



OLD WESLEY RUGBY FOOTBALL CLUB



**SAFETY  
STATEMENT**



**OLD WESLEY RFC**

**DONNYBROOK  
DUBLIN 4**

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**PART 1**

**GENERAL STATEMENT OF POLICY**

## 1.1 GENERAL STATEMENT OF POLICY

We will endeavour to achieve a workplace that is as safe and healthy as reasonably practicable. This will be achieved through compliance with the Safety Health and Welfare at Work Act 2005 and subsequent Safety Health & Welfare at Work Regulations enacted pursuant to that Act. This Safety Statement has been prepared as required by Part 20 of the aforementioned Act and outlines the company's objectives in providing a safe working environment. We will provide a safe system of operation through the provision of appropriate information, instruction, training and supervision. The co-operation of every member is expected and all members are reminded that statutory obligations are the minimum standard for which they are responsible. The Safety Statement allows Old Wesley RFC to achieve the following aims:

- To comply fully with the terms and requirements of the Safety, Health and Welfare at Work Act 2005.
- To ensure the Safety, Health and Welfare at Work of all employees in so far as is reasonably practicable.
- To ensure that all staff, club members and visitors to our premises are not exposed to risks to their safety and health.
- To ensure that all necessary resources, structures and procedures are in place to allow effective implementation and maintenance of the Safety Statement.
- To encourage joint consultation on safety, health and welfare issues at work and as far as is reasonably practicable to take account of any representations made by employees through their safety representative.
- To outline the specific duties of employees within the organisation, thereby detailing their responsibilities in providing a safe working environment in accordance with this Safety Statement and any other relevant legislation.
- To make available information, instruction, training and supervision on the safe working practices, as detailed in this Safety Statement to its entire workforce and to do everything reasonably practicable to ensure any sub-contractors are similarly informed and accept working under these safe working procedures.
- To ensure the Safety Statement shall be brought to the attention of employees at least annually, and as part of an induction process for newly recruited employees or other persons who may be exposed to any specific risk.
- To review the Safety Statement if there is any significant changes or if there is another reason to believe it's no longer valid or if an inspector directs the statement to be amended.
- To ensure that all instruction, training and supervision is provided in a manner, form or language that is reasonably likely to be understood.
- To communicate the fact that it is the duty of all personnel (including sub-contractors, suppliers and visitors) to take all reasonable precautions to avoid injury to themselves and those effected by their activity. This Safety Statement shall be brought to the attention of, and made accessible, to all appropriate personnel.

**Signed:**

**Date:**

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## 1.2 GENERAL POLICY ON RISK ASSESSMENT

Old Wesley RFC is committed to achieving and maintaining high standards of health and safety for all staff, visitors and others. To do this requires the identification of hazards, evaluation of the risk which arise from such hazards and a careful selection of practical control measures. This process is termed risk assessment.

Risk assessments will be carried out periodically, as a check on our performance or if there is another reason to believe current assessments are no longer valid or if an inspector directs the statement to be amended. These checks will look at the areas for which we are responsible, the equipment we use and the methods of work we employ.

Risk assessments will be conducted by members of staff or consultants who are trained and competent in this process, but it is essential that everyone participates, co-operates and contributes skill and knowledge to make it a success.

For specific areas, we have specified policies. This statement is our general policy risk assessment and management. The specific policies are noted within the individual risk assessment forms within this Safety Statement.

Every member of staff should report hazards in their work area and feel free to make suggestions for improvements in health and safety.

<b>Signed:</b>	<b>Date:</b>
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**PART 2**

**ROLES & RESPONSIBILITIES**

## **2.1 ROLES & RESPONSIBILITIES**

### **2.1.1 Employer**

Old Wesley RFC as employer, fully recognizes their obligation to provide

- A safe place of work;
- Safe access and egress;
- Safe plant and machinery;
- Safe systems of work;
- Welfare facilities;
- Information, instruction, training and supervision;
- Suitable protective clothing and equipment where hazards can't be eliminated;
- Plans & procedures for emergencies;
- Accidents and incident reporting procedures;
- A competent resource in the form of trained staff and/or independent experts external to the organisation where the requisite expertise is not available in-house, to advise and assist in securing the safety, health and welfare of employees;
- Details on mechanisms to determine and implement the measures required to protect health and safety, taking into account the General Principles of Prevention and changing circumstances.

### **2.1.2 Employees**

Employees (including temporary employees) shall be aware of the following obligations which require that they:

- Protect their safety, health and welfare and that of any other person which may be affected by their acts or omissions at work;
- Do not operate under the influence of an intoxicant to the extent that would endanger themselves or others;
- Submit to appropriate tests for intoxicants by a competent registered medical practitioner;
- Co-operate with their employers and comply with relevant statutory provisions;
- Attend health and safety training required by their employers ;
- Wear personal protective equipment where necessary;
- Report to their employers any hazardous work/behaviour, defects and contravention of legal requirements;
- Do not engage in improper conduct or behaviour which endanger themselves or others.

### **2.1.3 Contractors and/or Suppliers**

All external contractors and suppliers will be appointed using procedures to ensure their competent management of Health & Safety insofar as it is pertinent to their operations on behalf of Old Wesley RFC.

### 2.1.4 Safety Representative

The nominated Safety Representative may:

- Inspect the workplace after giving reasonable notice to the employer or after an accident, dangerous occurrence or imminent danger to the safety, health and welfare of any person;
- Investigate accidents or dangerous occurrences;
- Investigate complaints;
- Accompany an inspector and attend any interviews when carrying out an inspection of the premises;
- Make representations to Old Wesley RFC in relation to health and safety;
- Make oral/written representations to inspectors on health and safety matters;
- Receive advice and information from health and safety bodies.

## 2.2 SAFETY MANAGEMENT STRUCTURE

Safety Management Structure and nominated personnel are indicated below:

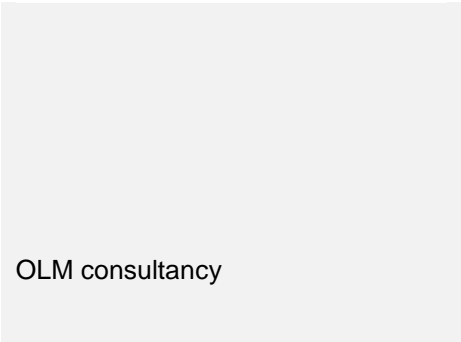
**Senior management / Chairman  
(responsibility for Health & Safety)**

**Executive management – H&S officer**

**First Aiders**

**Health & Safety Consultant**

**Safety Representative**



OLM consultancy

### 2.2.1 Senior Management / Chairman

Senior Management is responsible for strategic management of Health & Safety within the building including:

- Setting of policy
- Ensuring that adequate resources are made available so that the Safety Policy can be carried out efficiently
- Ensuring that the members of the General Committee are fully aware of their responsibilities in relation to occupational safety and health
- Ensure that All members are accountable for their performance in relation to occupational safety and health
- Ensuring that the Safety Statement is reviewed regularly and its operation monitored

### 2.2.2 Executive/Supervisory Management

Executive/Supervisory Management has an obligation to consider tactical aspects of Health & Safety Management which will include:

- Induction Procedures
- Accident & incident Reporting
- Physical Inspections and Audits
- Communication with Relevant Parties
- Ensuring control measures are implemented



### 2.2.3 General committee

They will ensure that:

- Safe systems and practises are incorporated into all activities in the club
- All activities are continually monitored and that any potential unhealthy or dangerous practices are reported and eradicated
- Any specialist or H&S training, if required, is discussed, authorised and put into practise
- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary

### 2.2.4 Secretary

He / She will ensure that:

- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc.
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned
- Any Accident Reports, Hazard I.D. Reports, H&S Audits etc. are retained as club records and reported outside the club as decided by the General Committee
- Any correspondence relating to Health and Safety is brought to the attention of the General Committee and any subsequent actions are recorded

### 2.2.5 Bar Chairman

He / She will ensure that:

- All functions in the clubhouse have the prior authorisation of the General Committee
- The documentation in relation to the booking of functions is properly completed prior to the function taking place
- A doorman is in place for all functions, with the exception of after match activities
- That all non-members entering the clubhouse for functions sign the guest book prior to entering the inner premises
- There is always a senior club member present to supervise the function
- The toilets and dance floor are inspected at least once per hour and that all spillages are immediately cleaned up
- Guests do not bring any items onto the premises which could endanger other guests
- All functions are closely supervised and that guests do not engage in 'horse play' of any kind
- Persons using disco or musical equipment comply with any instructions from the supervisor
- where functions are externally run, safety statements are in place and insurance details are provided to brokers

### 2.2.6 Coaches

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down by the Club Coach
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as weights, scrummaging machines, tackle bags, etc. are used only if there are qualified supervisors present
- Weights training is not permitted in the under-age sections

- Under-age members are not allowed to engage in 'horse play' either on the club premises or on transport hired by the club
- Persons who are not paid-up members are not allowed to use the club's facilities
- Medical kits are immediately available for both training and matches

### **2.2.7 Members**

They will ensure that:

- They are aware of the provisions of the Safety Statement and that they operate within those provisions at all times
- They take no action which could endanger either themselves or their fellow-members
- They are familiar with the location of fire extinguishers
- They are familiar with all fire exits on the club premises
- They comply with any safety directives which may be issued from time to time

### **2.2.8 Consultation, Participation & Representation**

We will facilitate the election of a safety representative.

We shall consult our employees in relation to health and safety matters. Participation by employees allows support in the control of risks by encouraging "ownership" of health and safety policies and procedures.

**PART 3**

**POLICIES & PROCEDURES**

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### 3.1 INTRODUCTION

This section outlines the broad policies and procedures which underpin our safety management system. It is not intended to be final or exhaustive but addresses the fundamental aspects of maintaining a safe environment and systems of work.

It is note here that the Old Wesley RFU club house is located on the Leinster grounds and the areas under control are those of the club house only. Other areas are part of the Leinster grounds and are controlled by that organisation.

### 3.2 FIRE & EMERGENCY PLANS

Fire & Emergency Plans will be maintained, reviewed and revised as required. This shall include appropriate fire precautions to prevent fires, detect them if they arise and swift evacuation of everyone from a building if a fire has started.

Fire drills to be carried out regularly. Fire extinguishers are to be provided and serviced. Fire wardens shall be trained and the assembly point designated.

### 3.3 SMOKING POLICY

Smoking is prohibited within the premises to ensure compliance with the Public Health Tobacco Act 2004.

Two, five minute smoke breaks are permissible, one in the morning and one in the afternoon. Smoking should only take place outdoors in the designated smoking area.

Smokers are asked to be discreet, to maintain tidiness of the smoking area, and not to disturb or distract co-workers or visitors to the premises.

### 3.4 LONE WORKING

Staff may occasionally be required to work alone as part of their activities. The relevant supervisor will ensure that such workers will not be at a greater risk than other employees. These workers will be medically fit and suitable to work alone. Staff are reminded of the potential risks associated with lone working, required to follow the specified procedures and report to their manager if there any problems.

### 3.5 STRESS

It is accepted that some work activities have the potential to cause stress, particularly at busy times. Care shall be taken to prevent the following situations arising:

- Poor communications at work
- Poor working conditions
- Faulty work organisation
- Ill- defined work roles
- Lack of personal control over work
- Highly demanding tasks
- Dull repetitive work

Reasonable steps will be taken to shield employees from exposure to stress and from the consequences of unreasonably stressful working conditions. Employees are required to inform their relevant supervisor if he/she feels that they are suffering the ill effects of workplace stress.

## 3.6 BULLYING & HARASSMENT

### 3.6.1 Introduction

We promote a proactive approach towards the prevention of bullying and harassment and have taken account of the Approved Code of Practice on the Prevention of Workplace Bullying when drawing up this policy.

**Harassment** is defined as any form of unwanted conducted related to any of the nine discriminatory grounds set out below, which has the purpose or effect of violating a person's dignity in creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

The nine discriminatory grounds are:-

1. Gender
2. Marital Status
3. Family Status
4. Sexual Orientation
5. Religious Belief
6. Age
7. Disability
8. Race
9. Membership of the Traveller Community

**Sexual Harassment** is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, being conduct which in either case has as a purpose or effect, violation of a person's dignity in creating an intimating, hostile, degrading, humiliating or offensive environment for the person.

**Bullying** is defined as repeated in appropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place and / or work in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

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

In instances where a victim is unsure of whether the behaviour complained of constitutes a form of sexual harassment, harassment or bullying, the victim should discuss the matter with Personnel in the first instance.

### 3.6.2 Formal Procedure

The complainant should make a formal complaint in writing to his/her immediate supervisor, or if preferred, any member of management.

The alleged perpetrator should be notified in writing that an allegation of bullying has been made and be afforded a fair opportunity to respond to the allegation.

The investigation should be conducted by either a designated member of management or if deemed appropriate an agreed third party

### 3.6.3 Process

1. Make an initial complaint in writing to management in the first instance.
2. If that individual is involved in the incident the complaint should be made to a Senior Manager.
3. All complaints will be treated in the strictest confidence.
4. Only individuals necessary to the investigation will be involved from the initial stages.
5. An investigation will take place to thoroughly investigate the case and a time table will be set for the investigation.
6. Interviews will be held with the complainant, alleged perpetrators and any relevant witnesses to establish a thorough understanding of the facts of the alleged complaint.
7. Each party to be interviewed will be advised of his / her right to representation / accompaniment by a colleague of choice.
8. All materials received will be treated with the strictest confidence and the highest level of sensitivity.
9. Where necessary parties to the procedure may in some cases be suspended on full pay to enable a proper investigation of the complaint.
10. When the investigation has been complete, all the facts will be summarised and where possible, a decision made as to whether sexual harassment, harassment or bullying has taken place.
11. The complainant and alleged perpetrator (s) will receive a copy of the outcome in writing.
12. An interview will be held with the alleged perpetrator to establish what action is to be taken.
13. He / she will have the details of the case read out to him / her.
14. He / she will have to right to defend his / her case.
15. He / she will have to right to be represented / accompanied by a colleague of choice.
16. When all the facts have been collected, the alleged perpetrator may face a disciplinary hearing to explore the allegations being made against him / her.
17. The victim is formally notified of any action taken against the perpetrator,
18. We reserve the right to relocate the victim or perpetrator, within the firm where necessary.
19. In cases where it is discovered that the victim made a false or malicious accusation of bullying against any employer or employee, the victim may face gross misconduct charges, resulting in an immediate disciplinary hearing.
20. We will monitor the workplace to ensure there is no follow up action, victimisation or future incidents.

### **3.7 PREGNANCY AND BREASTFEEDING**

All female staff shall be advised that they are required to inform their manager/supervisor, in writing, should they become either pregnant or a new mother.

On receipt of a formal notification of pregnancy, recent birth or breastfeeding, the manager shall review the risk assessments relevant to that persons work.

Efforts shall be made to reduce any risks to which the employee is potentially exposed. Particular note shall be made by the woman's medical advisors.

The risks shall be reassessed. If they remain significant, the employee will be reassigned to other work (risks are not as significant).

### **3.8 CONTROL OF CONTRACTORS**

#### **3.8.1 General maintenance e.g. cleaning/waste removal etc.**

Old Wesley RFU will seek to employ only competent contractors. We shall only let contracts to contractors that have demonstrated an understanding of health and safety and ability to manage their work safely.

Any rules applicable to the premises and the work involved will be adhered to.

For each contract, an identified person will be responsible for liaison with the contractor.

This person will be briefed on any relevant health and safety issues. The contractor must brief all their staff in turn.

In addition, he/she will ensure that the contractor has presented their safety statement and/or their method statement (required for medium/high risk activities). In addition, relevant insurance details shall be requested.

#### **3.8.2 Significant works e.g. Fit Outs, Refurbishment**

In addition to the above, Old Wesley RFU will ensure that, during any works, arrangements are in place to monitor the contractor for safe working specifically in connection with any risks which may arise from our staff, visitors or others.

This shall include agreement as to the use or otherwise by the contractor's staff of facilities such as welfare, first aid etc. Where such facilities are to be arranged by Old Wesley RFU this shall be discussed and agreed with the relevant person's (first aiders, persons responsible for cleaning toilets, etc). The person responsible for liaison will ensure that the contractor has made appropriate arrangements at the conclusion of works (also at the end of each work period) for the safety of employees and others who will use the area/equipment concerned.

Control measures for contractors shall include:

- Risk Assessments
- Contractors Safety Statement
- Method Statement for Medium/High Risk procedures
- Insurances

### **3.9 FURNITURE**

Old Wesley RFU is committed to providing suitable equipment within its environs, including furniture for workstations, filing and other applications.

Consideration will be given to potential risks when buying furniture and during its maintenance. If required, suitable controls measures will be applied.

Employees that recognise a potential risk/imperfection with items of furniture, shall bring this to the attention to the appropriate supervisor immediately. Such equipment shall be temporarily taken out of service and appropriate action taken.

### **3.10 SAFETY SIGNS**

Old Wesley RFU is committed to reducing risks wherever practicable, but accepts that there will always be circumstances in which hazards remain which require warning notices and signs. Sufficient and appropriate building safety signs shall be provided and maintained.

All signs shall comply with the relevant legislation.

### **3.11 TOILET & WASHING FACILITIES**

Old Wesley RFU will provide hygienic suitable toilet and washing facilities. The office manager will ensure compliance with this policy and best current practice. Records shall be taken to ensure and maintain building safety.

### **3.12 VIOLENCE**

Old Wesley RFU will endeavour to protect all staff from aggression and violence as far as 'reasonably practicable'.

Staff are reminded that all incidents of aggression, threat or actual violence must be reported. We take these matters very seriously and any evidence of problems will result to seek better methods of elimination and control. Records shall be taken of the actions taken to minimise and control the risk of violence and aggression.

### **3.13 WASTE MANAGEMENT**

Old Wesley RFU shall seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly re-used. All staff and contractors are required to comply with this policy by minimising waste creation and co-operating with this policy. Where waste is created, it shall be safely placed in appropriate storage receptacles.

Suitable waste receptacles and ensure that arrangements are made for their emptying at suitable frequency. All waste, for recycling and waste disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.



### 3.14 DISPLAY SCREEN EQUIPMENT

Old Wesley RFU shall purchase and provide appropriate equipment (hardware) and processing systems (software) and working environment suitable for display screen equipment.

The workstation for each display screen user shall be reviewed on appointment, whenever there is a significant change to office layout and in any event annually to see if its set up appropriately for the work.

The local environment of all employees (including those who do not regularly use computers for significant time periods) will be reviewed on appointment, where there is a significant change to office layout and in any event annually to see if it's appropriately for the work.

All employees are requested to report to their managers in the event of any problem with their display screen work, defects in environment or equipment, or personal health status which could affect their ability to work safely and in comfort.

Equipment should be as follows:

- Screen : readable, adjustable, glare free with a stable image
- Keyboard : usable, adjustable, key tops legible
- Work surface : spacious, glare free, with legroom to allow for postural changes
- Work chair : adjustable, both height and tilt
- Lighting : adequate...windows covered to prevent reflection and glare

If you require any modified or special equipment for Health and Safety reasons, please advise the Personnel Manager.

Note: laptops are not suitable for long periods of use

In addition to risk assessments completed, Old Wesley RFU shall plan work activities of users to ensure that daily work on a screen is periodically interrupted by breaks or changes of activity.

### 3.15 ACCIDENTS & INCIDENTS

No employee or visitor should be subjected to any preventable injury, no matter how slight the consequences may be. Therefore it is essential that all accidents and dangerous occurrences with actual potential for injury are reported immediately to their relevant person This is to:

- Ensure that any injury resulting from an accident is properly treated;
- Allow compilation of accident statistics so that action can be taken on the problems identified;
- Enable Old Wesley RFU to comply with its legal duties to report relevant accidents to the Health and Safety Authority.
- Ensure Old Wesley RFU complies with its insurance policies

All employees are obliged to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident.

### 3.16 DISCIPLINARY ACTION

Where advice and persuasion fails to achieve compliance with Safety and Health Rules it is the policy of Old Wesley RFU to pursue the matter through the disciplinary procedure.

#### Discipline

We acknowledge that standards, rules and regulations are required to ensure smooth operation. If these rules are not upheld, the disciplinary procedure demonstrates how the situation is to be dealt with.

The standards, rules and regulations referred to are influenced by contractual conditions, and legal requirements.

#### Disciplinary Procedure

We acknowledge the rights of all employees to natural justice. We acknowledge that each employee has a right:-

1. To know the case being made against him / her.
2. To reply
3. To due consideration.
4. To be represented or accompanied by a colleague of choice, at all stages.

A suggested procedure to follow is outlined below:

- That details of any allegations or complaints are put to the employee concerned.
- That the employee concerned is given the opportunity to respond fully to any such allegations or complaints.
- That the employee concerned is given the opportunity to avail of the right to be represented during the procedure.
- That the employee concerned has the right to a fair and impartial determination of the issues concerned, taking into account any representations made by, or on behalf of the employee and any other relevant or appropriate evidence, factors, circumstances.
- These principles may require that the allegations or complaints be set out in writing, that the source of the allegations or complaint given or that the employee concerned be allowed to confront or question witnesses.
- As a general rule, an attempt should be made to resolve grievance and disciplinary issues between the employee concerned and his or her immediate manager or supervisor. This could be done on an informal or private basis.

Generally, the steps in a disciplinary procedure will be progressive, for example, an oral warning, a written warning, a final written warning, and dismissal. However, there may be instances where more serious action, including dismissal, is warranted at an earlier stage. In such instances the principles set out above will be complied with.

## Disciplinary Procedure

Example of gross misconduct are:-

1. Theft
2. Serious damage to property
3. Falsification of information or fraud
4. Refusal to carry out duties or reasonable instruction
5. Consumption of drinks of drugs
6. Possession or control of legal drugs
7. Violent, dangerous or intimidatory conduct
8. Sexual harassment
9. Serious incidents of bullying

### 3.17 MANUAL HANDLING

#### Employee Guidance

You can hurt your back with one wrong move, or damage may occur from long term stress or weakened muscles.

Problems include:-

- Muscle spasms caused by tension and stress.
- Strains and sprains from working unused muscles too hard or lifting incorrectly.
- Tears or damage to the gel-like discs between vertebrae may impair their cushioning ability; eventually vertebrae rub together, irritating or damaging spinal nerves. This is commonly called a slipped disc.

Never lift unless you have to, and if you have to, do it safely. Use trolleys or lifts where possible.

Safe lifting starts before you even pick up the load.

Know the route you will follow,

- Choose the flattest, straightest, and clearest route, even if it is a little longer;
- Move any objects you might trip over;
- Look for places you can stop and rest;
- Make sure the unloading area is clear.

Assess the Load,

- Make sure the weight is stable and evenly distributed/
- Check for sharp and abrasive edges.
- Ensure it is light enough to carry alone.
- If it is too heavy or awkward...GET HELP.

Lifting the load,

- Keep feet flat on the floor at hip distance apart.
- Stand close to the load.
- Bend the knees, not the back, keep the back straight (this does not mean vertical).
- Grip firmly with hands, not fingers.
- Grip the far side of the load, one hand at top, and the near side, one hand at the bottom.
- Lift your head and shoulders first, then let your legs push your body slowly and smoothly.

Travelling with the load,

- Make sure that you can see where you are going.
- Move slowly with small steps.
- Do not twist your body, twisting is a major cause of injury.

If you have to change direction, move your feet first.

### 3.17 MANUAL HANDLING

#### Employee Guidance (Continued)

Unloading,

- Face the spot you have chosen and lower the load slowly.
- Bend your knees, let legs, not your back, do the work.
- Keep your fingers away from bottom, place load on edge of surface then slide it back.

Lifting or lowering from a high place,

- Stand on a sturdy ladder or platform, never the top rung.
- Lift the load in smaller pieces if possible.
- Push up on the load as close to yourself as possible before lifting.
- Grip firmly and slide it down.
- Get help instead of taking risks by your self.

Think ahead, plan your storage and tasks to minimise lifting, especially of awkward or heavy loads.

Eliminate the need to lift where possible.

Remember...do not put your back into it, let your legs do the work.

### 3.18 DRUGS & ALCOHOL

Old Wesley RFU has a positive approach to workplace health. Alcohol consumption must be managed by all staff such that:

- No member of staff presents at work under the influence of alcohol, nor consumes alcohol during the working day.

Drug misuse by staff is strictly prohibited such that:

- No member of staff present to work under the influence of misused drugs. The term 'misused' drugs includes the use of illegal drugs or the misuse, whether deliberate or unintentional of prescribed drugs such as solvents.

Persons in breach of the above restrictions will be subject to disciplinary action.

### 3.19 SLIPS, TRIPS AND FALLS

Old Wesley RFU is committed to providing a safe place of work and this applies to reducing the work associated with slips, trips and falls.

The premises shall be checked regularly for the presence of slip, trips and falls hazards.

The correct flooring, signing, marking and lighting levels are selected. The conditions of floors, stairs and outside surfaces will be monitored by a responsible person and remedial action will be taken where necessary.

Records of maintenance of cleaning and maintenance regimes will be kept and the effectiveness of cleaning and maintenance regimes will be monitored.

**PART 4**  
**RISK ASSESSMENTS**

<b>Section 19</b>	<b>Safety Health &amp; welfare at Work Act 2005</b>
<b>OPERATIONS</b>	<b>Section 8 (1) &amp; 8.2 (a) (b)</b> <b>Safety Health &amp; Welfare at Work Act 2005</b>
<b>ENVIRONMENT</b>	<b>Section 8 (2) (c) – (l)</b> <b>Safety Health &amp; welfare at Work Act 2005</b>

#### **4.0 Introduction**

As employers Old Wesley RFU acknowledge their obligation under Sections 8 and 19 of the Safety Health & Welfare at Work Act 2005 to carry out risk assessments of operations and environment with a view to assessing and mitigating risk to their employees and others.

#### **4.1 Executive Summary & Recommendations**

Dating building with small staff numbers (manager, part time secretary, part time maintenance man). The club house is rented out to outside function provider. Information on risk assessments and recommendations at the time of audit are included in the following risk assessments.

**4.2 OPERATIONS RISK ASSESSMENTS**



#### 4.2.1 Office - Filing/Storage

Use of four drawer cabinets and shelving & cupboards

Hazard Identification	Risk Assessment	Risk Control
<b>OFFICE AREA</b> Hand Injury, Overturning, falling materials	Low	Store heavier items in bottom drawer/shelves  Always close drawers after use. Only 1 drawer to be open at a time to avoid imbalance  Always use drawer handle for opening and closing.  With access to shelving - use stepladders at height. Ensure in good condition and of adequate height. Tool box talk on use. - only store light smaller items to higher shelves

#### 4.2.2 Office - Workstation Use

Work station to office

Hazard Identification	Risk Assessment	Risk Control
<b>OFFICE AREA</b> RSI Back Problems Glare	Low/Medium	Adjust and control physical environment- placement and intensity of lighting( level between 300-500 Lux).  Use purpose made office furniture  Minimum of 600mm foot space under desks  Chairs to be adjustable in height with adjustable back rest (BS5940)

#### 4.2.3 Office Work

Typing, photocopying, printing administration

Hazard Identification	Risk Assessment	Risk Control
<p><b>OFFICE</b> Slips, Trips, Falls</p>	<p>Low</p>	<p>Be sure that the pathway is clear before you</p> <p>Close drawers after use</p> <p>Keep cables tidy and secure</p> <p>Clean up spillages</p> <p>Report loose cabling and damaged flooring</p>

#### 4.2.4 VDU Use

General administrative use

Hazard Identification	Risk Assessment	Risk Control
<p><b>OFFICE USE</b> Eyestrain RSI</p>	<p>Low/Medium</p>	<p>Ensure frequent short breaks and regular rotation of duties avoid habitual use.</p> <p>Periodic exercise of limbs e.g. wrist circulating, fist and finger stretches, general stretching, neck exercise</p> <p>Take regular breaks e.g. 5mins per hour.</p>

#### 4.2.5 Work Area Environmental Control

Heating, fluorescent and task lighting natural ventilation

Hazard Identification	Risk Assessment	Risk Control
<p>Sick building syndrome- headaches, cough, mental fatigue, stuffy nose, flu-like symptoms, dry eyes and skin</p>	<p>Low</p>	<p>Ensure adjustable heating controls. (Recommended temperatures 19-23°C, Relative Humidity 60-70 %.)</p> <p>Ventilation in work area to introduce an adequate supply of fresh outside air into the area and capture and vent air pollutant sources to the outside.</p> <p>Regularly clean and maintain to prevent the generation of pollutants.</p>

#### 4.2.6 Manual Handling

File boxes, office equipment, bar

Hazard Identification	Risk Assessment	Risk Control
Musculoskeletal injuries - persistent discomfort or pain in muscles, tendons or soft tissues	Medium	<p>Avoid manual handling where possible and divide load with another worker. Have stable under footing and bend knees with straight back.</p> <p>Have firm grip with palms and not fingers. Hold close to body. Turn feet in direction to go</p> <p>Formal training to be provided for heavy loads.</p>

#### 4.2.7 Use of Electrical Equipment/Electrical Safety

Hazard Identification	Risk Assessment	Risk Control
Overloading, Electrocution, Burns	Medium	<p>Ensure sockets are not overloaded</p> <p>Maintenance of equipment</p> <p>Inspection of equipment and cords regularly</p> <p>Cords should not be plugged, dragged over nails, or other sharp instruments</p> <p>Disconnect electrical machines before cleaning, adjusting.</p> <p>Heat Producing equipment- copiers, computers, and kitchen appliances. Keep them away from anything that might burn.</p> <p>Electrical appliances can be fire hazards. Be sure to turn off appliances at the end of the end of the day.</p> <p>If electrical equipment malfunctions or gives off an odor, disconnect and replace cracked, frayed or broken electrical cords</p> <p>Do not allow combustible material (boxes, paper etc) to build up inappropriate storage locations</p>

#### 4.2.8 Housekeeping

Waste paper, old files.

Hazard Identification	Risk Assessment	Risk Control
OFFICE AREAS Slips, Trips, Falls	Medium	File as you go policy  Maintain general area in tidy condition  Inspection at end of the week

#### 4.2.9 Bar staff

Occasional Bar staff

Hazard Identification	Risk Assessment	Risk Control
Occasional bar staff – lack of familiarity with operations	Medium	Occasional bar staff employed to be familiar with health and safety provisions, particularly <ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Use of dumb waiter</li> <li>• Cash procedure</li> <li>• Dealing with customers</li> <li>• Fire emergency procedures</li> <li>• First aid procedures</li> <li>• Glass washer use</li> <li>• Glass break procedures</li> </ul>

#### 4.2.10 Fire Safety

Hazard Identification	Risk Assessment	Risk Control
Fire	Medium	Implement and distribute fire policy  Designation of assembly point  Appointment and training of fire wardens  Provision , maintenance and training in fire extinguisher use  Provision and maintenance of fire safety register  Regular fire drill practice  Regular checks on emergency lighting and alarm system

#### 4.2.11 Maintenance

Hazard Identification	Risk Assessment	Risk Control
Manual handling Musculoskeletal injuries - persistent discomfort or pain in muscles, tendons or soft tissues	medium	<p>Formal training for maintenance personnel where manual handling forms part of duties</p> <p>Avoid manual handling where possible and divide load with another worker. Have stable under footing and bend knees with straight back.</p> <p>Have firm grip with palms and not fingers. Hold close to body. Turn feet in direction to go. Reference guidance in safety statement.</p>

#### 4.2.12 Maintenance Function – working at height

Hazard Identification	Risk Assessment	Risk Control
Falls	Medium	<p>Plan work</p> <p>Ensure appropriate tools</p> <p>Ensure appropriate ladders, in good condition and used in appropriate manner..</p> <p>Where MEWP used, appropriate certification to be in place and competent operator.</p> <p>Training in use of ladders and associated risk.</p>

#### 4.2.13 Maintenance Function – roof access

Hazard Identification	Risk Assessment	Risk Control
Falls	high	<p>NOTED no edge protection to roof area.</p> <p>All working at height elements to be provided with risk assessment and method statement, prior to work being carried out</p> <p>Work on flat roof must be provided with temporary edge protection prior to work being carried out.</p> <p>No access during windy or rainy conditions allowed.</p> <p>No casual access for retrieving of balls allowed.</p>

#### 4.2.14 Cleaning function

Occasional Cleaning staff

Hazard Identification	Risk Assessment	Risk Control
Falls, falling materials	Medium/ low	High level cleaning function by outside contractors to site specific method statement. Control of contractors procedures to be followed
Use of cleaning substances	Medium/ low	<p>Occasional cleaning staff employed to be familiar with health and safety provisions, particularly</p> <ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Protective equipment(gloves, eye protection etc)</li> <li>• Material data sheets to be explained and read by staff/ volunteers</li> <li>• Signage to be provided</li> </ul>

#### 4.2.15 Control of contractors

Hazard Identification	Risk Assessment	Risk Control
Falls, falling materials, interface with public and employees, substance or procedure which provide a danger to others.	Medium	<p>Only employ competent contractors who can demonstrate an understanding of health and safety provisions</p> <p>Provision of safety statements</p> <p>Insurance details to be forwarded to brokers</p> <p>Method statements required for specific operations eg roof access.</p>

#### 4.2.16 General circulation areas

Hazard Identification	Risk Assessment	Risk Control
Spillage	Medium/ low	Immediate mopping up of spillage or wet / muddy areas to changing areas.

#### 4.2.17 General access

Hazard Identification	Risk Assessment	Risk Control
Cold weather – ice	Medium	<p>During cold periods, check weather forecast to ensure advance warning available</p> <p>Prior to opening, check access points.</p> <p>Apply de-icing salts where necessary</p>

#### 4.2.18 Access by public to reception

Hazard Identification	Risk Assessment	Risk Control
Aggressive behavior towards staff, violence	medium	Access control to be provided to entrance door with remote control in office

#### 4.2.19 Hazardous substances

Hazard Identification	Risk Assessment	Risk Control
Poisonous, corrosive, irritant, harmful, flammable or explosive, Cleaning chemicals	Medium	<p>Chemicals kept in secure store with access only by authorized personnel.</p> <p>Use controlled by supervision and use of protective equipment.</p> <p>Material safety data sheets to be readily available and consulted. Consult label information – ensure you have sufficient information on hazardous substance before using it. Always follow instructions.</p> <p>Do not transfer substances to non original containers. Ensure labels are correct and legible.</p> <p>Quantities stored only as needed</p> <p>Disposal of substances in accordance with instructions.</p>

#### 4.2.20 Lone working

Hazard Identification	Risk Assessment	Risk Control
Emergencies eg Fire, Sudden illness, rest and hygiene facilities, Risk of attack. (given low numbers of staff, some may find themselves in a lone working environment)	Medium	<p>Endure medically fit for purpose. If feeling unwell, immediately notify colleague / committee member.</p> <p>Ensure areas of work are restricted to the low risk areas i.e. no high level works or work increasing hazard of fall or injury.</p> <p>In event of fire proceed immediately to emergency exit, exit building and contact emergency services</p> <p>In event of intruder, contact Gardai immediately and advise of break in and wait for assistance.</p> <p>Facilities for rest and hygiene available.</p> <p>Communication with mobile phone to be provided with regular controlled periodic checks. Always contact on shift end.</p>



#### 4.2.21 Fire safety measures

Hazard Identification	Risk Assessment	Risk Control
Risk arising out of fire	Medium	<p>Fire safety register to be provided and to be kept up to date</p> <p>Evacuation plan to be understood and drills carried out.</p> <p>Fire warden training to be provided.</p> <p>Training in use of extinguishers to be provided.</p> <p>Fire doors to be maintained and smoke seals to be provided where missing.</p>

#### 4.2.22 First Aid

Hazard Identification	Risk Assessment	Risk Control
First Aid	Medium	<p>First aid by trained personnel only. First aid box to be stocked and periodically checked by first aid personnel.</p> <p>Use of defibrillator equipment by trained personnel only.</p> <p>Appropriate personnel to be identified and records of up to date training to be held in office</p> <p>Persons involved in coaching should have received appropriate training in coaching.</p> <p>First aid training to be provided for staff and selected coaching members.</p> <p>Training to be kept up to date</p> <p>Training in use of defibrillator to be provided to staff and selected club members.</p>

**4.2.23 Use of facilities by for third party functions**

Hazard Identification	Risk Assessment	Risk Control
<p>Injury arising out of condition of premises</p> <p>Hazards arising out of non competent third party operator</p> <p>Appropriate competent third parties only allowed to use facilities</p>	<p>Medium / high</p>	<p>Appropriate competent third parties only allowed to use facilities. Safety statement to be provided and insurance details to be forwarded to brokers where appropriate.</p> <p>Advise third parties of hazards present and restricting any high risk activities by third parties</p> <p>Ensuring third party have adequate safety personnel</p> <p>Ensuring third party have procedures to prevent horse play, to deal with spills, to maintain toilets, to deal with emergency escape planning.</p>

#### 4.2.23 Hazards form games

Hazard Identification	Risk Assessment	Risk Control
<p>Injuries are a constant hazard in rugby and as they cannot be anticipated, the club should be in a position to react swiftly to any minor or major injury.</p>	<p>Medium / high</p>	<ul style="list-style-type: none"> <li>• Training or games are always supervised.</li> <li>• The proper equipment, including pitch-lining and flags are in place</li> <li>• Only qualified referees are allowed to officiate in organised games</li> <li>• Under-age players play within their age group.</li> <li>• Training is supervised by at least one coach.</li> <li>• All coaches have at least the Foundation Coaching course completed</li> <li>• Players are encouraged to wear head-gear, body armour, etc.</li> <li>• A First Aid Kit is present at all training sessions/games</li> </ul> <p>However injuries will happen and in such instance there should be sufficient preparation in place to ensure that the injured party is treated immediately and that the injured party suffers no additional pain or trauma through lack of action. This can be enhanced by:</p> <ul style="list-style-type: none"> <li>• Having as many coaches and support staff as possible undergoing First Aid courses</li> <li>• Having complete First Aid Kits for all sections of the club</li> <li>• Ensuring that all coaches/support staff are aware of the contact numbers for the Duty Doctor and local ambulance</li> <li>• Having a proper stretcher available at all times</li> <li>• Ensuring that the ambulance approach is always kept clear</li> <li>• Establishing and maintaining liaison with the local hospital</li> </ul>

**4.3 ENVIRONMENT RISK ASSESSMENTS**

#### 4.3.1 Building Access

Hazard Identification	Risk Assessment	Risk Control
Unauthorized entry and threat to employees	Medium	Access control to be installed on main access door

#### 4.3.2 Main office


Hazard Identification	Risk Assessment	Risk Control
Contemporary Office Accommodation	Low	See controls in operations section of this statement
Cash on hand - robbery	Medium	Only limited cash to be available in office. Regular transfer to safe and from there to bank by personnel. In event of robbery co-operate and do not put your self in danger.

#### 4.3.3 Upstairs bar area – back of house


Hazard Identification	Risk Assessment	Risk Control
Slips trips and falls	Low	Area to be kept tidy with tidy as you go policy.
Manual handling (kegs bottles etc)	Low / medium	Manual handling training to staff who will be involved with lifting loads. Non trained personnel are not to carry any significant loads.
Cuts	Low	Keep area clean and first aid to be available. Instruction on use of glass washer.
Robbery	medium	All bar staff to be instructed on use of secret alarm and alarm to be maintained. Use of safe to remove surplus cash from behind counter.



#### 4.3.5 Dumb Waiter use

Hazard Identification	Risk Assessment	Risk Control
<p><b>Entrapment/ crushing</b></p>  <p>Open access to shaft</p>	<p>Medium / high</p>	<p>Instruction in use to be provided – develop standard operating procedure.</p> <p>Access is not provided with a set of enclosing safety doors (usually the access to the shaft can not be gained as doors don't open until the lift is at that level, to avoid falls from above or crushing from below) review of safety features by lift specialist required.</p>

#### 4.3.6 Match fixture sign use

Hazard Identification	Risk Assessment	Risk Control
<p><b>Falls</b></p> 	<p>Medium / high</p>	<p>Current changing of match fixture signage requires ladder off half landing of stairs with stretching across to change right hand sign. Reposition sign to provide easier ladder access to both sides of the sign.</p>


#### 4.3.7 Toilet areas generally

Hazard Identification	Risk Assessment	Risk Control
<p>Slips trips and falls</p>	<p>Low/ medium</p>	<p>Regular checking of area for spills and tidyness and moping up regularly.</p>

#### 4.3.8 Stairs from first floor bar

Hazard Identification	Risk Assessment	Risk Control
<p style="text-align: center;"><b>Fire</b></p>  <p style="text-align: center;">Remove store from under stairs</p>	<b>Medium/ high</b>	<p>Kept access to roof area locked</p> <p>Remove stored flammable items from under stairs</p> <p>Formal Procedure to be in place to ensure that egress door from stairs is unlocked while bar is in use.</p>

#### 4.3.9 Ground floor main entrance steps


Hazard Identification	Risk Assessment	Risk Control
<p style="text-align: center;"><b>Slips trips and falls</b> (noted that area is used as entrance for disco – high volume use)</p> 	<b>Medium / low</b>	<p>Provide handrails to both sides of steps.</p> <p>Formal procedure / check off that both doors are free to open when function occurring (one door can be bolted shut)</p> <p>This area is and escape route from the function room. Access hatch to the office and to the cloaks room should be in 30 min fire resistant form rather than plywood.</p>

#### 4.3.10 Changing rooms, referee room and home team room



Hazard Identification	Risk Assessment	Risk Control
<b>Slips trips and falls</b>	<b>Low/ medium</b>	<b>Housekeeping</b>



4.3.11 Physio room

Hazard Identification	Risk Assessment	Risk Control
<p>Un trained use of stretcher</p> 	<p>Medium/ high</p>	<p>Training in use of stretcher to be provided as part of first aid. Staff, staff members and selected coaching personnel should receive training.</p>

4.3.12 Dance hall area

Hazard Identification	Risk Assessment	Risk Control
<p>Compromise of fire escape</p>  <p>Electrical system off escape route</p>  <p>Escape doors</p>	<p>Medium / high</p>	<p>Escape route to east end – entrance lobby has glazed section to electrical switch gear – potential fire hazard. This area should be enclosed fully in fire resistant construction.</p> <p>This escape door has an old defunct bolt – remove. Doors must be free of locks and back security bars in use of area- formal procedure of checks require before use of area.</p> <p>Doors should have panic bolts fitted to ensure that there is free egress form interior while keeping door shut on exterior for security reasons. Fit panic bolts to to IS EN 1125 where missing and where ironmongery is dated.</p>



Door to entrance lobby



Steeps immediately at escapee door



Folding doors



Door to store

This door has a lock and bolt which should be removed to provide a door freely openable without restriction. Door should also open outwards in direction of means of escape.

Steps like this are a significant trip hazard. Immediate term highlight with high visibility paint. Provide suitable landing as soon as reasonably possible.


Capacity of exits – allow for discounting the exits at the east end, provides two c1500mm exits to west end with a capacity of c600 people

These folding door if closed provide impediment to escape. Consider removal or replacement with swing doors.

These doors should be fire doors FD30s, kept locked

 <p>Electrics behind stage</p>  <p>Gas heater with potential flammable material close by</p>		<p>Electrics appear overloaded with make shift repair. Inspection / rectification by electrician required.</p> <p>Surface spread of flame in this use of room is important – class O should be achieved barring limited areas (max 5m2) of class 3 material spread a min of 2m apart and subject to a max of 20m2 in total.</p> <p>Refer to code of practice for furniture and fittings in places of assembly published by department of environment. The requirements for drapes blinds furnishing etc to be recorded in the fire register.</p>
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4.3.13 Kitchen off dance hall

Hazard Identification	Risk Assessment	Risk Control
<p>Fire risk</p> <p>Food contamination</p>  <p>Dated open gas water boiler</p>	<p>Medium / high</p>	<p>Advised that this area not used for cooking. If cooking / catering is to occur here HACCP assessment will be needed.</p> <p>Gas hob is provided. If not in use consider disconnecting gas supply.</p> <p>If hob is to be used and possibility of deep fat frying, the provision of a suppression system to the extract canopy along with emergency knock out of gas and power supply is recommended.</p> <p>If gas to remain to kitchen area provide one hour fire doors to hatch and entrance door to separate from dance floor.</p> <p>Carbon monoxide risk with this type of unit. Service unit. Ensure adequate open air ventilation when in use. Consider replacement with modern electrical unit preferred,</p>

#### 4.3.14 Reception office

Hazard Identification	Risk Assessment	Risk Control
Contemporary	low	Housekeeping See operational risk assessments

#### 4.3.15 Downstairs bar store

Hazard Identification	Risk Assessment	Risk Control
Access, manual handling, slips trips and falls	medium	Hazards of low door height step in area and uneven floor to be pointed out to personnel accessing area.  Manual handling training for personnel moving kegs to this area.

#### 4.3.16 Downstairs bar area

Hazard Identification	Risk Assessment	Risk Control
Slips trips and falls	Low	Area to be kept tidy with tidy as you go policy.
Manual handling (kegs bottles etc)	Low / medium	Manual handling training to staff who will be involved with lifting loads. Non trained personnel are not to carry any significant loads.
Cuts	Low	Keep area clean and first aid to be available. Instruction on use of glass washer.
Robbery	medium	All bar staff to be instructed on use of secret alarm and alarm to be maintained. Use of safe to remove surplus cash from behind counter.

#### 4.3.17 Defibrillator

Hazard Identification	Risk Assessment	Risk Control
Use of	Low / medium	Currently stored in a press in the rear of the first floor bar.  Relocate to prominent location eg glass box in ground floor Service to manufacturers recommendations.  Update training and numbers trained as in operations section


#### 4.3.18 Access stairs to weights room

Hazard Identification	Risk Assessment	Risk Control
Slips trips and falls	Low / medium	Clear stairs of stored items  Noted that hand rail heights are lower than modern standards and during future works this should be attended to.


#### 4.3.19 Weights room

Hazard Identification	Risk Assessment	Risk Control
In appropriate use Slips trips and falls	Low / medium	Instruction on use of weights room equipment to be provided prior to member use of area. Where use of equipment may require assistance, these element should only be used where there is a minimum of two persons in the room.  Age restriction on use of equipment to be implemented.  Designated access route should be provided down centre of room free of equipment obstruction.  Showers to be maintained in good condition with spillages cleaned up quickly.


#### 4.3.20 Exterior – entrance steps

Hazard Identification	Risk Assessment	Risk Control
Slips trips and falls 	Low / medium	Handrail to one side of steps only. Provisional of additional handrails would be a prudent improvement and ought to be scheduled into future works.


#### 4.3.21 Exterior – area to front of office

Hazard Identification	Risk Assessment	Risk Control
<p>Slips trips and falls</p> 	<p>Low / medium</p>	<p>Given queuing likely during night time functions, provision of hand rail to area recommended to prevent falls</p>

#### 4.3.22 Exterior – flat roof

Hazard Identification	Risk Assessment	Risk Control
<p>Falls</p> 	<p>Medium high</p>	<p>No access to flat roof area allowable except by competent contractor with method statement. Consider provision of additional protection where dwarf wall provides easy stepping to flat roof.</p> <p>(note tower access to weights room flat roof but no access available to this area)</p>

#### 4.3.23 General - asbestos

Hazard Identification	Risk Assessment	Risk Control
<p>Exposure to harmful substances</p> 	<p>Medium high</p>	<p>Obvious asbestos roofing to dance area. Given age of the building an asbestos register would be prudent. Inspection by specialist recommended.</p>

**APPENDIX A**  
**FIRE SAFETY PROCEDURES**

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## PROCEDURES TO BE FOLLOWED IN THE EVENT OF A FIRE OR OTHER EMERGENCY

### 1.0 FIRE PRECAUTIONS

There are fire extinguishers located throughout. The types of extinguishers have been chosen to be suitable for a likely fire in this location.

A fire drill is to be carried out quarterly.

All new staff will be taken on a tour of the premises with emergency exits and extinguisher positions pointed out. If you have not had this tour please ask your Manager.

Do not interfere with the fire extinguishers

Report all fires and near misses to the Manager.

Keep all areas free of unnecessary debris which could contribute to a fire or block an escape route.

The fire warden is to check that escape doors are not blocked or obstructed, daily.

### 2.0 FIRE PROCEDURE

Your own safety and safety of your colleagues and members of the public may depend on your knowledge of our procedures - please ensure that you are familiar with them as outlined hereunder :-

1. Raise the alarm IMMEDIATELY by means of nearest 'break glass' point. Inform the fire warden to summons the Fire Services.
2. Try to put out the fire - ONLY IF
  - (a) fire is small enough
  - (b) you have the correct extinguishers and know how to operate them..
3. Contain the fire by closing doors and windows.

#### **DON'T PUT YOURSELF AT RISK**

Upon hearing the fire alarm the fire warden is to advise public to leave in an orderly fashion and activate the voice fire alarm system.

4. Prepare to Evacuate. LEAVE THE BUILDING quietly and calmly by the nearest exit, advising and assisting members of the public and other staff on your way.
5. WALK - DON'T RUN
6. CLOSE doors and windows as you go
7. ASSEMBLE at the designated point.

DO NOT RETURN TO BUILDING UNTIL TOLD IT IS SAFE TO DO SO.



**APPENDIX B**

**Fire extinguishers**

GUIDANCE

**What are the differences between the various extinguisher types and which fires are they effective against?**

**Advice:**

Portable fire extinguishers may contain any one of four recognised extinguishing agents, namely:

Water, Foam, Dry Powder ,Carbon Dioxide

Water is the most common extinguishing agent and works by taking heat from a fire. It is cheap, plentiful and has an excellent ability to absorb heat even in the form of steam. Steam can also partially exclude oxygen from a fire. Water should never be used on contained, burning liquids.

Another reason for not using water on liquid fires is that already have flow properties which the addition of water would only increase. The most common size extinguisher is a 9 litre. This can last for up to 2 minutes and provide an initial jet of 7 metres, the minimum requirement for this extinguisher is that it lasts for 60 seconds and produces a jet of at least 4 metres. A water extinguisher must never be used on an electrical fire.

Foam in use today is the AFFF or aqueous film forming foam. Foam extinguishes fires by smothering. It creates a barrier between the surface of the liquid and the air thus preventing vapours from mixing with the air. AFFF has better penetrating qualities than ordinary water and because of its efficiency it is also rated for class A fires. Whereas certain AFFF extinguishers are incapable of conducting an electric current down the discharge, it must be understood by operators that the wet or dampened surfaces they may be standing in could pose a serious danger to them if they come into contact with live electrical equipment.

Dry Powders are rated as 'multi-purpose' and are generally suited to all classes of fire. The way dry powders extinguish fire is not completely understood. Chemical inhibition would be a major factor although fuel dilution and slight cooling properties would also be included. A dry powder extinguisher is extremely efficient.

Carbon Dioxide is a gas which issues from the extinguisher at great pressure and is freezing cold. This coldness can cause frosting on the discharge horn during use and skin contact can lead to frostbite. It also makes a substantial noise which can cause some alarm to the operator. This noise becomes ear-irritant once the extinguisher is empty. It is most suited to electrical fires.

**What are the colour coding differences between the various extinguisher types?**

**Advice:**

Extinguisher Body = RED

Water	White writing
Foam	Pale Cream Label
Dry Powder	French Blue Label
Carbon Dioxide	Black Label

**Who should be trained to use extinguishers?**

**Advice:**

Ideally, all members of staff should be trained in the use of extinguishers. On a monthly basis extinguishers should be subjected to a visual and physical check. Should the seal on an extinguisher be damaged or missing it must be considered to be empty and re-commissioned as soon as possible. IT should not remain on the fire point. All extinguishing equipment should be kept at a properly sited Fire Point. The fire point should be clearly marked and maintained free of obstruction at all times.

**How should an extinguisher be used?**

**Advice:**

**To assist in remembering how to operate an extinguisher memorise the work PASS.**

Hold the extinguisher in an upright position and

- |                   |  |
|-------------------|--|
| Pull the ring pin | Turn the pin to release the trigger mechanism, and pull it straight out                  |
| Aim               | Aim at the base of the fire not at the flames  |
|                   | Hold the extinguisher in your right hand and the hose in your left (if right handed)     |
|                   | Begin 8 to 10 feet in front of the fire.   |
| Squeeze           | Squeeze the trigger mechanism, keeping the extinguisher in an upright position.          |
| Sweep             | Sweep from side to side  |
|                   | Move in closer, but do not spray the contents of the extinguisher directly onto the fire |
|                   | Continue to aim at the base of the fire  |
|                   | Spray ahead of the fire  |

When using the extinguisher, use one continuous squeeze until the fire is out or the extinguisher empty.

Extinguishers should only be used if the operator has the required knowledge, and only if it is safe to do so.

**What should be done if a defect is noted?**

**Advice:**

Check who is responsible for fire fighting extinguisher maintenance and inform them of any problem you notice with a fire extinguisher. If you use an extinguisher ensure the responsible person is notified so that they can take care of refilling it as soon as possible. Never hold an extinguisher on its side or upside down while operating it. This will cause the extinguisher to draw and expel the nitrogen that pressurises the extinguisher.

If enough of the nitrogen in the extinguisher is depleted, pressure will be diminished to the point that the extinguisher will not function

### **When should a fire not be fought?**

#### **Advice:**

Confined spaces. Do not attempt to fight a fire in a confined space or poorly ventilated area.

Toxic By Products. Fire involving plastics, foam, or synthetic substances can produce toxic by products such as carbon monoxide that can be poisonous. Toxic by products often do not have good warning properties, so you may not be able to determine by smell, for example, that poisonous by products are being emitted into the atmosphere.

Limited Escape Routes. Always make sure you have a clear, safe way out of any space involving fire. Do not attempt to fight a fire in a confined area with limited escape routes.

**APPENDIX C**  
**RISK ASSESSMENT**  
**GUIDELINES**

Central to the Safety Statement is the process of Risk Assessment. Those who carry out assessments should have appropriate training. A short guide follows.

The first stage of risk assessment is to identify hazards present (i.e. items with potential to cause harm). The risk posed by the hazard is then assessed by its likelihood to cause harm and the severity of that possible harm.

Each hazard identified should then have the risk associated with its assessed to:-

1. Determine the relative importance of the hazard;
2. Determine the acceptability of risk;
3. Prioritise the ranking of each hazard.

When Specific Health and Safety Acts and Regulations exist relevant to a specific hazard in the workplace, the rules contained in them must be obeyed regardless of the perceived risk.

Determining the relative importance of risks involves deciding on the likelihood of an occurrence and its consequences. A simple method is set out below.

### **Risk Estimation**

(risk = hazard x likelihood x severity)

Risk □ Likelihood □ Severity

The likelihood of occurrence and the severity of consequences are considered.

#### **Likelihood**

High	Certain or near certain that harm will occur	3
Medium	Harm will occur frequently	2
Low	Harm will seldom occur	1

#### **Severity**

Major	Death or major injury	3
Medium Injury	Where three or more work days may be lost	2
Low	Where people are off for periods of up to three days	1

By multiplying together those numbers which represent the likelihood and severity a single figure, the hazard rating number (HRN), is obtained which allows risks to be compared. The risk may then be classified as follows:

<u>Risk</u>	<u>HRN</u>	<u>Action Timetable</u>
Very High Risk	9	Immediate
High Risk	6	short
Medium Risk	3-4	medium
Low Risk	1-2	within acceptable

***(Note: ideally all risk should be eliminated as quickly as possible)***

**APPENDIX D**  
**ACCIDENT REPORT FORM**

**ACCIDENT REPORT FORM**



## Sample Accident Report Form

### INJURED PARTY DETAILS:

Surname: \_\_\_\_\_ First Name (s): \_\_\_\_\_  
 Address (Home/Company): \_\_\_\_\_  
 D.O.B.: \_\_\_\_\_ Sex: - Male/ Female \_\_\_\_\_  
 Date of accident: \_\_\_\_\_  
 Date accident reported: \_\_\_\_\_  
 Status (Please tick appropriate box)  
 Pupil  Teacher  Visitor  Contractor   
 Other (please specify): \_\_\_\_\_

### ACCIDENT/DANGEROUS OCCURRENCE CATEGORISATION:

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	Tick	MAIN AGENT WHICH CAUSED ACCIDENT:
Injured/ Damaged by a person	<input type="checkbox"/>	_____
Struck by/ Contact with	<input type="checkbox"/>	_____
Caught in/Under	<input type="checkbox"/>	_____
Slip / Trip / Fall	<input type="checkbox"/>	_____
Sharps	<input type="checkbox"/>	
RTA/Crash	<input type="checkbox"/>	
Exposure to Substances/Environments	<input type="checkbox"/>	
Manual handling	<input type="checkbox"/>	
Property Damage	<input type="checkbox"/>	
TYPE OF INJURY	Tick	PARTS OF BODY
Fatality	<input type="checkbox"/>	Head (except eyes) <input type="checkbox"/>
Bruise	<input type="checkbox"/>	Eyes <input type="checkbox"/>
Concussion	<input type="checkbox"/>	Face <input type="checkbox"/>
Internal Injury	<input type="checkbox"/>	Neck, Back, Spine <input type="checkbox"/>
Abrasion, Graze	<input type="checkbox"/>	Chest, Abdomen <input type="checkbox"/>
Fracture	<input type="checkbox"/>	Shoulder <input type="checkbox"/>
Sprain	<input type="checkbox"/>	Upper Arm <input type="checkbox"/>
Torn Ligaments	<input type="checkbox"/>	Elbow <input type="checkbox"/>
Burns	<input type="checkbox"/>	Lower Arm, wrist <input type="checkbox"/>
Scalds	<input type="checkbox"/>	Hand <input type="checkbox"/>
Frostbite	<input type="checkbox"/>	Finger (one or more) <input type="checkbox"/>
Injury not ascertained	<input type="checkbox"/>	Hip Joint, Thigh, Kneecap <input type="checkbox"/>
Trauma	<input type="checkbox"/>	Knee joint <input type="checkbox"/>
Occupational Disease	<input type="checkbox"/>	Lower leg <input type="checkbox"/>
Other (Please specify):	<input type="checkbox"/>	Ankle <input type="checkbox"/>
		Foot <input type="checkbox"/>
		Toe (one or more) <input type="checkbox"/>
		Multiple injuries <input type="checkbox"/>
		Trauma, shock <input type="checkbox"/>
		Other (Please specify:) <input type="checkbox"/>

Consequences	Result	Anticipated Absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> 1-4 days
<input type="checkbox"/> Non Fatal	<input type="checkbox"/> Excused	<input type="checkbox"/> 4-7days
	<input type="checkbox"/> Light Duty	<input type="checkbox"/> 8-14days
	<input type="checkbox"/> Medicine	<input type="checkbox"/> More than 14 days

## ACCIDENT REPORT FORM (2 OF 2)

DETAILED DESCRIPTION OF ACCIDENT / DANGEROUS OCCURRENCE.

**Give a full description of:**

- (A) The work/activity being carried out when the accident occurred.
- (B) The equipment in use (if any).
- (C) Detail how the accident occurred.

**Attach:**

- (A) Injured party's report.
- (B) Witness list (Level of detail required will vary depending on the severity of the accident).
- (C) Witness statements. (Level of detail required will vary depending on the severity of the accident).
- (D) Sketch or photograph of the scene, equipment etc. where appropriate.

Signed (Use capital letters): \_\_\_\_\_

Date: \_\_\_\_\_

Investigating/Reporting Manager/Teacher

Signature: \_\_\_\_\_