

SAFETY
STATEMENT

TERENURE COLLEGE
RUGBY FOOTBALL CLUB

TERENURE

DUBLIN

Important Notice

This Safety Statement is a document that is constantly being updated and revised. It is the responsibility of Secretary Manager to ensure that all new amendments to the statement are placed into the document. In addition the Secretary Manager will ensure that items taken out of the statement are retained in a special archive file in the office.

SAFETY STATEMENT

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SECTION 1

Introduction

General

This Safety Statement is Terenure College Rugby Football Club programme, in writing, for safeguarding Safety and Health in the Workplace. It represents commitment to safety and health and specifies the manner, the organisation and the resources necessary for maintaining and reviewing Safety and Health Standards.

Writing a Safety Statement will not in itself prevent all accidents and ill health at work, but by making a commitment to promoting safety and health in the workplace and specifying the arrangements and resources to be made available, the Safety Statement plays a vital part in the implementation of the policies it contains. Secretary Manager should ensure that workplace practices conform to the Safety Statement.

Section 20 of the Safety, Health and Welfare at Work Act, 2005 requires all employers to prepare or have prepared a safety statement that specifies how the safety, health and welfare of employees is to be managed. The safety statement must be based on an identification of the hazards as well as the risk assessment for the place of work.

The safety statement must state:

- The protective and preventative measures taken and resources provided to protect the safety, health and welfare of employees;
- The emergency plans, procedures and the measures to be taken in the event of an emergency or serious and imminent danger.
- The duties of their employees to co-operate with the employer and anyone appointed by the employer in relation to safety and health.
- The names of persons, and their job title, who have any legal responsibility to perform tasks in relation to safety, health and welfare at the place of work;
- The arrangements for appointing safety representatives and for consultation with employees and safety representatives including the names of safety representatives and safety committee members.

Safety statements must be in a form and language that is reasonably likely to be understood and must be brought to the attention of employees and other persons at the workplace who are exposed to any specific risk, at least annually and always following any amendment. The safety statement must be reviewed for the purpose of redrafting:

- When it is no longer valid;
- If there has been a significant change in work activities;
- When directed by an Inspector of the Health and Safety Authority.

Where any specific tasks at the place of work pose serious risks to safety or health then relevant extracts of the safety statement must be brought to the attention of those affected. Extracts must set out the identified risk, the risk assessment and the protective and preventative measures that are legally required.

Section 19 of the Safety, Health and Welfare at Work Act 2005 requires every employer to identify the hazards, assess the risks and prepare a written risk assessment for the place of work. The risk assessment must refer, in particular, to the risks to any individual worker or groups of employees exposed to unusual or other risks specified in any relevant health and safety legislation.

The risk assessment must be reviewed if it has become no longer valid or there has been a significant change in work activities. Following any review the risk assessment document must be amended and updated accordingly.

Any improvements considered necessary regarding safety, health and welfare matters in relation to the most recent risk assessment must be implemented.

The Safety Statement should take account of all statutory provisions made under Safety and Health legislation, which applies to the workplace.

Access:

All employees should be made aware of the Safety Statement and have access to it. The Safety Statement must also be brought to the attention of other persons in the workplace who may be affected by risks to safety and health and therefore need to be aware of necessary safety precautions. This could include players, contractor, etc.

Attention:

The Secretary Manager is required to bring the Safety Statement to personnel's attention at least annually and whenever it is revised or updated. There is also an ongoing responsibility to ensure that staff are aware of the Safety Statement and appreciate its items.

SECTION 2

Mission Statement

To each Employee, Player, Visitor and Contractor: -

This document sets out the Safety Policy of Terenure College Rugby Football Club and specifies the means provided to achieve that policy.

The Safety, Health and Welfare at Work Act, 2005 requires employers and employees alike to consider health and safety as a joint responsibility. We must all strive to work together and co-operate as a team to ensure that safe working becomes an integral part of our organisational culture.

It is our mission to provide a safe and healthy work environment for all our staff and to meet our duties of care, as far as is reasonably practicable, to contractors and members of the public who may be affected by our operations.

We will endeavour to achieve these objectives by providing adequate resources committed to safety and health and through a pro-active plan of accident prevention in co-operation with all staff.

It is also our policy to consult with all staff on matters of health and safety. Staff are required to comply with their duties under the Safety, Health and Welfare at Work Act, 2005 to notify management of identified hazards in the workplace.

Safe working is a condition of employment. All personnel will assume responsibility for working safely. The success of the policy will depend on your co-operation. It is therefore, important that you read the Safety Statement carefully and understand your role and the overall arrangements for health and safety.

It is Management's intention to review our Safety Statement in the light of experience and developments. Employees are encouraged to put forward suggestions for improvement to the statement.

Signed: _____

Date: 01 Sept 2016

Fiona Hicks

Secretary Manager

SECTION 3

Policy Statement

It is our policy to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all our staff.

The matters to which this policy extends include:

- Providing a management structure that will value the safety, health and welfare of all staff and others affected by our business.
- Provide and maintain a safe and healthy working environment, in accordance with statutory requirements.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe.
- The provision of such information, instruction, training and supervision as is necessary to enable employees to perform their work safely and effectively and without risk to their health or others.
- To ensure the provision and maintenance of safety devices and personal protective equipment to ensure safety at work where it is not reasonably practicable to control or eliminate hazards.
- The preparation and revision, as necessary, of plans to be followed in emergencies.
- To ensure the safety and prevention of risk to health at work in connection with the use of any article or substance.
- The provision and maintenance of welfare facilities.
- The obtaining, where necessary, of the service of a competent person for the purpose of ensuring safety at work.
- The regular review of this Safety Statement to ensure that it reflects current work practices and in light of any developments in legislation at an Irish and European level.

Signed: _____

Date: 01 Sept 2016

Fiona Hicks

Secretary Manager

SECTION 4

Organisation and Responsibilities.

4.1. Organisation.

It is management's responsibility to facilitate a working environment in which every person is committed to health and safety. In order to achieve this management have devised a Safety Management Programme with specific responsibilities assigned to individuals.

The person charged with overall responsibility for executing the programme is the Secretary Manager. She has overall and final responsibility for the health, safety and welfare of staff. To assist with the implementation of this programme and to ensure consultation with staff; a Health and Safety Officer has been appointed by management. This person will assist the Secretary Manager to enable the organisation fulfil it's role in health and safety.

4.2. Responsibilities of Secretary Manager

The Secretary Manager holds overall responsibility for health and safety. She is required to ensure that sufficient resources in terms of manpower, time and finances are allocated to the requirements of the safety policy and will also give his full commitment to ensure the programme is management driven. The role of implementing responsibilities is delegated to the Health and Safety Officer in consultation with the Secretary Manager, however overall responsibility lies with the Secretary Manager.

Under Section 8 of the Safety, Health and Welfare at Work Act, 2005
the general duties of employers are as follows:-

- Manage and conduct work activities;
- Prevent improper conduct and behaviour in the workplace;
- Design, provide and maintain a safe place of work that has safe access and egress and that uses plant and equipment that is safe and without risk to health;
- Prevent risks to employees from the use of any articles or substances, and from noise, vibration, radiation or any other physical agent;
- Plan, organise, maintain and revise systems of work;
- Provide and maintain adequate welfare facilities;
- Inform, instruct, train and supervise their employees;
- Provide and maintain suitable protective clothing and equipment;
- Prepare and revise emergency plans and measures to be taken when there is an emergency or a risk of serious or imminent danger;
- Report to the Health and Safety Authority any notifiable accidents and disease, and dangerous occurrences;
- Obtain, where necessary, the services of a competent person for the purpose of ensuring the safety, health and welfare of their employees.

Any temporary or fixed term worker is deemed by the 2005 Act to be an employee so all of the duties of employers to their employees also apply for these workers.

Employers must also conduct their undertaking so that individuals at their place of work who are not their employees are not exposed to risks to their safety, health and welfare.

4.3. Responsibilities of Safety Officer

- Ensure that all personnel are familiar with their responsibilities in regard to safety, health and welfare.
- Ensure that personnel are familiar with the terms and provisions of the Safety Statement.
- Ensure that adequate training is given to all personnel for their particular jobs (records must be kept).
- Ensure safety audits are carried out on a regular basis.
- Ensure that adequate Personal Protective Equipment is supplied and training in its use is given.
- Ensure that all plant and equipment is maintained in a serviceable condition.
- Liaise with contractors on all aspects of safety as appropriate.
- Ensure the reporting and investigation of accidents and dangerous occurrences (maintain records).
- Carry out inspections as appropriate.
- Seriously review any recommendations received.
- Ensure that all fire fighting equipment is regularly inspected and serviced.
- Recommend any necessary safety rules.
- Arrange safety consultation meetings.
- Take account of any safety representations.
- Ensure that employees do not engage in bullying or horseplay etc.

SECTION 5

Co-operation.

5.1. Employees

Each employee is reminded that they have specific statutory responsibilities under Section 13 of the Safety, Health and Welfare at Work Act 2005 as follows:

An employee will, while at work:-

- Comply with health and safety legislation to protect his or her safety, health and welfare and that of others who may be affected by their acts or omissions;
- Ensure that she/he is not under the influence of a toxicant to the extent of endangering his or her own or any other person's safety and health;
- Submit to any appropriate, reasonable and proportionate tests for intoxicants in accordance with Regulations under the 2005 Act;
- Co-operate with the employer and any other person to enable them to comply with safety and health legislation;
- Not engage in improper conduct or other behaviour, such as horseplay, that is likely to endanger his or her safety, health and welfare or that of any other persons;
- Attend any training and undergo assessment of the training required by his employer or that is required by safety and health legislation;
- Following training and instruction, make correct use of any article or substance provided for the protection of their safety and health including any personal protective equipment.

Employees must also, where they are aware, report to the employer:

- Any defect in the place or system of work or with any article or substance used which might endanger the safety and health of employees or any other person;
- Any contravention of safety and health legislation, which may endanger the safety and health of employees or any other person.

Where health and safety legislation requires certain training in relation to any work activity then employees must not misrepresent themselves in regard to the level of training they have received when entering into a contract of employment.

Employees must not intentionally or recklessly interfere with, misuse or damage anything provided for securing the safety and health of persons at work or in connection with work activities place the safety and health of any person at risk.

5.2. Contractors.

Terenure College Rugby Football Club may employ contractors and in this event the Secretary Manager will provide them with a copy of our Safety Statement at pre-contract stage. They will indicate that they have read and understood it. They will perform their work in accordance with the terms of this statement.

The contractor has responsibility to communicate the contents of the Safety Statement to its workforce. Contractors must also submit their own Safety Statement at the pre-contract stage for examination. These safety statements will be examined by management and external consultants (if deemed necessary). If such statements do not reflect safe work practices, as is applicable to the contract work intended, then management can direct the contractor to amend the statement before any contract work commences.

5.3. Visitors

A visitor is defined as an entrant, other than a recreational user, who is present on the premises at the invitation, or with the permission of the occupier. Terenure College Rugby Football Club undertakes to protect the health and safety of all visitors to the premises.

SECTION 6

Consultation

6.1. Consultation.

Every employee will be consulted with regard to the Safety Statement and the hazard identification and written risk assessment, and on any notifiable accidents, ill health, diseases and dangerous occurrences at that place of work.

Every employee will be consulted in advance and in good time regarding:

- Any measures to be taken which would substantially affect his or her safety, health and welfare;
- Persons who will be designated duties under the emergency plan;
- Activities arising from or related to protection from and prevention of risks;
- The appointment by the employer of a competent person for the purpose of ensuring safety and health;
- The planning and organisation of any training.
- The introduction of new technologies and the choice of work equipment particularly if they impact upon working conditions or the working environment.

6.2. Safety Representative.

Chris Byrne is selected as the Safety Representative for employees and volunteers of Terenure College Rugby Football Club.

The Safety Representative will be given full access to any information in relation to health and safety that directly relates to the safety, health and welfare of staff. The Safety Representative will be given the opportunity to avail of relevant health and safety training as required.

The Safety Representative will be informed of any inspection visit by the Health and Safety Authority and invited to accompany them during a site inspection. They will be facilitated in terms of resources (manpower and time) for any time they take off during a visit or in relation to any other aspect of their role as a Safety Representative.

In accordance with **Section 25 of the Safety, Health and Welfare at Work Act 2005** the Safety Representative may:

- Inspect the whole or any part of any place of work at a frequency to be agreed with the employer;
- Investigate complaints, accidents and dangerous occurrences;
- Accompany an Inspector on any inspection, including, at the discretion of the Inspector, an accident investigation;
- At the request of the employee and at the discretion of the Inspector, attend an interview by an Inspector in regard to any accident or dangerous occurrence;

- Make representations to the employer;
- Make oral or written representations to an Inspector;
- Receive advice and information from the Inspector; and
- Consult and liaise with other safety representatives at the place of work or a different place of work under the control of the same employer.

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.

Employers must give the safety representative a copy of the written confirmation, required under the 2005 Act and sent to the Inspector, that an Improvement or Prohibition Notice has been complied with. Inspectors will now give a copy of any Notice issued to the safety representative as a matter of routine. Inspectors will also inform safety representatives in writing if a Notice has been withdrawn.

6.3. Information.

Information in the form of fire orders, evacuation plans, warning signs and posters are displayed in prominent locations in the building. Information to staff will be provided by way of:

- Ready access to the Safety Statement.
- Verbal instructions on safety matters.
- The provision of training.
- Safety notices on the notice board.

All employees will receive information on the following:-

- Hazards and risks at the workplace;
- Protective and preventative measures to be taken;
- The names of persons with responsibilities in the emergency plan; and
- The name of the safety representative.

6.4. Availability of the Safety Statement.

The Safety Statement will be available to all employees and a copy is available in the office. All employees are required to read the Safety Statement and contact any member of management with any suggestions or queries.

6.5. Revision of the Safety Statement.

The Safety Statement will be reviewed at least annually. This review will be based on amendments to risk assessments, new equipment, new work practices and new legislation on standards.

6.6. Penalisation of Employees

Employees may complain to a Rights Commissioner that their employer has penalised them for exercising their rights under health and safety legislation. The Rights Commissioner may:

- Declare that the complaint was or was not well founded;
- Require the employer to take a specific course of action or;
- Require the employer to pay compensation to the employee.

Appeals may be made to the Labour Court by the employee, or by his or her trade union or by the Minister for Enterprise, Trade and Employment. The decisions of the Labour Court can then be enforced against an employer through the Circuit Court.

SECTION 7 **RESOURCES**

7.1. Personnel.

The following are the designated personnel:-

Health and Safety Officer

Paddy Fitzmaurice

First Aiders

Chris Byrne

Fire Warden

Peter Dignam

7.2. Finance.

The Secretary Manager is responsible for allocating a budget to the Health and Safety Programme. Before determining this budget the Secretary Manager should consult with the Health and Safety Officer to ascertain the needs for training, equipment etc.

7.3. Time.

Terenure College Rugby Football Club will provide staff with sufficient time in order to carry out their health and safety duties and training.

7.4. Training.

All employees will receive Safety and Health Training.

- When first recruited;
- On transfer and change of task;
- When new technology, work equipment or systems of work are introduced;
- If required by safety and health legislation.

The following training, to be conducted by a competent person, will be provided for staff:-

- **Induction training.** All newly recruited staff will receive induction training on commencement of employment to ensure

that they are aware of the hazards, associated risks and the control measures in place.

- **Fire Safety Training.** All members of staff, including part-time staff and volunteers will receive training in fire safety to include use of fire extinguishers and emergency evacuation drills.
- **Manual Handling Training.** All staff who are involved the manual handling of loads will undergo a Manual Handling Course.
- **First Aid Training.** All staff will be briefed on basic first aid and the location of first aid kits. A suitable number of staff will be trained as occupational first aiders.

7.5. Fire Fighting Equipment

The Fire Alarm System shall be maintained and tested regularly by Brinks. Portable fire extinguishers are located throughout the building.

7.6. First Aid Equipment

A Defib is located at the main entrance. A First Aid Box is located behind the bar. The contents of the first aid box should be as follows:

- Scissors
- Box of disposable gloves
- Sterile eye pads
- Savlon
- Antiseptic wipes
- Cotton wool
- Vaseline gauze
- Strip of sticking plaster
- 10 sterile dressings (small/medium)
- Rolls of bandages (3)
- Rolls of Elastoplasts (3)
- Five sterile dressings (large)
- Safety pins
- One bottle of eyewash
- Two triangular bandages.

7.7. Signage

Appropriate safety signs, such as floor plans, shall be displayed in prominent positions.

7.8. Personal Protective Equipment

All staff shall be supplied with PPE as required.

7.9. Welfare Provisions

Pregnant Women

The Safety Health & Welfare at Work (General Application) Regulations, 2007, Protection of Pregnant, Post Natal and Breastfeeding Employees impose special responsibilities on an employer in relation to pregnant employees. Under the regulations an “employee” means a pregnant employee, an employee who is breastfeeding or an employee who has recently given birth. Under the Act, an employee who is breastfeeding is one who is doing so the 26 weeks immediately after giving birth.

On receiving certified notification from a doctor that a member of staff is pregnant, we will assess the specific risks to the pregnant employee under the Regulations and take action to ensure that she is not exposed to anything, which will damage either her health or that of her developing child.

People with Disabilities

At present there are no persons with physical disabilities working in Terenure College Rugby Football Club, however, in the event of this changing, management will re-evaluate the conditions and provisions.

Hygiene and Cleaning

Sanitary facilities are provided and maintained to a high standard and cleaned regularly. Staff should notify the cleaner if these require attention.

Rest Breaks

Designated areas have been allocated for employees to have their rest break while on the premises.

7.10. Emergency Services

The following is the location and telephone number of the nearest emergency services.

| <u>SERVICE</u> | <u>LOCATION</u> | <u>TELEPHONE NO.</u> |
|-----------------------|------------------------|-----------------------------|
| Fire Brigade | BELGARD ROAD | 112 / 999 |
| Garda Siochana | TERENURE | 112 / 999 |
| Hospital | TALLAGHT | 112 / 999 |

| | | |
|----------------------------|--------------|-------------|
| Ambulance | BELGARD ROAD | 112 / 999 |
| Gas Emergency (Leaks only) | | 1850 205050 |

SECTION 8

SAFE WORK PRACTICE SHEETS

- 8.1 FIRE SAFETY**
- 8.2 EMERGENCY EVACUATION**
- 8.3 SLIPS, TRIPS AND FALLS**
- 8.4 MANUAL HANDLING**
- 8.5 NOISE**
- 8.6 ELECTRICAL SAFETY**
- 8.7 STRESS**
- 8.8 HARASSMENT/BULLYING, SEXUAL HARASSMENT**
- 8.9 HYGIENE**
- 8.10 SMOKING**
- 8.11 PERSONAL PROTECTIVE EQUIPMENT (PPE)**
- 8.12 USE OF CHEMICALS**
- 8.13 ACCIDENT/INCIDENT REPORTING AND INVESTIGATION**

8.1. FIRE SAFETY

- 8.1.1. General
- 8.1.2. Person Responsible/Fire Safety Manager
- 8.1.3. Fire Marshalls
- 8.1.4. Fire Prevention
- 8.1.5. Common causes of fire
- 8.1.6. Actions in the Event of a Fire
- 8.1.7. Types of Portable Fire Extinguishers
- 8.1.8. Use of Portable Fire Extinguisher
- 8.1.9. Checking and Inspection of Portable Fire Extinguishers
- 8.1.10. Staff Training
- 8.1.11. Fire Instruction Notice
- 8.1.12. Escape Routes
- 8.1.13. Assembly Points

8.1.1. GENERAL

Fire is one of the most destructive elements in our modern day society, not alone are millions of euros lost yearly through fire but over fifty lives are lost in Ireland each year, as well as people maimed and disfigured for life. In industry many companies who experience a serious fire are forced to close down as a result.

8.1.2. PERSON RESPONSIBLE/FIRE SAFETY MANAGER

The person designated as Fire Safety Manager is: Peter Dignam. In any temporary absence of the Fire Safety Manager, a responsible person should be nominated to deputise. The Fire Safety Manager shall:

- Ensure that the Fire Safety Management Programme is implemented.
- Ensure that the fire fighting equipment is provided and maintained to the required standard, and daily opening pre-operations emergency checks are carried out.
- Ensure that the Fire Wardens have sufficient training to fulfil their role.
- Ensure all areas have delegated responsible persons for maintaining a safe environment during operations.
- Ensure that the Fire Safety Register is maintained.

8.1.3. FIRE WARDENS

The Fire Safety Manager will ensure that specified staff members, with specific training in fire prevention, are appointed. The following personnel are appointed as fire wardens:

Peter Dignam

8.1.4. FIRE PREVENTION

Fire prevention is best achieved by the implementation of a planned program incorporating the following main points:

- Compliance with legal requirements, codes of practice and recommendations.
- Identifying the risks.
- Stating the precautions required.
- Pre-planning the action to be taken in the event of fire.
- Publishing checklists of precautions, warnings and advice.
- Instituting effective recording and reporting procedures.
- Putting in place systems and equipment.
- Training and familiarisation for staff.

8.1.5. COMMON CAUSES OF FIRE

- **Electrical.** E.g. overloading of circuits, faulty old or bad connections causing sparks or generating a heat source, poor maintenance, lack of ventilation and cooling, static electricity etc.
- **Heating Appliances.** E.g. clothing left to dry, no spark guards on open fires or stoves, appliances left unattended while cooling, appliances sited close to combustible materials, faulty temperature control etc.
- **Process Dangers.** E.g. Overheating of machinery, heat generated by friction, uncontrolled sparking, breakdown in cooling process, chemical reaction, poor quality ventilation and temperature control etc.
- **Flammable Dusts.** E.g. poor extraction, process proximity to heat or spark source, no containment system, no monitoring or measuring system etc.
- **Carelessness.** E.g. smoking, inadequate precautions while welding, drilling or cutting, horseplay, interference with safety equipment, removal of guards etc.
- **Bad Housekeeping.** E.g. lack of maintenance of work area and equipment, oil/fuel leaks and spillage's ignored, overflowing bins and wastebaskets, no safe procedures for disposing of combustible waste etc.

8.1.6. ACTIONS IN THE EVENT OF A FIRE

1. Raise the alarm (contact the Fire Brigade if necessary). Phone 112 / 999.
2. Evacuate the premises.
3. Fire fighting will only be conducted if it is SAFE to do so and normally during initial stages of a fire.
4. The first line of attack is to use portable fire extinguishers **APPROPRIATE** to the fire.

8.1.7. TYPES OF PORTABLE FIRE EXTINGUISHERS

| TYPE | COLOUR CODE | TYPE OF FIRE | NOT TO BE USED ON |
|-------|-------------|---|---|
| Water | RED | Wood, paper, textile, fabric and similar materials (anything that turns to ashes) | Burning liquid, electrical or inflammable metal fires |

| | | | |
|----------------|--------------|-------------------------------------|---------------------------------------|
| Foam | CREAM | Burning liquid fires | Electrical or inflammable metal fires |
| Dry Powder | BLUE | Burning liquid and electrical fires | Inflammable metal fires |
| Carbon Dioxide | BLACK | Burning liquid and electrical fires | Inflammable metal fires |

8.1.8. USE OF PORTABLE FIRE EXTINGUISHER

- Ensure alarm is raised and outbreak has been reported.
- Read or be familiar with the operation instructions on each extinguisher.
- Check that it is the correct extinguisher for the class of fire.
- Check that safety tag/ring is in place.
- Take extinguisher from storage area to location required.
- Keep your back towards a safe exit route, never allow yourself to get trapped.
- Remove or break safety tag/ring pull.
- Take trigger in one hand.
- Take hose/nozzle in other hand and aim
Caution: Where nozzle is fixed such as with carbon dioxide extinguisher ensure nozzle is directed towards the fire before depressing, as this agent has the effect of freezing the nozzle to the extent that contact with bare skin will cause injury.
- Keep extinguisher upright. The extinguisher agent is forced into the hose feed under pressure, hose feed inlet is at the bottom of the extinguisher, therefore, tilting the extinguisher, particularly when in use, may shift the agent away from the hose feed inlet.
- Squeeze trigger to release agent.
- Control flow to nozzle by use of trigger (where available).
- Aim at base of fire moving nozzle around principal area of heat in a sweeping motion to ensure an even spread of the extinguishing agent.
- Exercise caution to ensure that pressurised jet or spray does not agitate fuel and spread fire.
- Watch for smoke dangers. Smoke will rise up to ceiling level and travel until it meets a wall, then as the area fills with smoke or as the smoke cools it will gradually lower until it reaches a way out, or the floor.

- Be aware of the dangers of toxic fumes, this will depend upon the fuel source, for example fumes from burning plastics.
- Do not attack the flames. Flames are a result of burning and will continue until the fuel is shut off, the heat has cooled or the fire is starved of oxygen (aim at the base of the fire).

Remember the keyword '**PASS**' Pull the Pin, Aim the Applicator, Squeeze the handle and Sweep from side to side at the base of the flames.

8.1.9. CHECKING AND INSPECTION OF PORTABLE FIRE EXTINGUISHERS

All fire extinguishers will be inspected on a daily basis to ensure that they are located in their proper positions, have not been discharged or lost pressure, damaged or interfered with.

Where a fire extinguisher is deemed unserviceable it will be replaced by a serviceable one of the same type. An Annual Inspection will be conducted by a competent person and the date of this inspection will be recorded on the durable label fixed to the extinguisher.

8.1.10 STAFF TRAINING

Staff to whom specific duties have been assigned should be given appropriate instruction and training on the duties assigned. Particulars of such training should be entered in the Fire Safety Register.

All staff (including temporary and part-time staff shall receive training and/or instruction in relation to the following:-

- a. The fire preventions measures.
- b. The emergency procedures, and fire and evacuation drills devised for the premises.
- c. The evacuation of occupants, paying special attention to the young, disabled and infirm.
- d. The arrangements for ensuring that escape routes and exit doors are unobstructed and available for use.
- e. The arrangements for the provision of assistance to the fire brigade.
- f. Fire control techniques including:
 - (1) The use of fire extinguishers, fire blankets, and (where installed) hose reels;
 - (2) Closing doors (including those fitted with self closers) and windows to inhibit fire spread; and
 - (3) Shutting off of electricity fuel supplies, and ventilation systems where applicable.
- g.
 - (1) The layout of the building including escape routes.
 - (2) The location of alarm call points.
 - (3) The location of fire fighting equipment.
 - (4) The location of assembly points.

The specific actions that staff will be trained to take when a fire breaks out or when there is an alarm are as follows:-

On Discovering a Fire:-

- Operate the alarm system.
- Call the fire brigade.
- Alert management and other staff.
- Inform the public and direct them to the nearest available escape route.
- Attack the fire using the nearest suitable equipment (if safe to do so).
- Leave whenever danger threatens.
- Close all doors as areas are vacated, checking that nobody is left behind.
- Assemble at the designated assembly point.
- Assist the fire brigade on arrival.

On Hearing an Alarm or Other Warning:

- Evacuate occupants using the nearest available escape route.
- Do not allow anybody to re-enter the premises for any reason.
- Determine the location of the fire if possible.
- Assemble at the designated assembly point.
- Assist the fire brigade on arrival.

8.1.11. FIRE INSTRUCTION NOTICE

In order to make staff and the public aware of the safety procedures that apply on these premises in the event of a fire a Fire Instruction Notice in the following form shall be displayed.

FIRE INSTRUCTION NOTICE

On Discovering a Fire

- Activate the nearest alarm point.
- Inform staff of the location of the fire.
- Leave the premises immediately using the nearest available exit.
- Do not use the lift.
- Do not rush.
- Do not re-enter the premises.
- Obey the instructions of staff.

On Hearing an Alarm or other Warning

- Leave the premises immediately using the nearest available exit.
- Do not use the lift.
- Do not rush.
- Do not re-enter the premises.
- Obey the instructions of staff.

8.1.12. ESCAPE ROUTES

- All escape routes and exit doors shall be free from obstruction and immediately available for use while the public are on the premises.
- Escape routes shall be clearly indicated and adequately illuminated.
- Emergency exit doors shall be checked before the public are admitted to the premises to ensure that they are in a working condition.
- No locks or chains are to be on or near emergency exit doors while the public are on the premises.
- All emergency exit doors should open outwards. Where an emergency exit door opens inwards it shall be locked in the open position while the public are on the premises.

8.1.13. ASSEMBLY POINTS

The assembly points are located at:

UNDER SCOREBOARD ON MAIN PITCH

DRESSING ROOM CORNER OF MAIN PITCH

8.2. EMERGENCY EVACUATION

A Fire and Evacuation Drill will be held at least every six months. Details of this drill, including the names of those taking part will be recorded in the Fire Safety Register.

Any staff member discovering a fire must:-

- Sound the alarm.
- Call the Fire Brigade.
- Attack fire, if possible, using the appliances provided and without taking personal risks.
- Where practical switch off electricity.

On hearing the alarm you should:-

- Evacuate the area by moving quickly (do not run) and quietly without stopping to collect belongings etc. Follow any instructions given to you by Fire Wardens.
- Close all doors behind you and go to the designated Assembly Point.
- Staff must remain at the Assembly Point unless otherwise instructed and must not re-enter the building until the "ALL CLEAR" is given.
- Inform Fire Wardens or Fire Authority directly if you think that anyone may be left in the building.

The assembly points are located at:

UNDER SCOREBOARD ON MAIN PITCH

DRESSING ROOM CORNER OF MAIN PITCH

The designated fire wardens will:-

- Direct any persons to their correct Assembly Point so that all persons are accounted for.
- Ensure that all persons are moved swiftly out of the building, ensuring that exits are kept clear.
- Ensure that NO person re-enters the building.
- Report to Fire Safety Manager on completion of duties.
- Where necessary and in the absence of the Fire Manager, communicate with the relevant Fire Authority on their arrival on site.

8.3. SLIPS, TRIPS AND FALLS

Good housekeeping is a fundamental principle of accident prevention and aids the promotion of a safe environment. A tidy work environment is safer than an untidy one and reflects management's and employee's concern for safety.

In a busy bar environment the main causes of injuries are associated with trips, slips and falls. Equipment, trailing cables and other materials left lying across main thoroughfares, along aisles or in corridors are just some of the hazards. Wear and tear or inadequate maintenance of floor surfaces can result in increased risk of trips on floors. Trips and falls can also be the result of materials and equipment being incorrectly stored or not put away after use.

Terenure College Rugby Football Club is committed to providing a safe place of work and this applies to reducing the risks associated with trips, slips and falls. Good housekeeping practices are encouraged and work areas will be subject to regular audits to detect the presence of slip, trip and fall hazards.

There are adequate electrical sockets to eliminate the risks associated with trailing cables and extension leads etc.

The condition of floors will be monitored by a responsible person and remedial action will be instituted where necessary. Action will be taken to rectify damaged floor surfaces. In the event that repairs cannot be made immediately, then action will be taken to highlight the hazard until repaired.

Portable warning signs will be readily available to use when the floor is wet or slippery after a spillage etc.

Incidents involving slips, trips and falls will be monitored and investigated to identify trends and causes.

All locations will be cleaned regularly to remove dirt and dust. The effectiveness of these cleaning regimes will be reviewed.

All staff should:

- Use proper routes and walkways.
- Wear appropriate footwear.
- Not leave obstructions in walkways.
- Not run in the premises.
- On discovering hazards that could cause trips, slips and falls, remove the hazard immediately or if unable to remove the hazard, then report to the Manager or other person in charge. Warn others of the hazard particularly during busy shifts where personnel may be rushing around and fail to notice the hazard.
- Clear away spillage immediately or as soon as possible. Place portable warning signs around spillage or wet floors. Alert others in the area particularly behind the bar.

- Clean up regularly during shifts and to clear away materials and equipment immediately after use.
- All floor areas should be kept free from materials, trailing cables etc. Necessary trailing cable/leads etc should be protected. Never leave equipment or cables lying around unattended.
- Staff should avoid storing materials in areas where they are likely to become trip hazards.
- Report uncollected waste left lying around the floor, especially combustible material to avoid the risk of fire or materials stored outdoors that might attract vermin etc.
- Do not climb on shelves or chairs to reach heights. Always use appropriate equipment eg. Stepladder or safe stool to reach heights.
- Always keep aisles clear from obstruction.
- Never obstruct fire exit routes by storing materials beside them. In the event of a delivery try to store items in correct storage place rather than leaving them at delivery point for long durations.
- Store heavy items and frequently used items at waist height level where possible. Store medium weight items on middle shelves and lighter ones on high shelves wherever appropriate.
- If you are carrying materials, ensure that you do not carry a load that prevents you from adequately seeing over the load.
- Restrict stacking boxes etc too high that they become unstable.

8.4. MANUAL HANDLING

“Manual Handling” of loads means any transporting or supporting of a load by one or more personnel, and includes lifting, putting down, pushing, pulling, carrying or moving a load which by reason of its characteristics or ergonomic conditions, includes risks particularly of back injury to workers.

Back injury may arise from the mishandling of loads or associated with twisting, reaching or other movements without sufficient rest or recovery time. These can result in discomfort, pain, restriction of joint movement, soft tissue swelling to the hands, pain or more severe injury to the neck and lower back.

Management recognises that injuries and ill health associated with manual handling can cause much unnecessary suffering and pain. To this end, we are committed to a policy of reducing manual handling operations and minimising the risk of injury or ill health to an acceptable level, as far as is reasonably practicable.

- All manual handling operations shall be identified in the risk assessment and will be communicated to all employees at risk.
- All manual handling which, for the time being, it is necessary to carry out shall be subject to an annual review to establish what improvements may be provided to reduce the risk of accident. Hand trolleys are available to transport kegs and other heavy items.
- The layout of the working environment will as far as reasonably practicable take into consideration good ergonomic principles. Work tasks will be assessed and steps will be taken to modify the environment to avoid over-reaching, stretching, requirement for awkward postures or unnecessary lifting.
- Where manual handling presents a hazard that cannot be removed then training will be provided. All relevant staff are reminded of their obligation to participate in this training.
- In order to assist in the prevention of injuries associated with manual handling staff are required to co-operate with management by:
- Reporting any pre-existing relevant medical conditions e.g. back problems, muscular injuries.
- Always make use of mechanical aids that have been provided to minimise lifting.
- Limit the load to that which is suitable for you to lift. No one is expected to lift, carry or move any load so heavy as to be likely to cause injury. Do not over-strain to lift or move something, which does not feel within your capability.
- Report any problems with the size of frequency of load, the working environment or the moving/lifting equipment available to the Manager.

8.5. NOISE

Management understands the risks associated with exposure to loud noise. Prolonged exposure to excessive noise levels can result in temporary or permanent hearing loss.

Excessive noise may also be distracting for individuals and contributed to increased accident rates associated with increased difficulty in communication and increased stress levels associated with noise causing irritability and distraction.

To ensure a safe working environment and eliminate the possibility of exposing workers to noise induced hearing loss, noise levels must not be allowed to exceed the first action level i.e. 80 decibels.

8.6. ELECTRICAL SAFETY

Some of the hazards associated with electricity include; damaged electrical equipment, wiring, sockets, switches and cables or broken or disconnected earth, exposure to live parts, wires or equipment. Incorrectly rated or “make-shift” fuses, taped lead joints etc, incorrect use of electrical appliances, unsuitable domestic type plug and other accessories used and cabling lying across main thoroughfares or at close proximity to water.

Misuse of electricity can result in fire and electrical shock which can cause injury and even death. To minimise the risk all electrical equipment shall be treated as if it were live.

Work on electrical systems or on any piece of electrically powered equipment shall be conducted by competent persons only. Under no circumstances should unqualified staff attempt any repairs. Damaged electrical equipment is either removed from the area completely or a sign should be placed on the equipment rendering it unfit for use.

Staff should never use taped joints on flexes/leads and never run flexes leads under mats unless they are specifically designed for this purpose, as this is a fire hazard.

Never leave electrical appliances lying unguarded across the ground, all wiring for electrical appliances must be protected with ramps from damage from foot traffic or vehicular traffic and do not allow the leads from electrical machinery/equipment to come into contact with water and never handle electrical equipment with wet hands.

Electrical cables are checked frequently for signs of wear and report defects immediately.

Do not use “double adaptors”. Only use fused socket boards where extensions are required temporarily.

Remember:

“If you feel it, it may be too late”

8.7. STRESS

Terenure College Rugby Football Club is committed to identifying stress in the workplace and taking all reasonable measures to eliminate/reduce stress.

Workplace stress is of increasing concern for both employers and employees. Workplace stress usually arises when the demands placed on a person exceed their capacity to meet them.

Some causes of stress can be put down to the following:

- Poor working relationships
- Poor communications
- Dull, repetitive work
- Violent situations

Stress can contribute to the following conditions:

- Increased heart rate
- Skins problems
- Anxiety, depression
- Irritability
- Fatigue
- Increased accidents
- Substance abuse – alcohol, cigarette etc.
- Increased absenteeism
- Low motivation
- Reduced efficiency
- Faulty decision making

8.8. HARASSMENT/BULLYING/SEXUAL HARASSMENT

Harassment in the Workplace:

Terenure College Rugby Football Club is committed to ensuring that everyone can work in an environment free from, any form of harassment, and be treated with dignity and respect.

Harassment of Staff in any form will not be tolerated

Harassment:

Harassment is behaviour that is unwelcome to the recipient. It can take the form of unacceptable behaviour, which can create an unpleasant stressful relationship/working environment. It is defined by the impact of the behaviour.

It can happen without any identifiable reason, for instance when someone takes a personal dislike to an individual, or where a person in authority abuses that position.

Harassment can be on the grounds of age, gender, sexual orientation, religion, politics, race, ethnic origin, family, marital status or disability.

Responsibility:

All staff are responsible for ensuring that harassment does not occur at any level in Terenure College Rugby Football Club.

All supervisors and managers will be responsible and supportive to any member of personnel who makes an allegation of harassment.

Confidentiality must be maintained and ensure as far as is possible that there is no further problem of harassment or victimisation after a complaint has been resolved.

Bullying in the Workplace:

Terenure College Rugby Football Club is committed to ensuring that everyone can work in an environment free from, any form of bullying, and be treated with dignity and respect.

Bullying of Staff in any form will not be tolerated

Bullying:

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against an other or others, at the place of work and or in the course of employment, which could be reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident is not considered to be bullying.

Bullying manifests itself as various types of behaviour described in this definition may be an affront to dignity at work but, as a once off incident is not considered to be bullying.

Bullying manifests itself as various types of behaviour, including behaviour which may:-

Humiliate, intimidate, verbally abuse, victimise, exclude and isolate, intrude through pestering, spying or stalking, give repeated impossible deadlines or tasks, or imply threats.

Responsibility:

All staff are responsible for ensuring that bullying does not occur at any level in Terenure College Rugby Football Club.

All supervisors and managers will be responsible and supportive to any member of staff who makes an allegation of bullying.

Confidentiality must be maintained and ensure as far as is possible that there is no further problem of bullying after a complaint has been resolved.

COMPLAINT PROCEDURES

Informal:

Make it clear to the offending person that the behaviour is unwelcome.

Keep a record of further incidents – record witnesses.

Talk to a third party.

Formal:

A written complaint to the Secretary Manager in a prompt manner in order to allow immediate investigation to take place.

Sexual Harassment in the Workplace:

Terenure College Rugby Football Club is committed to ensuring that everyone can work in an environment free from, any form of sexual harassment, and be treated with dignity and respect.

Sexual harassment may manifest itself in many different forms e.g.

- An act of physical intimacy
- Requests for sexual favours
- Other acts or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other

material that is unwelcome and could be reasonably regarded as sexually offensive, humiliating or intimidating.

Responsibility:

All staff are responsible for ensuring that sexual harassment does not occur at any level in Terenure College Rugby Football Club.

All Supervisors and Managers will be responsible and supportive to any member of staff who makes an allegation of sexual harassment.

Confidentiality must be maintained and ensure as far as is possible that there is NO further problem of sexual harassment after a complaint has been resolved.

COMPLAINT PROCEDURES

Informal:

Make it clear to the offending person that the behaviour is unwelcome.

Keep a record of further incidents – record witnesses.

Talk to a third party.

Formal:

A written complaint to the Secretary Manager, in a prompt manner, in order to allow immediate investigation to take place.

General: (applicable to harassment, bullying and sexual harassment)

All complaints will be treated sensitively and in strict confidence.

Investigation

The complainant and the alleged harasser will be informed of the following:

- What the formal procedure entails and the relevant time table.
- That both parties have a right to be accompanied by and/or represented by a friend or colleague.
- That the alleged harasser be given time to consider the documentation and time to respond.
- That a written record will be kept of all meetings and investigations.

8.9. HYGIENE

Personnel suffering from or having had contact with anyone suffering from a contagious disease, should immediately inform the Section Officer. The following diseases are of most concern:

- Hepatitis 'A' or 'E'
- Cholera
- Acute Gastro-enteritis
- Dysentery
- Tuberculosis
- Salmonella
- Typhus

All injuries (including those sustained outside the workplace) that may affect hygiene standards should be treated immediately and reported to the manager.

General:

- All working surfaces should be maintained undamaged and clean.
- Waste produce/rubbish to be placed in bags and they in turn emptied at regular intervals.
- Good housekeeping is a must.

Personal Hygiene:

- All personnel must wear clean and protective clothing.
- Hair to be maintained clean and tidy.
- Smoking is strictly forbidden.
- Any cuts or abrasions on the hands must be covered with waterproof first aid dressing.
-

8.10. SMOKING

In compliance with the Public Health (Tobacco) Act 2002 smoking is prohibited in all parts of the premises.

Signage to this effect will be displayed at the entrance. This sign shall also contain the name of the person in charge of the premises and the name of the person to whom a complaint may be made.

8.11. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be issued to staff in relation to hazards apparent in this workplace. This may change according to risk assessments, which determine the requirement to eliminate the need for PPE or to use a new form of PPE.

8.12. USE OF CHEMICALS

When using chemicals staff should follow the below guidelines:

- Read the safety data information before handling chemicals.
- Handle all chemicals/cleaning agents with care.
- Use PVC gloves or other protective gloves to prevent contact with hands.
- Good personal hygiene is essential. Wash hands immediately after contact with any chemical: use hot water and towels or hand dryer (never leave hands wet) and where necessary use barrier creams and moisturising lotion.
- Avoid mixing chemicals accidentally. **DO NOT MIX CHEMICALS** under any circumstances.
- If in doubt, personnel should not handle a chemical. Always seek advice.
- Familiarise yourself with the first aid measures required in the event of accidental spillage of hazardous substances.

8.13. ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

Any accident or incident that occurs will be reported and recorded. Through evaluation on a regular basis of these records and the reasons as to why the accident occurred, we will strive to put in place controls and arrangements to ensure the risk of re-occurrence is removed or minimised.

The onus of reporting an accident is on the individual. Accident records are maintained by the Health and Safety Officer following submission.

All accidents where an employee's is prevented from performing his or her normal duty for more than three consecutive days excluding the day of the accident and including weekends must be reported to the Health and Safety Authority.

9. RISK ASSESSMENTS

The following Hazards has been identified within Terenure College Rugby Football Club and Risk Assessment Sheets have been completed and form part of the Safety Statement.

| <i>Hazard Identified</i> | | <i>Hazard Identified</i> |
|--------------------------------------|--|--------------------------|
| Assault (esp at closing time) | | |
| Broken Glass / Crockery | | |
| Display Screen Equipment | | |
| Electricity | | |
| Emergency incident | | |
| Fire | | |
| Glasswasher | | |
| Housekeeping | | |
| Ladders | | |
| Leads and extensions | | |
| Manual Handling | | |
| Office Safety | | |
| Sinks | | |
| Site Traffic | | |
| Slips, Trips and Falls | | |
| Waste Management | | |
| Water boiler | | |
| | | |
| | | |
| | | |
| | | |

Insert Risk Assessment Sheets after this section.

10. APPENDICES

Appendix 1

ACCIDENT REPORT SHEET

This report must be completed in the event of any accident

Full Name, Address, Mobile Number and Occupation of Injured Person

Signature of person making this entry. If the entry is made by some person acting on behalf of the injured person, the address, contact phone number and occupation of such must be given.

Is injured party a club member? Yes No

Date when entry made: _____

Date and time of accident: _____

Place where accident happened: _____

Cause and nature of injury: _____

Action taken by club:

