

Sligo Jazz Project

2011 International Jazz Summer School and Festival: 19-24 July

The summer school takes place each day, 9am-6pm, 19-24 July 2011, at St Edwards School Ballytivnan.

15 international tutors will hold workshops, masterclasses and the attendance is expected to be in the region of 60 participants.

The associated festival (see brochure Sligo Jazz 2011) takes place in various Sligo venues each evening, with some afternoon concerts throughout the week also. Each evening after the main concerts there will be a festival club in one of our local pub or restaurant venues.

Venues:

Summer School - St Edward's School, Ballytivnan, Sligo
Festival – Main Concerts: The Model Sligo and The Hawks Well Theatre Sligo
Festival Jazz Trail – Bars, Cafés, Hotels throughout Sligo.

CONTACT DETAILS

Sligo Jazz Project 2011 Teach Mhuire Cleveragh Rd Sligo



FESTIVAL MANAGEMENT TEAM

Name and Address of the Administrator:

Eddie Lee
Teach Mhuire Cleveragh Rd Sligo

Phone Number of the Administrator: +353 (0) 71 9157862/+353 (0) 87 9249282

Name & number of the Safety Officer:

Eddie McFarlane +353 (0) 86 026 3357

Emergency Contacts:

Ambulance, Fire Brigade, Gardai 999
Hospital – Sligo 071 - 9171111

Person in charge of First Aid : Eddie McFarlane
Emergency Repairs – Determined by the location the event
Electrician: Alan Rossiter 087 629 6893
E.S.B. 1850 372999
Fire protection & extinguishers: Venue Specific
Sound & Technical Management: Ray Duffy 086 8913774

Insurance Company: O'Driscoll O'Neil Ltd.
O'Driscoll O'Neil Ltd 17 Herbert Place Dublin 2 Tel: + 353 1 6395800 Fax: + 353 1 6395850
Email: info@odon.ie Web: www.odon.ie

Person Responsible for Safety: Eddie McFarlane

Person in charge of First Aid - in the summer school - Eddie McFarlane, safety officer.
Festival: Each festival venue has its own first aid policy in place.
Location of First Aid Box: Determined by the location of each event

Consulted Bodies:

AOIFE – Association of Irish Festivals & Events

Sligo Gardaí

Sligo Fire Brigade. Sligo County Council, Riverside, Sligo. Ph: +353 71 9111111

Sligo Jazz Project is insured with O'Driscoll O'Neil Ltd 17 Herbert Place Dublin 2 Tel: + 353 1 6395800 Fax: + 353 1 6395850 Email: info@odon.ie Web: www.odon.ie



Safety Statement for Sligo Jazz Project

It is the policy of Sligo Jazz Project to protect, as far as is reasonably practicable, the safety, health and 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 numbers of people that can attend an event with a ticket booking system and stewards at each event ensure compliance with ticketing. If you are attending the events or volunteering at any of our events, you must also take care over the things you do, to make sure that you don't affect other people's safety along with your own.

RISK AREAS AND CONTROL PROCEDURES

Evacuation Procedures / Safety Equipment

None of Sligo Jazz Project's events should be at major risk as the festival will not host any risk taking events such as fireworks or outdoor events in general. Suitable fire and emergency evacuation procedures are in place for all events.

All events take place in well-known indoor venues, each with its own fire, health and safety procedures in place.

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 installer's recommendations.

No road closures or local disruptions are anticipated as SJP event is targeted at a focused audience and all events take place indoors, with the possible exception, weather permitting, of outdoor music sessions at venues such as the Garavogue and The Glasshouse Hotel.

This Safety Statement

Is aimed at protecting our Performers, our customers and our voluntary workers from accidents and ill health during Feile Iorras.

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 at least annually.

The Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work Act 2005 requires both employers and employees to consider health and safety as a joint responsibility. The co-operation of all concerned is sought to ensure that the highest standards of health and safety are maintained in the church and other parochial property.

There is a statutory obligation on all employees, performers, volunteers and visitors to co-operate with SJP and to take reasonable care of their own health and safety and of others who may be affected by their acts or omissions.



Details of Safety Statement:

A copy of the full safety statement, including the Festival's Insurance policy, may be inspected upon request to the Chairman.

Safety Sub Group

SJP 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 SJP Committee, as a Safety Subgroup under the chairmanship of SJP. Meetings are held as an integral part of the SJP meetings, which take place quarterly and more frequently closer to festival time.

Any matters directly affecting employees or voluntary workers are communicated to them by any means deemed appropriate.

Safety Inspections:

SJP requires that copies of safety inspections of all properties used for events are made available to the committee. The Chairman, or an appointed delegate will inspect these reports before events are agreed with the host property.

INSURANCE POLICY:

Public Liability policy held with
O'Driscoll O'Neil Ltd.

O'Driscoll O'Neil Ltd 17 Herbert Place Dublin 2 Tel: + 353 1 6395800 Fax: + 353 1 6395850

Email: info@odon.ie Web: www.odon.ie

Details upon request.

[End of Safety Statement]