

Section 1 Event Details

1.1 Overview of the event (summarise what the event will consist of and where it will take place)

Prison Notebooks is a new play intended for solo performance, based primarily on first-hand journals and other writings undertaken by Dorothy Macardle over the course of her six-month incarceration as a Republican prisoner during the Irish Civil War of 1922-23. Directed by Declan Gorman and performed by Sharon Mc Ardle.

Prison Notebooks is funded by the Arts Council (Theatre Project Award), Creative Ireland Louth and Bank of Ireland Together Arts.

The play will take place in the Dispersal Hall/inner hall at Kilmainham Gaol. There will be one performance on 22nd September to a specially invited audience of 20 persons including academic supervisors as well as archivists and curators who have assisted in the research.

1.2. Event location

The play will take place in the Dispersal Hall/inner hall at Kilmainham Gaol. The interval (20 minutes) will take place in the main atrium space in the East Wing (see attached site map highlighting both areas).

1.3 Event schedule & timings (set out the dates of operation, opening and closing times)

September 22nd will be to perform the theatre piece to an invited audience of 24 people.

The duration of the piece is approx. 90 minutes plus 20 minute interval.

The event will start at 8pm and conclude at 10pm. This includes the interval and announcements at start of show. There will be an interval at approx. 8.45pm for 20 minutes. We will commence a 'Get In' as soon as the building closes to the public. The 'get in' will take approx. 90 minutes. The 'get out' will take approx. 30 minutes. We will be offsite by 10.30pm. As previously agreed Niall Bergin, we will bring our theatre set and props from Dundalk the evening (and store them in the warders room, East Wing) before so we have a fully efficient 'Get in' on the performance day.

1.4 Attendance profile (expected attendance, age range, nature of audience)

Invited audiences only – 20 people. This is a free non-ticketed event. Private audience of invited guests who are associated with the research project and include Academics, Archivists who have been working closely with this project over the past few years.

1.5 Admission arrangements (ticket or otherwise)

No tickets required as this is a private event for invited guests only. It is a non-profit event. Sharon Mc Ardle and Declan Gorman will be issuing Invitations with RSVP so we will have an attendance list of guests on the night.

1.6 Event management structure (set out the key management personnel)

This is a small scale production with a small team.

Actor: Sharon Mc Ardle

Production Manager/Safety Officer: Declan Gorman

Lighting and Sound Operator Declan Gorman

First Aid: Mary Keane

Stewards/Ushers. Caroline Whately, William Whitmarsh

1.7 Functions of key personnel

The production manager has overall charge of the event and is responsible for Health and Safety and all technical supervision. Announcing the show including fire safety arrangements and interval location. Lighting and audio equipment will be erected by production manager and lighting / Sound operator.

The lighting/sound operator assists with installation of lighting and sound; operates lighting and sound during performance and assists with Get-Out. This person is also designated first aid officer. Lighting and audio equipment will be erected by production manager and lighting / Sound operator.

On the 22nd September, Stewards (x2) will usher audience to their seats, guide them to the interval location and serve refreshments (more details on interval below). These persons will be briefed on safety and evacuation procedures.

Camera operator operates camera only. No additional lighting/audio equipment required.

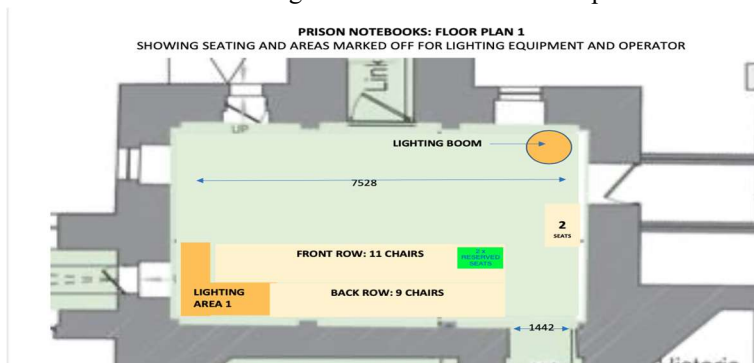
The Actor will perform the show and will take responsibility for small props/costumes.

1.8 Event control and communications

As the event takes place in one small room (dispersal hall), there is no requirement for walkie-talkie or similar equipment. Stewards will liaise with museum door staff concerning the opening of the performance space doors to the guests. Production manager will liaise with the senior museum member on duty concerning all aspects of safety and logistics on the night.

1.9 Any particular arrangements

We will have a reserved sign on 2 chairs near exit. No prelaunch ceremonies.



1.10 Overview of large equipment and temporary structures

Live theatre show: 22nd September 2022

STAGING

No elevated stage or viewing structures will be used. Performance takes place on floor. Audience seating is at floor level.

SET

Stage set will consist of a chair, a desk, a bed (small child-size), foot stool and a box all made of wood. Small hand props (mirror, paper, books, newspaper etc.) A candle in a holder will be lit at one point by the actor. She will hold it for a few seconds and then blow it out. (See Safety details below). All equipment will be carried in and out of the building to avoid any damage to historic floor, flagstones and fabric of building. No sharp items that pose a risk to the floor surface will be used.

Nothing will be attached to walls or any part of the building structure. Black felt material will be made to measure/ fit against windows to keep light out. They will be attached with masking tape.

TECHNICAL

All lighting, cable runs, sound system etc. will be installed as set out in Method Statement – all equipment is free standing with no fixings to ground/floor or wall surfaces. Location of sound system & sound engineer is highlighted in map attached and no equipment/person will block a fire exit. It should be noted that the doorway to the West (left) side will not be used for access/egress and that lighting operator and equipment will be in that corner as per Floor Plan 1 (Seating). We are not blocking either of the designated emergency exits not the doorway leading to the East Wing where we host our interval drinks.

ELECTRICS

All equipment is low-wattage and can run off standard domestic supply.

LIGHTING:

2. Freestanding T bars

1 X small Dimmer pack

1 X small dimmer board

8 - 10 theatre lamps (mix of par cans and low-wattage fresnels)

Cables to service the above.

All cables shall be run safely behind audience or along walls at floor level to avoid trip hazard

AUDIO

All audio is pre-recorded and runs off a laptop

1 X domestic standard (boom box) speaker. No mixing desk or large audio equipment is used.

The camera man will operate 2 cameras. All equipment will be run off battery packs. In the event of battery failure, access to 13 amp domestic plug will be used. Film equipment will include: 2 x video cameras (1 unmanned for overview and 1 operated by camera man), 2 x video tripods, 2 x condenser mics on stands, a portable audio / recorder mixer, audio cables, battery packs.

Lighting and sound equipment and stage set and props for video will be same as for live theatre show (as set out above)

Chairs: As agreed with Niall Bergin, we shall use in house 'clip chairs' as audience seating to be carried into the performance space (24 chairs). Seating plan is laid out on the map drawing attached. . Note that there are two rows of chairs allowing recommended space between front row and performance space. Note also that chairs will not block any of the exits.

Storage of Props and stage furniture

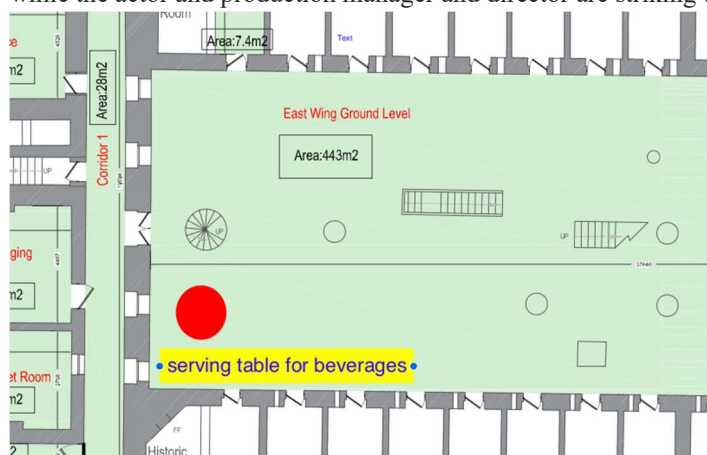
As agreed, we shall store our set and props in the Historic Warder's Room on the 21st of September to maximise efficiency on the 22nd September (performance day).

On 13th September (video day), we shall arrive with all equipment at 6pm.

Wine Reception at interval– East Wing ground Level

The refreshment break will be announced before the show starts by our production manager. The duration of the break will be 20 minutes. Audience will have time to go to the toilet (north of performance stage, there are female, male and accessible toilets) and have a courtesy beverage which shall be served in the East Wing (see map below next to the warders room). The production manager will announce the conclusion of the break. Our two servers/stewards will have organised the setting up of the two small tables. No chairs will be required.

The audience will be ushered down corridor '1' by our two stewards and into the east wing, ground level where wine will be served. Our stewards will serve white wine, red wine and water to the audience. Two small tables (see photo below) normally located in the warders room (see map below - highlighted in yellow) shall be used for serving beverages, as agreed. We will provide everything else; beverages, glasses, tablecloths, domestic cleaning cloths etc. Beverages will only be consumed in the east wing area. No glasses shall be permitted in the dispersal hall. At the end of the performance, our stewards will remove all this will be done on the night by the servers and tables will be returned to the warders room. This will take approx. 15minutes and will take place while the actor and production manager and director are striking the set and doing the get out.



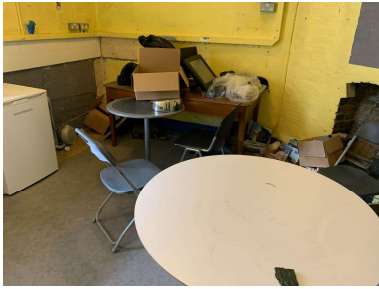
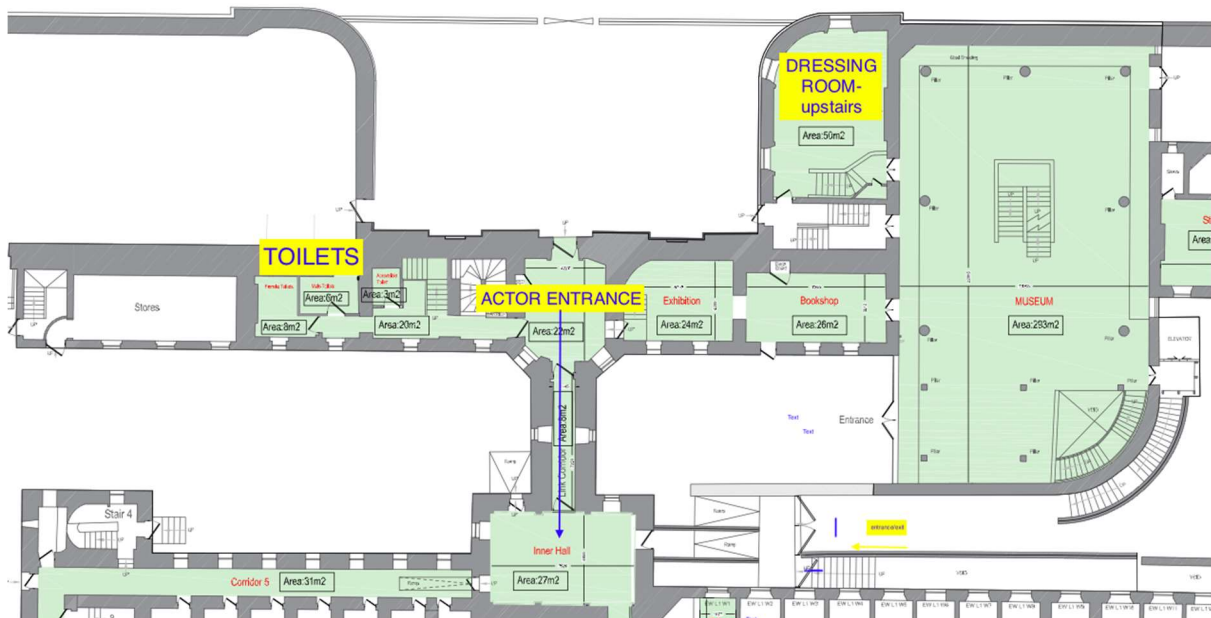


Image 1- wine reception (red circle indicates tables) Image 2- Tables for serving drinks in warders room (white round table and small gray table)

ACTORS DRESSING ROOM

As agreed, dressing room will be either in room indicated in map (see below) where Actor will enter performance area from reception, North of inner hall. Alternatively, Dressing room will be in Warders room in East Wing (if there is a toilet nearby). TBC with Niall.

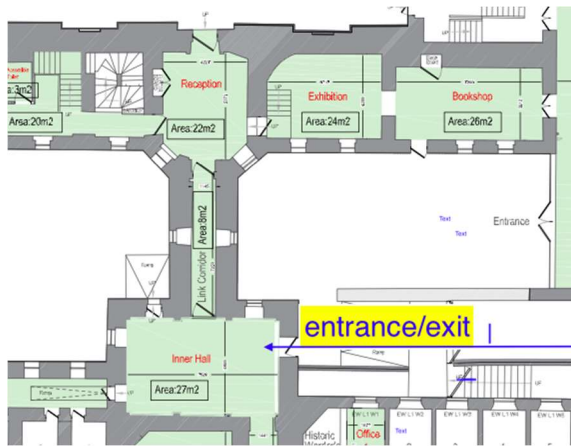


Section 2 Event Safety

2.1 POLICY STATEMENT

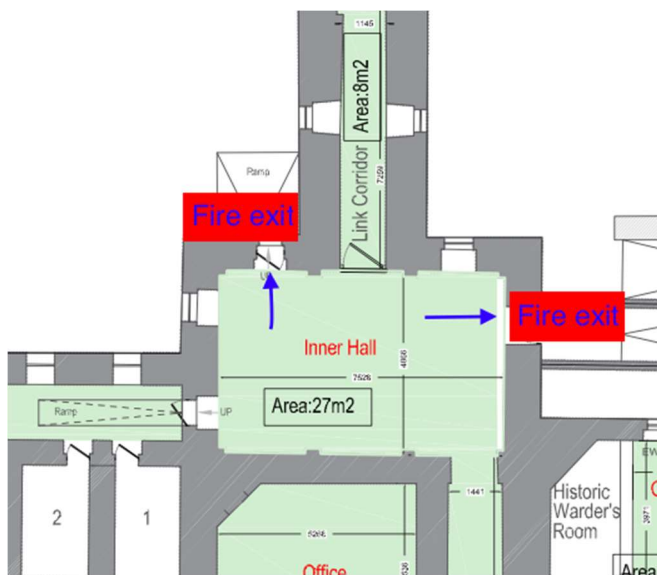
This event is undertaken by trained theatre professionals. The Event Controller(Production Manager) is experienced and trained in all aspects of event management and Theatre Health and Safety. Stewards and technical crew will have been briefed on all aspects of safety for this event, as set out in the paragraphs below.

Having entered the building by the main museum entrance, audience members will be guided to the inner hall (See map below - blue arrow). They will exit the show from the same point. On entering the Inner Hall, audience will be ushered by our stewards to their seats.



Before the show starts, our production manager will give the announcement to the audience indicating the fire exits, toilets, duration of show, phones off and where the reception interval will be.

In the unlikely event of a fire, the production manager would stop the show, then make an announcement for the audience to leave the premises by the two fire exits, pointed out to the audience in the announcement on their arrival. One is the access/egress point for audience and the other is north of performance area (see map below). It should be noted that the doorway to the West (left) side will not be used for access/egress and that lighting operator and equipment will be in that corner as per Floor Plan 1 (Seating). We are not blocking either of the designated emergency exits not the doorway leading to the East Wing where we host our interval drinks.



All combustible props and set will be fire-proofed as per standard fire safety industry practice for Irish Theatre.

As noted above, a candle is briefly lit during the performance and immediately blown out again by the actor. A fire bucket will be set on the side of the stage.

In the event of an evacuation, our onsite Safety Officer/controller (Production Manager) will liaise and be guided by OPW staff officer on duty. As Confirmed by Niall, If we need to evacuate the building, the OPW team will lead this.

Due to the small - scale nature of this event (20 persons) and the low risk involved (audience seated), we do not envisage a need to have St. John's Ambulance or similar service onsite. The Production Manager is responsible for First Aid, guided where appropriate by the OPW officers on duty.

Insurance

We have Public Liability Insurance in the sum of €6.5m. The policy will indemnify 'The Minister for Housing, Local Government and Heritage, The Commissioners of Public Works, The Minister for Finance and the State, their servants and agents, are indemnified against all actions, suits, claims, proceedings, costs or expenses in respect of any loss, accident or damage of any nature to any person or property whatsoever arising out of the granting of this permission'

All personnel working freelance for this production will also be named on this Insurance and will be covered by employers liability or will have their own Public Liability Insurance to be onsite. This includes personnel serving refreshments etc.

2.2 Event risk assessment (set out in tabular form)

SEE RISK ASSESSMENT FORM

2.3 Signage (information service provided)

N/A

2.4 Crowd management (number of stewards, responsibilities, location etc)

In addition to OPW staff who will be there on both nights. We will have our own stewards (x2) who will usher audience to their seats, guide them to the interval location and serve refreshments. These persons will have been briefed on safety and evacuation procedures.

2.5 Entry & exit arrangements (routine and designation of emergency routes and assembly areas)

See 2.1

2.6 Fire precautions (means of escape, safe holding capacity calculations, fire safety equipment)

See 2.1

2.7 Structures (schedule of completion, certifying engineer)

N/A

2.8 Electrical installations (lighting, auxiliary power provision)

As referred to in section 1.10

2.9 Environmental issues (noise, sanitation, catering, litter & waste, drinking water, etc)

Low decibel domestic audio. Catering is limited to beverages only and all waste will be taken away with team. No other environment issues.

2.10 Vehicular access and exit (transport plan for site traffic and car parking arrangements)

We will have one small van (transit) carrying set, props and technical equipment. We will offload at museum entrance as guided by museum staff and park on the street after that.

Medical/First Aid Provision (numbers required, location, ambulance, equipment)

Due to the small - scale nature of this event (24 persons) and the low risk involved (audience seated), we do not envisage a need to have St. John's Ambulance or similar service onsite.

The Production Manager is responsible for First Aid, guided where appropriate by the OPW officers on duty.

On site traffic management (where deliveries will be made, any parking etc)

N/A

Section 3 Emergency Action (Select as required)

Definitions (state clearly the situations which will require emergency response, categorise into minor & major)

As per risk assessment document.

1. Fire (major - low likelihood)

In the unlikely event of a fire, the production manager would stop the show, then make an announcement for the audience to leave the premises by the two fire exits, pointed out to the audience in the announcement on their arrival. One is the access/egress point for audience and the other is north of performance area.

In the event of such an evacuation, our onsite Safety Officer/controller (Production Manager) will liaise and be guided by OPW staff officer on duty. As Confirmed by Niall, If we need to evacuate the building, the OPW team will lead this.

2. Health Issue /Accident involving loss of consciousness (major - low likelihood)

Production manager will liaise with OPW staff on duty. Nearest St. James's Hospital

In event of emergency we will call 112 or 999

Kilmainham Garda Station [+35316669700](tel:+35316669700)

3. Minor health issue or injury (Eg:minor cut)

First aid kit is provided.

Our personnel includes member trained in first aid and fire safety.

Emergency incident organisation (set out the structure for liaising with the emergency services, and personnel responsibilities)

See above

Emergency communications (state the code word to be used to notify all event staff of an imminent emergency situation, and set out the communication structure)

N/A re code word

Action required (state the actions of key personnel in the event of an declaration)

See evacuation procedures above

Emergency routes (should be identified and agreed with the statutory agencies)

As per fire exits above

Rendezvous points (designate location where it will be possible to brief the emergencies services on arrival to an incident)

As advised by OPW staff on duty

Key Public Address Announcements (formulate announcements for emergencies, lost children and other priority information)

As above. Standard fire safety announcement will be made at opening of event.

Section 4 Plan Appendices

Contact details - Should include telephone numbers of key personnel and external agencies, such as the emergency services contacts and key suppliers.

See method statement for contact details.

Site layout maps - Dependent on the size and complexity of the event, the site layout map can range from a line drawing of the layout of the event to scaled drawings, which deal with each particular element of the event layout in detail.

See pdf maps attached.

METHOD STATEMENT

Dorothy Macardle's *Prison Notebooks*

A one woman show

Date of Event: 13th September (filming), 22nd September (live performance)

Company Details	Dorothy Macardle Archive and performance project.
Persons on Location /Crew	<p>Performer - Sharon Mc Ardle</p> <p>Production Manager/Safety Officer: Declan Gorman</p> <p>Lighting and Sound Operator: Declan Gorman</p> <p>First Aid: Mary Keane</p> <p>Stewards/Ushers x 2: Caroline Whately, William Whitmarsh</p> <p>Cameraman: Colm Mullen</p>
DATE/TIME	<p>22nd September (live performance)</p> <p>6pm-10.30pm (public access to performance at 8pm)</p>
Schedule / order of operations	<p>September 21st 2022</p> <p>6-6.30pm - off load set/props to warders room in east wing for an over night storage.</p> <p>September 22nd 2022 (live show)</p> <p>6-8pm technical set up.</p> <p>8pm - 10pm dress rehearsal</p> <p>10 -10.30 pm Get Out.</p>
Electrical needs & Technical equipment	<p>The event will start at 8pm and conclude at 10pm. This includes the interval and announcements at start of show. There will be an interval at approx. 8.45pm for 20 minutes. We will commence a 'Get In' as soon as the building closes to the public. The 'get in' will take approx. 90 minutes. The 'get out' will take approx. 30 minutes. We will be offsite by 10.30pm. As previously agreed Niall Bergin, we will bring our theatre set and props from Dundalk the evening (and store them in the warders room, East Wing) before so we have a fully efficient 'Get in' on the performance day.</p> <p>As agreed, we shall store our set and props in the Historic Warder's Room on the 21st of September to maximise efficiency on the 22nd September (performance day).</p>
	<p>All lighting, cable runs, sound system etc. will be installed as set out in Method Statement – all equipment is free standing with no fixings to ground/floor or wall surfaces. Location of sound system & sound engineer is highlighted in map attached and no equipment/person will block a fire</p>

	<p>exit. It should be noted that the doorway to the West (left) side will not be used for access/egress and that lighting operator and equipment will be in that corner as per Floor Plan 1 (Seating). We are not blocking either of the designated emergency exits not the doorway leading to the East Wing where we host our interval drinks.</p> <p>All equipment is low-wattage and can run off standard domestic supply.</p> <p>LIGHTING:</p> <p>2. Freestanding T bars</p> <p>1 X small Dimmer pack</p> <p>1 X small dimmer board</p> <p>8 - 10 theatre lamps (mix of par cans and low-wattage fresnels)</p> <p>Cables to service the above.</p> <p>All cables shall be run safely behind audience or along walls at floor level to avoid trip hazard</p> <p>AUDIO</p> <p>All audio is pre-recorded and runs off a laptop</p> <p>1 X domestic standard (boom box)speaker. No mixing desk or large audio equipment is used.</p> <p>The performance will be filmed -The camera man will operate 2 cameras. All equipment will be run off battery packs. In the event of battery failure, access to 13 amp domestic plug will be used. Film equipment will include: 2 x video cameras (1 unmanned for overview and 1 operated by camera man), 2 x video tripods, 2 x condenser mics on stands, a portable audio / recorder mixer, audio cables, battery packs.</p> <p>Lighting and sound equipment and stage set and props for video will be same as for live theatre show (as set out above)</p>
Equipment	STAGING

	<p>No elevated stage or viewing structures will be used. Performance takes place on floor. Audience seating is at floor level.</p> <p>SET</p> <p>Stage set will consist of a chair, a desk, a bed (small child-size), foot stool and a box all made of wood. Small hand props (mirror, paper, books, newspaper etc.) A candle in a holder will be lit at one point by the actor. She will hold it for a few seconds and then blow it out. (See Safety details below). All equipment will be carried in and out of the building to avoid any damage to historic floor, flagstones and fabric of building. No sharp items that pose a risk to the floor surface will be used.</p> <p>Nothing will be attached to walls or any part of the building structure. Black felt material will be made to measure/ fit against windows to keep light out. They will be attached with masking tape.</p>
Vehicles on site:	We will have one small van (transit) carrying set, props and technical equipment. We will offload at museum entrance as guided by museum staff and park on the street after that.
Hazardous objects on site, naked flames, open blades	N/A
Insurance	<p>We have Public Liability Insurance in the sum of €6.5m. The policy will indemnify ‘The Minister for Housing, Local Government and Heritage, The Commissioners of Public Works, The Minister for Finance and the State, their servants and agents, are indemnified against all actions, suits, claims, proceedings, costs or expenses in respect of any loss, accident or damage of any nature to any person or property whatsoever arising out of the granting of this permission’</p> <p>All personnel working freelance for this production will also be named on this Insurance and will be covered by employers liability or will have their own Public Liability Insurance to be onsite. This includes personnel serving refreshments etc.</p>

Health and Safety Contact Details

Name	Role	Tel	Email
Declan gorman [1]	health and Safety officer		
Kilmainham Garda Station		+35316669700	
In the event of an emergency		112 or 999	

Health and Safety Procedures	
Name of First aider on site	To be noted on arrival
On-Site first aid box location	To be noted on arrival
Note emergency exit points on arrival	To be noted on arrival
Address if nearest hospital	St. James's Hospital
Risk Assessment	A risk assessment has been completed, and hazards have been identified. All hazards will be managed in the most appropriate manner on-site
Procedures to reduce the transmission of Covid-19	N/A

Risk Assessment

A	Personal Details:	
	Programme Name:	Dorothy Macardle's 'Prison Notebooks'
	Programme Contact:	Sharon mc ardle - 086 1717183 sharonmcardleicloud@icloud.com
	Person with overall H&S responsibility:	Declan Gorman - 086 361 5585
	Location of performance: Kilmainham Gaol	
	Location(s): Dispersal room	
B	Details of Team Involved	
	Production Crew: Actor: Sharon Mc Ardle Production Manager/Safety Officer: Declan Gorman Lighting and Sound Operator/First Aid: Name TBC Stewards/Ushers x 2: Names TBC Cameraman: Colm Mullen (attending only on the 13th September for filming).	
C	Those particularly at risk (who and why): N/A No unusual risk applies to this project	
D	Crew as above: LOW RISK	

E.	Steps to Completing Risk Assessment 1. Identify which hazards are involved in 1-2 days production and number the appropriate box. 2. Each number in the "hazard section" must have a corresponding number and detailed risk analysis in the "risk and control section" 2. State below whether risks associated with each identified hazard are high, medium or low. (refer to the risk matrix for guidance) 3. Specify the controls that will be in place to reduce the risk to an acceptable level, state the resulting risk factor. 4. Inform those persons exposed to any of the risk 5. The form must be signed and dated by the originator and the producer.
F.	RISKS & CONTROLS IN PLACE

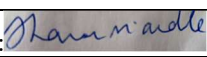
General risks/controls

#	RISK	CONTROLS IN PLACE
1	Access/egress restricted - Low	Access is provided by Kilmainham Gaol for select crew vehicle - 1 transit van. We will offload set, props and technical equipment and then park on street.
2	General public – audience/filming in public - Low	As the museum is closed during the set up of the performance, there is no risk to members of the public.

		Audience will be seated for duration of the performance.
3	Machinery/welding/power tools/electricity - Low	<p>All lighting, cable runs, sound system etc. will be installed as set out in Method Statement & event plan– all equipment is free standing with no fixings to ground/floor or wall surfaces. Location of sound system & sound engineer is highlighted in map attached and no equipment/person will block a fire exit.</p> <p>All equipment is low-wattage and can run off standard domestic supply.</p>
4	Manual Handling/heavy loads - Low	Low risk - no heavy loads. Crew are trained and experienced in manual handling, equipment health and safety, on set protocols and first aid and are experienced on drama productions.
5	Trip hazards - cables & wires - Low	All cables shall be run safely behind audience or along walls at floor level to avoid trip hazard
6	Night operations/lighting required/signage - Low	Event takes place in enclosed room using theatre lighting. House lights will be on before and after event and during interval.
7	Noise, high sound levels - Low	N/A Low decibel domestic audio.
8	Physical/mental stress/long hours/tiredness - Low	N/A
9	Protective clothing/equipment - Low	Suitable clothing/footwear for the environment will be worn at all times.
10	Vehicles / motorcycles / unusual travel methods - Low	Once crew vehicles are parked, vehicles will no longer be in use.
	11 Equipment – lifting - Low	Personnel are experienced in lifting equipment and will observe safety measures.
	12 Lights - Low	Both powered and battery-operated lighting units are proposed. All powered lighting units combined do not exceed 2.9kw and run on a domestic circuit.
13	Heights/ladders/cranes/hoists - low	Filming is proposed in the dispersal hall. No ladders/cranes/hoists required. Small step ladder will be used for rigging lighting bar..
14	Fire (major - low likelihood)	In the unlikely event of a fire, the production manager would stop the show, then make an announcement for the audience to leave the premises by the two fire exits, pointed out to the audience in the announcement on their arrival and in the event of such an evacuation, our onsite Safety Officer/controller (Production Manager) will liaise and be guided by OPW staff officer on duty. As Confirmed by Niall, If we need to evacuate the building, the OPW team will lead this.

15	Health Issue /Accident involving loss of consciousness (major - low likelihood)	<p>Production manager will liaise with OPW staff on duty.</p> <p>Nearest St. James's Hospital</p> <p>In event of emergency we will call 112 or 999</p> <p>Kilmainham Garda Station <u>+35316669700</u></p>
16	Minor health issue or injury (Eg:minor cut)	<p>First aid kit is provided.</p> <p>Our personnel includes member trained in first aid and fire safety.</p>

General Risks/Controls –

G.	What else can be done to control the risks?		
	Overall there is a very low risk for this event but a briefing will be carried out to make all crew aware of any potential risks before performance begins.		
H.	Assessor		
	Name:	Signature:	
	Position :	Date:	
I.	Producer		
	Name: Sharon Mc Ardle	Signature: 	
	Position:	Date: 19th August, 2022	

RISK MATRIX

CONSEQUENCE OF HAZARD	LIKELIHOOD OF HAZARD			
	High	Medium	Low	Negligible
Severe	High	High	Medium	Effectively zero
Medium	High	Medium	Medium/Low	Effectively zero
Low	Medium/Low	Low	Low	Effectively zero
Negligible	Effectively zero	Effectively zero	Effectively zero	Effectively zero