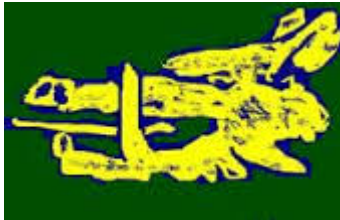


# **Safety Statement**

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## Kanturk Rugby Football Club



May 2015

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**SECTION 1: SAFETY POLICY**

## SAFETY POLICY

Kanturk Rugby Football Club and the IRFU are committed to the enjoyment of rugby by young and old. It values and encourages the participation of parents, guardians, teachers, "Sports Leaders" and volunteers in the participation of all age grade and adults in rugby activities.

The fundamental policy of Kanturk Rugby Football Club and the IRFU is to respect the dignity and rights of each individual Player. Kanturk Rugby Football Club and the IRFU will strive throughout its organisation and spheres of influence to promote create and maintain safe environments for all players.

Kanturk Rugby Football Club and the IRFU expects those involved with rugby to publicise, adapt and supervise the implementation of the following code. Kanturk Rugby Football Club has committed itself to monitoring and enforcing all of the IRFU codes where reasonably possible.

It is the policy of Kanturk Rugby Football Club to promote standards of health and safety within the club which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of Kanturk Rugby Football Club in relation to the management of health and safety. Kanturk Rugby Football Club is committed to managing and conducting our activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare of our members and others who may be affected by the club's activities.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe buildings, play and training areas, including safe access and egress;
- the provision of safe plant and equipment, articles and substances;
- the provision of safe systems;
- the provision of welfare facilities;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting accidents and incidents; and
- obtaining, when necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. Kanturk Rugby Football Club is also committed to managing and conducting club activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare of members at risk.

The President of Kanturk Rugby Football Club has overall responsibility for health and safety within the club. Members share this responsibility in ensuring their own safety while participating in activities. Members are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the club.

Signed \_\_\_\_\_

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

**[Name]** President Kanturk Rugby Football Club

## **SECTION 2: DUTIES & RESPONSIBILITIES**

### **2.1.1 Club President**

He/she will ensure that:

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

### **2.1.2 Committee Chairperson**

Chairs meetings and ensures that the committee fulfils its function within the Club, Branch and operates within IRFU policies.

Attends meetings in a neutral and impartial capacity.

Ensures meetings run to the agenda and that all matters are dealt with, fairly, thoroughly and according to procedures.

Should not make decisions on his own without consultation with the Committee or Club Executive.

Works in close liaison with the Youth and Mini Committees; Executive Committee and Club Secretary.

Ensures that the agenda for meetings is in line with the Club, Area, Branch and IRFU policies.

### **2.1.3 Club Executive 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

In relation to training and playing facilities they shall ensure that:

- Machinery such as grass mowers are used only by authorised and experienced personnel
- All equipment and machinery is securely locked away when not in use
- The premises are properly secured when not in use and not available for any ad hoc activities
- Third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming.
- Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to An Garda Síochána
- A fully-equipped First Aid Kit is available at the club at all times
- Waste and refuse are managed and collected by the appropriate agency



In relation to the club house they shall ensure that:

- All functions in the clubhouse have the prior authorisation of the Executive Committee
- The documentation in relation to the booking of functions is properly completed prior to the function taking place
- 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
- Ensure that barmen are instructed that 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 musical equipment comply with any instructions from the supervisor
- Non-members who are allowed to prepare functions do not climb above ground level

#### **2.1.4 Club Secretary**

Acts mainly as the administration officer and serve as a link between members and committees.

Serves as first point of contact with outside agencies.

Informs members of meetings and agenda for these meetings.

Is responsible for the accurate record keeping of the minutes from meetings.

Works in close relationship with the Chairman; members and committees.

Ensures procedures are followed.

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

#### **2.1.5 Registrar**

Acts as administration officer on all registration matters.

Ensures all registration forms are completed, verified and submitted correctly.

Responsible for the distribution of registration cards to members.

Serves as reference point on all matters regarding registration.

Reports to the Committee on all registration matters.

Works with the Munster Branch Registrar.

### 2.1.6 Age Grade Committees

Once a commitment to the IRFU Child Welfare Policy has been enshrined within the club's constitution, then all rules and regulations will stem from this. The way we work with children, how we behave around them and our attitudes towards them will contribute to the way young people feel about themselves.

Age Grade Committee members should ideally sit for a fixed period of time (3 Years) to encourage a regular turnover of the committee members.

The committee should have a mix of experienced and new members. Ensure committee members have clearly defined roles and responsibilities and that members operate only within these roles. Avoid situations where one or more members operate in isolation from the committee.

A database of record keeping should be established that allows confidentiality, but continuity between changing committee members.

List a calendar of meetings and circulate to clubs and all members in advance of the season.

Members should sign an annual membership form that includes signing up to the IRFU Child Welfare Policy Document.

List in the rules and regulations of the Club, the complaints, disciplinary and appeals procedures that members should also sign up to.

#### Note

**It is important to note that Kanturk Rugby Football Club responsible for the recruitment and screening of volunteers & therefore must have suitable policies in place.<sup>1</sup>**

Volunteers and recruitment

To ensure volunteers enjoy their contribution to rugby it is important to ensure that volunteers are appointed to roles which suit their strengths and personality. All involved should be clear of what will be expected of them regarding time, effort and commitment. Clubs are responsible for the recruiting of and the allocation of roles to volunteers and positions and areas of responsibility should be identified, clear and available.

### 2.1.7 Considerations

*The decision to appoint staff or volunteers is the responsibility of the club and not one individual within it. Good practice in management and supervision of volunteers after appointment is as important as establishing recruitment policies and procedures. The club management committee is responsible for all activities in the club including age grade activities and therefore must ensure policies and procedures are set and adhered to.*

- Recruitment policy and procedures to be available to all interested parties e.g. candidates, parents and visitors.
- Establish a clear title and job description for each of the positions.
- If possible, recruit male and female volunteers in equal numbers.
- Select people with appropriate skills and experience.
- Establish a process which will enable you to ensure candidates' suitability.
- Training should be provided for all newly recruited personnel e.g. courses for coaches, referees and training to work with young people.

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<sup>1</sup> The IRFU Child Welfare Policy Document

- Ensure vacancies are open to all interested parties.
- Meet with applicants. This may be done regarding Child Welfare.

### **2.1.8 Coaches**

Responsible for selecting and preparing teams for matches. Plans and prepares for training sessions and activities.

- Ensures all players get equal opportunity to take part in club/team activities.
- Sets the right example for players on and off the field.
- Educates players in the ethos of rugby and the values of being a true sportsman.
- Acts fairly in the treatment of all players.
- Works closely with the club Youth or Mini coordinators.
- Conforms to all club and IRFU Child Welfare Policies.
- Attains relevant coaching qualifications.
- Ensures all activities are safe & supervised at all times.

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down by the Club.
- All child protection guidelines are adhered to.
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as weights, 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
- First-aid kits are immediately available for both training and matches.
- Significant breaches of the code of conduct are brought to the attention of the executive committee.

#### Note:

This should be read in conjunction with IRFU Code of Conduct for Coaches Section 2, page 45 Appendix 8

Manager, Team Helper or Assistants

- Assists the team with administration & organisational duties.
- Liaises with the team and coaches regarding requirements for matches.
- Assists with the supervision of players.
- Communicates all information regarding the club and or fixtures to the team and coaches.
- Ensures all club and IRFU policies including Child Welfare are adhered to.

### **2.1.9 Club Child Welfare Officer**

A Club Child Welfare Officer will:

- Act at all times in the best interests of Age Grade Players.
- Be intimately familiar with the provisions of the Code and Policy and the Guidelines and with such further information and requirements as may be provided or put in place by the IRFU.
- Communicate with the appropriate Branch Child Welfare Officer on any matter on which the Club Child Welfare Officer considers it necessary to do so, or any matter in relation to Age Grade Players on which the advice or directions of the Union are required.
- Receive from the Munster Rugby Branch Child Welfare Officer advice, information and directions from the IRFU concerning Age Grade Players and act accordingly.
- Inform each age grade team coach of requirements made by the IRFU concerning Age Grade Players.
- Ensure that they are in a position to respond accurately and promptly to queries from the IRFU as to the welfare of Age Grade Players in their club generally or in relation to any specific incident which may occur<sup>2</sup>.
- Be the contact person in the club for the Statutory Authorities regarding the welfare of Age Grade Players who are members of the club<sup>3</sup>.

### **2.1.10 Club 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.

All Members must report to their Coach, or the Executive Committee as soon as practicable:

- Any activity which may endanger the health and safety of themselves or others.
- Any defects to equipment which may endanger the health and safety of themselves or others
- Any breach of health and safety legislation of which he or she is aware.

Members must not:

- Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at the club.
- Place anyone at risk in connection with the clubs activities.
- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at the club.

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<sup>2</sup> This will require the keeping of records where required by the Union, for example as to coaching qualifications (Policy and Code, Section 10), management practices (Policy and Code, Section 12) etc.

<sup>3</sup> Policy and Code, Section 9 regarding reporting requirements

### **2.1.11 Visitors**

It is the responsibility of visitors to the club to:

- Co-operate with Kanturk Rugby Football Club with respect to all matters relating to health and safety;
- Obey all reasonable safety instructions given by Kanturk Rugby Football Club committee members, coaches, mentors and bar staff;
- Take note of, and obey all safety signage, where necessary.

All visitors other than on match days must sign-in in the visitor's book.

### **2.1.12 Employees**

All employees shall:

- Read and understand the club Safety Statement;
- Report any accident or damage, however minor, to management as soon as possible;
- Co-operate in the investigation of accidents;
- Not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training;
- Know the procedure in the event of a fire;
- Clean up their area or assist in the tidying up of their area and also to maintain clear work areas and maintain high standards of housekeeping and hygiene;
- Ensure that their work does not compromise safety regulations or impede emergency exit routes;
- Not attempt to lift or move articles or materials so heavy as likely to cause injury;
- Not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb;
- Suggest ways of eliminating hazards and improving working methods;
- Inform club management if pregnant;
- Heed all caution and warning signage on site;
- Take care of their own safety and not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees (It is also advised that employees do not run in the workplace); and
- Bring any problems regarding health and safety to the notice of the Club President.
- Adhere to all club safety rules and requirements.

### **SECTION 3: CODE OF CONDUCT**

### 3.1.1 Players

- Play for enjoyment and become part of the rugby family.
- Respect the “Game of Rugby” and play within the Laws of the Game.
- Accept the referee’s decision and let your captain or coach ask any relevant questions.
- Play with control. Do not lose your temper.
- Always do your best and be committed to the game, your team and your club.
- Be a “good sport”. Applaud all good play whether by your team or the opposition.
- Respect your opponent. Treat all players as you would like to be treated. Do not “bully” or take advantage of any player.
- Rugby is a team sport and make sure you co-operate with your coach; team mates and members of your club.
- Remember that the goals of the game are to have fun, improve your skills and feel good.
- At the end of the match thank your opponents and the referee for the match.
- Always remember that you owe a duty of care to your opponents. Tackle hard but fairly, do not intend to hurt your opponent.
- Winning and losing is part of sport: Win with humility – lose with dignity.
- As part of the team it is important that you attend training regularly and listen to you coach and help your team.
- As a team sport it is important to understand that all members are important to the team!
- Remember you are representing your team, club, family and the game of rugby.

### 3.1.2 Coaches

- Remember that as a coach that you have a duty of care to all your players.
- Remember that as a coach of an “age grade team” you are acting “in loco parentis”.
- Lead by example - young people need a coach they can respect as a Role Model.
- Be generous with your praise and never ridicule, shout at players for making mistakes or losing a match.
- Teach your players that the Laws of the Game are mutual agreements which no one should evade or break.
- Ensure that you are appropriately qualified by gaining the relevant coaching accreditation for your particular level.
- Be reasonable in your demands on the players’ time, energy and enthusiasm.
- Encourage respect for all participants – team mates and opponents, as well as match officials.
- Create a safe and enjoyable environment in which to train and play.
- Always follow professional medical advice in determining when an injured player is ready to play again.
- Develop policies for your club / team to agree procedures regarding discipline, injury prevention & treatment, team selection etc.
- Be responsible and ensure you uphold the ethos of the game and the IRFU.
- Support the IRFU Child Welfare Policy and all policies regarding Children in Sport.



## **SECTION 4: HOSTING A MATCH OR EVENT**

#### **4.1.1 Hosting a Match or Event**

To ensure players, management and spectators enjoy the experience when involved with a match it is important for clubs, when hosting fixtures, to ensure all arrangements are in place and that all involved are informed of these arrangements before the event.

It is the policy of Kanturk Rugby Football Club to comply with the IRFU Event Safety Management Guide. The Guide outlines the main duties of key personnel responsible for organising events in IRFU grounds and the planning involved to ensure that the safety of all staff and patrons is of primary importance. It identifies and highlights a variety of important safety risks and explains in a common sense manner the appropriate control measures that are required to manage these risks. It also illustrates the importance of running and reviewing events and sets out some of the basic principles of emergency planning.

An Event Safety Management Plan will be developed for all major events.<sup>4</sup>

#### **4.1.2 Administration**

- Obtain permission from the Munster Branch to play the fixture.
- Inform the Club Management Committee of the match and of the facility requirements for the match.
- Request Match Official(s) from the Branch Referee Association with sufficient notice.
- Inform the visiting team of any arrangements or club protocol regarding their visit in the week leading up to the match.
- Inform match official(s) in good time regarding postponement(s) or cancellation(s).
- In the event of an underage competitive match the Youth Coordinator to inform the Fixture Secretary of the result of the match within the agreed time.

#### **4.1.3 Medical**

- An individual with first aid experience/training should be in attendance.
- If possible have a doctor present at the match.
- The doctor should identify himself to the match official.
- Inform the nearest hospital accidental and emergency department about the match.
- If possible have an ambulance at the match, if not, ensure one can be contacted and arrive at the club in very little time.
- Ensure ambulance access to the playing area.
- A spinal board, hard neck collar & first-aid kit should be available in the club medical room.
- Ice bags to be available on the side line.
- Medical room to be available with appropriate equipment.

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<sup>4</sup> This booklet is designed to provide advice to organisers of events who have under 'common law' a 'duty of care' towards persons involved with an event, including players, patrons, suppliers and event staff. It outlines the steps to be taken and the measures that can be implemented to provide for a safe event.

#### **4.1.4 Facilities**

- Ensure the clubhouse facilities are open to supporters and club officials.
- Changing facilities must be open and clean for all participants.
- Toilet and showers to be clean and available.
- Post-match refreshments should be sufficient, depending on the fixture and protocol involved for the match or competition.
- The playing area should be clean, safe and marked for the match. Touch line flags and post protectors should be in place before the start of the match.
- Inform both teams of the area allocated to the coaches, medical staff and replacements during the match.
- Ensure no spectators are in the playing enclosure during the match.

#### **4.1.5 Hosting Touring sides,**

The following to be in place:

- Consent from the IRFU and Munster Branch, regarding the match and conditions of the match.
- Consent from the Club Executive for the match to take place as well as the facility requirements and protocol involved.
- Written application for match official(s) (from Munster Referee Association) informing them of the match.
- Clarification of laws (prior to the visit) to be applied in the match..
- Schedule and other requirements of the visitors to be supplied by the visiting team prior to arrival.
- Medical requirements to be in place for the match.
- Written consents must have been exchanged between the two Unions before leaving Ireland or in the case of hosting before the match is played.

*When visitors being billeted (Under age)*

- Establish with visiting group what will be required / involved regarding the visit, accommodation and other requirements.
- Only members from the host club to be approached regarding accommodation requirements.
- Meet with interested parties (hosts) to discuss requirements; suitability (Club Child Welfare Policy to apply), duration and conditions / protocol for billeting.
- Publish a list with information and contact details of the host families.
- Where possible ensure visiting players stays with their opposite numbers from the host club.
- Limit the number of nights' accommodation that will be required.
- Arrange most of the activities / function at the club to ensure involvement for all.
- Inform all involved, regarding Club policy on age grade players and their safety.
- Have a plan available in case of an emergency.

When visitors being billeted (Under age)

Establish with visiting group what will be required / involved regarding the visit, accommodation and other requirements.

Only members from the host club to be approached regarding accommodation requirements.

Meet with interested parties (hosts) to discuss requirements; suitability (Club Child Welfare Policy to apply), duration and conditions / protocol for billeting.

Publish a list with information and contact details of the host families.

Where possible ensure visiting players stays with their opposite numbers from the host club.

Limit the number of nights' accommodation that will be required.

Arrange most of the activities / function at the club to ensure involvement for all.

Inform all involved, regarding Club policy on age grade players and their safety.

Have a plan available in case of an emergency.

Photographic Equipment & Mobile Phones

#### **4.1.6 Use of Photographic / Video equipment**

With the increased use of technology (video or photographic) in rugby it is now important for clubs to adopt a policy in relation to the use of these images of their players. The use of these images on websites and publications has raised concerns about the risks posed directly and indirectly to children and young people.

#### **4.1.7 Kanturk Rugby Football Club policy regarding filming and or photographing of young players**

- Ensure parental / guardian agreement for the use of images / photographs.
- Ensure consent / approval / accreditation is given prior to the event.
- Establish what type of images/photographs will be allowed to ensure suitability.
- Establish what information will accompany these photographs / images, ensure players are not identified by name.
- Encourage the use of group photographs, identifying the club rather than the individual.

#### **4.1.8 Mobile Phones**

The Club's club protocol regarding the use of mobile phones (calls / text) by players and adults as a mode of communication regarding club matters for events or matches is to:

- Encourage the use of group texting among players and parents to inform them of activities and matches.
- Avoid constant communication with individual players – liaise with parents / guardian on matters.
- Have a policy regarding the use of phones (camera / video phones) in certain locations of the club (e.g. changing room / toilets).
- Ensure phones are not being used as a form of Bullying (refer to section on Bullying).

The Club's protocol in the event of offensive content being distributed or found on a club member's mobile phone.

- Age grade players should be advised as follows
- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or the Child Welfare Officer within the club.
- Be careful about who you give your number to and do not respond to unfamiliar numbers.
- Change your phone number in cases of bullying or harassment.
- Avoid using your phone in certain locations - inappropriate use of your camera phone may cause upset or offence to another person, e.g. in the changing rooms.
- Treat your phone as you would any other valuable item so that you guard against theft.

#### Supervision and Safety

As a guide, a ratio of 1:10 should be considered as a minimum requirement where players are 11 years of age or older.

For younger players or situations involving travel, the ratio should increase depending on the requirements or the activity the group will be involved in.

#### 4.1.9 Considerations

- Age and gender of the group.
- Where girls are involved ensure a mix of male and female adults.
- Type of activity (training, traveling or social) to be undertaken.
- Time involved.
- Experience of the adults (coaches, managers and helpers/assistants) involved.
- Previous experience with group or club and likely behaviour.
- Legal requirements.
- Location of activity or event and type of travel involved.
- Suitability of the adults.

#### Event Controller

The Event Controller responsibilities are detailed in the IRFU Event Safety Management Guide. They include:

- Overall responsibility for the management of major events.
- Ensuring that pre-event and post-event meetings are held in consultation with the Fire, Gardaí and Health Services
- Ensuring the provision of adequate personnel for the event such as stewards, gatemen, stiles men in accordance to the relevant Codes of Practice and event risk assessment.
- Remaining at Central Control Room before, during and immediately after an event until stand down is given.
- Liaising with Event Safety Officer, Chief Steward and other members of the event management team.
- Holding of a post-match de-brief to ensure that actions have been put in place for all incidents or problems identified.

## Safety Officer

*(This is applicable to large events where a crowd of 3000 or more is expected)*

A Safety Officer must be appointed for each event and have sufficient competence and authority to take responsibility for safety at the ground. Safety should be the sole responsibility of the Safety Officer and a deputy should also be appointed for each event.

Key duties of the Safety Officer include:

- Ensuring compliance with the Codes of Practice for Safety at Sports grounds and any other relevant guides or legislation.
- Drawing up and implementing a programme of checks, inspections, tests, training and remedial works so as to eliminate or minimise the potential risk to spectators and staff.
- Keeping appropriate records of checks, inspections and tests on all structures, installations and equipment.
- Ensuring that records of staff training are kept.
- Attending all pre event planning meetings and post event meetings.
- Being in direct radio contact with the Central Control Room and the Event Controller.
- Ensuring all exit gates are manned and unlocked at all times.
- Carrying out pre events checks for every event and ensuring that remedial action has been taken for non-conformances.
- Ensuring all medical provisions such as ambulances, medical personnel and medical equipment are in place.
- Producing an Event Safety Management Plan incorporating contingency planning, medical and stewarding provisions and risk assessments.

## Chief Steward

*(This is applicable to large events where a crowd of 3000 or more is expected)*

The Chief Steward is responsible for co-ordinating the responsibilities of all stewards. The Chief Steward reports directly to the Event Controller.

Some of the key duties of the Chief Steward include:

- Attendance at all pre event planning and post event meetings with the Gardaí / PSNI.
- Controlling all stewards from a central point and ensuring that an effective means of communication is in place.
- Designating supervisory stewards to each sector of the ground e.g. pitch, car park and other general duties as required.
- Briefing all stewards in advance of each event.
- Ensuring all accident and incident report cards are collected after each event and handed over to the Event Safety Officer.
- Mobilising stewards to assist the emergency services in the case of a serious incident or activation of the emergency plan.

**Note:** As the Chief Steward and Event Controller have different roles and functions, one person should never be assigned to both posts for the same event.

## Stewards

The primary role of a steward is to **steward** and **not to spectate**.

### **General duties of stewards:**

- Control or direct spectators who are entering or leaving the ground.
- Prevent overcrowding by ensuring that crowd limits in various parts of the ground are complied with and that gangways and exits are kept clear.
- Recognise crowd densities, signs of crowd distress and crowd movements to report to Event Control.
- Ensure safe dispersal of spectators on the terraces or viewing slopes.
- Log all incidents and accidents and report them to Steward Supervisor.
- Man exit gates at all times until stand down is given by Event Control.
- Assist the Gardaí as appropriate or as requested with crowd control.
- Undertake duties relating to emergency and evacuation procedures.
- Assist Gardaí at barriers, checking tickets and giving information to patrons approaching the ground.
- Give immediate assistance to the Gardaí and other emergency services in the event of an emergency and also when requested by the Gardaí.
- Remain in their designated area unless directed otherwise by the supervisory stewards.
- Keep gangways and designated sterile areas clear at all times.
- Assist with pitch invasion prevention as appropriate.
- Be readily identifiable by the wearing of colour coded, distinctive from those worn by Gardaí and Emergency Services.
- Participate in all training and briefings as required by Ground management.

## **SECTION 5: TRAVELLING**



Traveling to and from venues is part of fulfilling fixtures. In order to ensure the safety of all involved the club must ensure that suitable policies and procedures are in place. To put players and parents at ease, the club will ensure all arrangements are in place and communicated to all involved before the event. Parents shall be informed of the mode of transport as well as drivers / Bus Company involved.

#### Considerations

The Club will:

- Ensure all arrangements are suitable for the journey to be undertaken.
- Vehicles must be roadworthy and appropriate and the driver to understand that he/she is responsible for the vehicle during the trip.
- Ensure parental consent is obtained prior to journeys being undertaken.
- All journeys to take place under the supervision of the team management.

#### Bus/Coach Hire

The club will ensure

When renting, make sure you deal with a reputable company.

Make sure the vehicle is suitable and equipped with appropriate safety features e.g. seatbelts.

#### Passenger cars

Although this is the most frequently used option it is important to ensure that the safety of all players are not jeopardised at any stage.

- Vehicles must be roadworthy, safe and have appropriate insurance cover.
- Drivers must have a suitable drivers licence.
- All passengers must use seat belts for the duration of the journey.
- All drivers are responsible for the safety of the passengers and must be aware of their legal responsibilities.
- Club members or parents should be asked to be involved if this mode of transport is used.
- One passenger per seat at all times.

For Age Grade travel the club will

- Prior to the trip, parents will be informed if this form of transport will be used and consent obtained for their child to travel this way.
- Inform parents of the time of departures as well as estimated time of arrival.
- Publish a list of drivers / vehicles involved and their contact details to players and their parents/guardians.

#### Overnight Stays Accommodation Hotels / Hostels

The Club will:

- Ensure accommodation and arrangements are appropriate to the age group involved.
- Inform parents / guardians of room list and supervision arrangements prior to departure.
- Inform all members of the squad and management of the policy and/or restrictions regarding billing items to rooms.
- Be aware of individual dietary requirements, food allergies etc of traveling party.

- Establish clear policy regarding movement of individuals outside of the hotel, trips into town/city etc.
- Emphasise the “ambassador” role of the squad in maintaining a positive image of the club and the IRFU, with regard to other guests, hotel staff and property.

For Age Grade travel the club will:

- Ensure accommodation and arrangements are appropriate to the age group involved.
- Inform parents / guardians of room list and supervision arrangements prior to departure.
- Inform all members of the squad and management of the policy and/or restrictions regarding billing items to rooms.

#### Billeting

For Age Grade travel the club will:

- If being billeted ensure consent of parents/ guardians prior to departure.
- Ensure the host families are members of the club being visited.
- Host club to ensure all host families have been vetted and are suitable.
- Contact details of host families to be supplied to visitors prior to departure.

#### Air Travel

- Group travel together at all times and not to be split up.
- Players to be informed of legal requirements and behaviour appropriate for air travel.

For Age Grade travel the club will

- Adult player ratio to be sufficient to assist and deal with emergency situations.
- Adults to ensure all players are on board and in their seats before occupying their own seats.
- Ensure players know position of the nearest adult in group and as well as emergency exits.
- Assist and guide all players through security and passport control when required.
- In the event of delays or cancellation the management and adults will be responsible for the wellbeing of players.

#### Sea travel

- Ensure all players know what freedom/ liberties they will have while at sea.
- Discuss emergency arrangements with players prior to departure.
- Discipline to be maintained at all times.

For Age Grade travel the club will ensure;

- No player to be allowed on deck without supervision.
- All players to be under supervision at all times.
- Assist and guide all players through security and passport control, if required.
- Ensure players have enough to keep them busy and avoid boredom.

#### **Note:**

**When going on Tour IRB regulation 15 will apply.**

**Written consents must have been exchanged between the two Unions before leaving Ireland or in the case of hosting, before the match is played.**

**A brief report on the tour should be presented to the Club Committee and to parents of the players on tour within one month of the last match.**

## **SECTION 6: IMPLEMENTATION AND OPERATION**

### Promoting a Safe Club Environment

To actively carry out the club's policy in relation to health and safety, to maintain a general consciousness of safety and to promote a safe club environment, the following will be kept in place:

- General stewardship by the Executive Committee of Health and Safety policy in the club
- Promoting awareness of safety issues through such means as poster campaigns
- Giving safety instructions regularly to the under-age sections of the club
- Using external expertise to maintain fire extinguishers, training in same and in First Aid
- Proper reporting of accidents or dangerous occurrences action to prevent recurrence

Identification of hazards and assessment of risks is an ongoing process and any identified hazard or risk should be immediately reported to the Executive Committee (or Coach). The Executive Committee will ensure the hazard or risk is assessed immediately as 'high', 'medium' or 'low' and appropriate action taken depending on its level. This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

### Monitoring & Revision

The President will ensure that:

- Accidents and accident investigations are reviewed
- Resources are provided to correct such exposures to health and safety hazards.
- The Safety Statement is reviewed periodically or when significant changes take place.

### Training and Instruction

All Club Coaches and Mentors will attend at a minimum a Coaching Course under the auspices of the IRFU. Coaches and Mentors are expected to co-operate in attending any such training that is organised by the Club.

### Safety Consultation

Kanturk Rugby Football Club is committed to meeting their obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. The Club is committed to a policy of co-operation and consultation between all members of the club and will take account of any representations made by club members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

## First Aid

It is the desire of Kanturk Rugby Football Club to have a trained first-aider at all matches. Due to the fact that the club is run on a voluntary basis this is not always possible.

The club will continue to encourage all coaches and members to be trained in first-aid and facilitate the provision of first-aid training courses at the club.

The club will maintain a first-aid kit on the club premises.

Each club coach shall ensure that a first-aid kit is available for use on match-days. Coaches have responsibility for checking the first-aid kit on a regular basis and ensuring that it is adequately stocked.

It is important to remember the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound;
- No tablets, drugs or medicines to be kept or administered; and
- Following an accident requiring first-aid treatment, an accident report form must be completed.

Details of all cases treated should be entered as per Table 2, Appendix 1 in the first-aid treatment record book, which must be kept in a suitable secure place, respecting their confidential nature. These records will be readily available and shown to a Health and Safety Authority inspector if requested.

Kanturk Rugby Football Club has reviewed the risks associated with its activities and has deemed them to be low risk and therefore a First-Aider is not required on the premises at all times.

The [Insert Location] will be used for treatment of first-aid injuries where privacy is preferred, All members must cooperate with a request to vacate [Insert Location] should it be necessary for the provision of first-aid treatment.

## Accident Reporting

All accidents related to the Club's Activities including those on the premises and accidents which occur when travelling or at away matches, however slight, must be reported immediately to the Coach who shall instigate an investigation where required and report the outcome to the Executive Committee.

All accidents related to visitors or contractors while on the premises must also be reported immediately to the appropriate Club Contact.

An accident report form is completed by the Coach or Person in Charge of the Bar as appropriate in conjunction with the person who had the accident. This form is signed by a member of the Executive Committee who forwards the form to the insurer as appropriate.

In some circumstances the insurer may also carry out a more formal accident investigation.

It is essential that the documentation attached to this statement is completed by the senior club official present (e.g. Accident Report and Witness Reports) immediately, if any accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached. Routine documentation (cleaning of floors) is equally important as it may provide evidence on behalf of the club in the case of an accident. All such documentation will be handed over to the Club Secretary who will take action as directed by the Executive Committee.

## Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the club house. When the club is unoccupied, the main entrance and gate must be secured to prevent unauthorised entry.

### **6.1.1 Action in the Event of a Fire**

- 1) Sound the fire alarm.
- 2) Alert other personnel in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
- 3) If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember that equipment will only be effective on a small fire.
- 4) Evacuate the premises.
- 5) Members should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
- 6) Make sure that the premises are cleared of members and visitors. Close doors. See that no unauthorised person enters the building.
- 7) Coaches should ensure that their team members are accounted for. Members with visitors should ensure that their visitors are accounted for.
- 8) Assemble at the designated assembly point. The designated assembly point is located at the car-park.

### **6.1.2 Means of Escape in Case of Fire**

It is essential that escape routes be clearly identified and maintained available for use. Fire exit route and doors must never be obstructed by persons or objects.

**SECTION 7: SUBSTANCES AND SUBSTANCE ABUSE**



## Drugs and Alcohol

Kanturk Rugby Football Club has adopted the IRFU Alcohol and Drug Policy. See Appendix 5. IRFU are committed as part of their overall philosophy to 'Discourage the use of drugs, alcohol and tobacco on the basis that they are incompatible with a healthy approach to sporting activity'

Kanturk Rugby Football Club believes that we need to work towards creating a safe, healthy club environment where we can develop the skills and attitudes necessary to cope with drug and alcohol related issues.

All club members, officials, coaches and volunteers as part of this club shall follow the law when it comes to illegal drugs, alcohol and tobacco and shall display leadership and good example, particularly when dealing with underage members. This policy shall apply to all users of the club buildings and grounds.

In particular the following applies:

- Coaches and Club Officials shall not smoke or drink alcohol while representing their club at matches or training sessions.
- Club members, officials, coaches and volunteers shall not present themselves at club activities while under the influence of any drug.
- Cigarettes shall not be sold in the clubhouse.
- Medal ceremonies shall not be held in pubs.
- Under 18's shall not be brought to pubs on the way home from matches, outings or training sessions.
- Alcohol shall not be served at functions for players aged under 18 years of age.
- Not to travel in a car with anyone who has taken any alcohol.

Adults have a moral and legal responsibility to ensure that young players don't get involved in underage drinking.

- The club shall not supply alcohol to persons under 18 yrs. of age, nor permit any person under 18 yrs. of age to consume alcohol on rugby club premises.
- The Club written policy, visible to all visitors to the club, regarding the use of alcohol and under-age individuals

## Smoking

In compliance with legislation, Kanturk Rugby Football Club operates a strict No Smoking policy, which applies to all members, visitors and contractors. Smoking is permitted outside the club house but all naked flames and cigarette ends must be carefully extinguished and suitably disposed.

Kanturk Rugby Football Club has also adopted the IRFU Alcohol and Drug Policy. See Appendix 5 and details on the following page.

## Drugs

Clubs must enforce statutory requirements in relation to prohibited substances and illegal drugs.

The consequences of drug taking, addiction and substance abuse may be fatal and every effort should be taken to ensure they play no part in a player's lifestyle.

All prescription medication must be utilized under appropriate medical supervision and due care and attention must be enforced when dealing with requirements relating to such medication.

## Sports Supplements and the Young

Young rugby players should focus on good eating and drinking practices to support optimum performance. Fact sheets to support this are available through the IRFU at [www.irishrugby.ie/eat2compete](http://www.irishrugby.ie/eat2compete).

The use of protein supplements should not be recommended by schools, coaches, teachers or others involved in the training of young rugby players.

The IRFU strongly advises against the use of nutritional ergogenic aids, in particular creatine, in young rugby players under 18 years of age.

## **SECTION 8: BULLYING AND HARASSMENT**

Kanturk Rugby Football Club is committed to providing an environment free of any kind of bullying or harassment. The Club at the highest level will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur.

The Club recognises the stress and anxiety caused by harassment and bullying and has always been committed to ensuring that members have an environment which is free from harassment and bullying. Accordingly, the Club wishes to assure all employees that harassment or bullying of any kind, including sexual harassment, will not be tolerated. **Disciplinary action, up to and including expulsion from the club, may be taken against any member found guilty of such conduct.** In addition, the Club has a legal obligation to take such steps as are reasonably practicable to prevent harassment and bullying.

Dignity And Respect

### **8.1.1 Equal Opportunities**

Kanturk Rugby Football Club is committed to policies and practices that provide equality of opportunity for all, protect the dignity of employees and members and promote respect for others at work. All employees and members are required to take personal and individual responsibility to comply with these policies and behave in a non-discriminatory way and not to participate in any acts of inappropriate behaviour, harassment or bullying.

Kanturk Rugby Football Club is committed to a policy of equal opportunities in the club. All employment decisions in the Club are based on merit, abilities, suitability, and qualifications. Employment practices will not be influenced or affected by an employee's race, colour, religion, gender, marital status, nationality, family status, sexual orientation, disability, age or membership of the Traveller community. The Club is committed to promoting a good and harmonious environment where every employee and member is treated with respect and dignity, and in which no employee or member feels threatened or intimidated.

Any employee or member with questions or concerns about any type of discrimination in the club are requested to bring these issues to the attention of their immediate manager or the Club President or any other member of the Executive Committee for resolution.

Employees and Members can raise concerns and make reports without fear of reprisal. All complaints will be treated confidentially as far as practicable.

All employees and members are required to take personal and individual responsibility to comply with this and related policies, and behave in a non-discriminatory way and any employee contravening this policy and unlawfully discriminating against another member, employee or potential employee will render himself or herself liable for disciplinary action, up to and including termination of employment or expulsion from the club.

### **8.1.2 Dignity and Respect**

The club is committed to implementing and promoting measures to protect the dignity of employees and members and to encourage respect for others at work. This is achieved by creating an environment free from harassment, bullying, racism and disrespectful behaviour, by dealing effectively with any complaints of such conduct, and also by welcoming diversity and promoting equality.

This policy is applicable to all employees and members of the club who are obliged to be aware of the effect their own behaviour may have on others. It extends to club related events including training, conferences and social events. It is also applicable to all clients, service providers, contractors and suppliers of the club.

### **8.1.3 Harassment and Sexual Harassment**

Any form of harassment or sexual harassment is prohibited by the club. Harassment is defined as any act or conduct that is unwelcome and unacceptable, and could be regarded as offensive, humiliating or intimidating. It can be a one-off event or persistent and repeated behaviour. It can be:

- Non-verbal
- Looks, gestures, isolation, exclusion, refusing to listen to a point of view
- Verbal
- Spoken words, shouting, unfair and excessive criticism
- Physical
- Abusive behaviour, production, displaying or circulation of words, pictures, materials

Sexual harassment is defined as any act of a sexual nature, or with a sexual dimension, that is unwelcome, unsolicited, unwanted or unacceptable and is reasonably regarded as intimidating. A single incident may constitute sexual harassment. It can be:

- Non-verbal
- Looks, gestures, whistling, suggestive symbols, pictures
- Verbal
- Advances, propositions, suggestions, jokes, comments, innuendo
- Physical
- Groping, kissing, fondling, unnecessary touching, assault or rape
- Sex-based conduct
- Conduct that denigrates, ridicules or is intimidatory or physically abusive of the employee because of his or her sex

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with appropriately.

### **8.1.4 Bullying**

Any form of bullying is prohibited by the club. Bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could 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, is not considered to be bullying.

Bullying is distinct from conflicting views and interpersonal difficulties, which should be raised with the appropriate manager in order to have any grievances or difficulties resolved.

Bullying can take the following forms:

- Physical Contact
- Verbal abuse
- Implied threats
- Jokes, offensive language, gossip, slander, offensive songs.

- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems or non-co-operation or exclusion from social activities.
- Intrusion by pestering, spying and stalking
- Repeated impossible deadlines or impossible tasks.
- Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual.
- Vandalism of personal property.

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with appropriately.

### **8.1.5 Rights and Responsibilities**

Everyone in the club has the responsibility to prevent harassment, sexual harassment or bullying and to report any instances that they are party or witness to. There is a particular responsibility on managers to ensure the prevention of incidents of harassment and to take action should any incidents be brought to their attention. Anyone engaging in any improper behaviour or sexual harassment on club premises, or anywhere else while on club business, will be subject to disciplinary action, up to and including dismissal.

Employees or members who feel that they are being harassed in any way in the club are encouraged to approach their own immediate manager, or another manager. All complaints of harassment will be taken seriously, and are to be held in strict confidence as far as is reasonably practicable, and will be investigated promptly and in an impartial manner. Only if these instances are reported can the club take action to correct the situation. Managers are also responsible for dealing with complaints in the first instance. If a complaint is made to a manager he/she should be understanding and sympathetic. The complaint will be taken seriously and ideally recorded in writing. Confidentiality will be assured as far as is reasonably practicable. Support and advice will be offered to an employee, as appropriate. It is the responsibility of the manager to notify their manager or the President of the complaint as soon as possible.

Any employee is free to make a complaint. He/she will not be victimised for making a complaint.

However, if a complaint is found to be unwarranted or malicious, disciplinary action may be taken. The person who is alleged to have done the harassing or bullying has rights. He/she is entitled to representation, a fair and impartial hearing, and the right to challenge the claim. An allegation of harassment or bullying remains an allegation until an investigation is completed. Disciplinary action will be taken against an employee if, after an investigation, the allegation is upheld. Penalties are in accordance with the normal disciplinary procedure set out by the company.

Managers are required to act if they suspect any form of harassment or bullying, even if no complaint has been made.

### **8.1.6 Complaints Procedure**

All employees and members have a right to make a complaint if they feel they have been harassed, sexually harassed or bullied.

Anyone who believes that he/she has become subject to harassment directly or, who observes or has knowledge of harassment or bullying towards another employee or, group of employees, is advised to take the following steps immediately:

#### **Stage 1 – Informal Procedure**

The purpose of the informal procedure is to ensure that the majority of cases of this nature will be handled effectively and efficiently, in a confidential and sensitive manner, and at local level:

- If possible, a recipient of bullying, harassment or sexual harassment should approach the perpetrator(s) and ask him or her to stop.

- The employee should inform the individual(s) of the company's policy on sexual harassment and harassment or on anti-bullying and advise him/her that continuance of this behaviour will result in the employee making a formal complaint.
- The employee may approach their manager or another manager for support in approaching the perpetrator(s) or for advice if in doubt about whether the behaviour constitutes harassment, bullying or sexual harassment.

### **Stage 2 – Formal Procedure**

In the event that the informal complaint has failed or is inappropriate in the circumstances, the formal procedure should be used as follows:

- The employee should make a complaint to their manager or manager's manager, preferably in writing.
- When a manager receives a complaint, a copy must be forwarded to his/her manager or the President.
- The alleged perpetrator(s) will be notified in writing of the details of the complaint.
- A person will be nominated by the club (may be internal or external) to examine the complaint and set up an investigation as necessary.

### **Stage 3 - Investigation**

In the event that the formal procedure does not resolve the issue the club may decide to invoke a formal investigation which would involve the following steps:

- An investigation will be carried out into the alleged offence by the nominated investigation team members
- Should the gravity of the complaint warrant it, the investigation may be conducted by an independent consultant
- The investigation will be conducted thoroughly, objectively, with sensitivity, confidentially and with due respect to the rights of all parties concerned
- All parties concerned will be interviewed including any witnesses and each party will be informed of their right to be represented by a trusted colleague
- Following the investigation the employee and alleged perpetrator(s) will be provided with a written copy of the findings.

#### **8.1.7 Outcome**

Following the above, the club will implement the following course of action:

- Should the results of a thorough investigation of an alleged incident reveal that an employee or member has engaged in actions or conduct which constitute harassment or bullying, appropriate disciplinary action will be taken, up to and including termination of the employment relationship, depending on the seriousness of the violation.
- The claimant will be notified in writing that a thorough investigation has been conducted and assured that appropriate corrective action has been taken.
- If the results of a thorough investigation of an alleged incident reveal that an employee has not engaged in actions or conduct constituting harassment or bullying the claimant and the alleged harasser will be immediately notified that a thorough investigation has been conducted and the results indicate that there are no grounds to substantiate the harassment or bullying allegation.

### **8.1.8 Retaliation**

Retaliation of any kind against an employee for complaining or taking part in any investigation in the context of this policy, or any adverse action taken against an employee, because the employee has lodged a harassment complaint, or participated in the company's investigation of a complaint, will give rise to appropriate corrective action, up to and including dismissal.

### **8.1.9 False Accusations**

Deliberately making false accusations, if proven, will result in the imposition of the appropriate disciplinary action to the complaining party.

### **8.1.10 Monitoring and Training**

The club agrees to monitor the implementation of its Equal Opportunity and Dignity and Respect policies and provide training as necessary.



## **SECTION 9: CONSTRUCTION PROJECTS**

Where Kanturk Rugby Football Club commissions any construction work, we will comply with the requirements of the Safety Health and Welfare at Work (Construction) Regulations 2013. In particular the club will ensure that the statutory appointments of Project Supervisor for the Design Process and Project Supervisor for the Construction Stage are made.

It is club policy to appoint the Architect or other Chief Designer as Project Supervisor for the Design Process, where their competence or insurance does not allow them to take on this role an independent Project Supervisor for the Design Process will be appointed. The club will consult with the IRFU on such appointments as necessary.

It is club policy to appoint the Main Contractor as Project Supervisor for the Construction Stage, where their competence or insurance does not allow them to take on this role an independent Project Supervisor for the Construction Stage will be appointed. The club will consult with the IRFU on such appointments.

Where direct labour is used, the club will either take on the Project Supervisor(s) role(s) if it is deemed that we have competence to do so, otherwise the IRFU will be consulted on the appropriate arrangements to be put in place.

The club will also adhere to the legal requirements of reporting construction projects to the Health and Safety Authority if the construction work is planned to last longer than 30 working days or the volume of work is scheduled to exceed 500 person days.

#### Contractors

Contractors must supply their Safety Statement prior to commencing work. Contractors should not commence work until they have had a safety briefing with their designated point of contact. This Safety Briefing will communicate Kanturk Rugby Football Club requirements and hazards created by the Contractors work with necessary relevant safety precautions.

Incoming deliveries and couriers will be directed by a Kanturk Rugby Football Club, club member.

Contractors must ensure that:

- They comply with the provisions of this Safety Statement and that their own company's Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available;
- All work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- They wear any personal protective equipment as required;
- Scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice;
- All plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- No power tools or electrical equipment of greater than 110 volts shall be used for construction work on the premises and such equipment shall be suitable for industrial use and in good condition;
- Any injury sustained by a contractor's employee or third party is reported immediately to the club contact;
- They comply with any safety instructions given by Kanturk Rugby Football Club committee members, coaches, mentors and bar staff;
- The club contact is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with

legal requirements and best practice noting that young person's use the club on a daily basis;  
and

- They respect the club's right to see documentary clarification of contractors' insurance arrangements.

**SECTION 10: HAZARD IDENTIFICATION AND CONTROL MEASURE**

## Risk Assessment Introduction

In accordance with *Section 19 of the Safety Health and Welfare at Work Act 2005*, Risk Assessments have been completed for activities by the Club. Members will be made aware of the Risk Assessments relevant to their activities. A Risk Assessment will be reviewed where:

- (a) There has been significant change in the matters to which it relates, or
- (b) There is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

Following the review, Risk Assessments will be amended as appropriate.

Persons carrying out Risk Assessments will have regard to *Schedule 3 of Safety Health and Welfare at Work Act 2005* as detailed in the Appendices.

## Hazard Identification

The policy of Kanturk Rugby Football Club is to identify hazards associated with the club's activities and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of members or third parties.

Risk refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below.

Risk Control measures are intended to reduce the risk to an acceptable level. Kanturk Rugby Football Club commits itself to the elimination of hazards where reasonably practicable. This approach will take into account normal good practice within the IRFU and associated standards and guidelines where these are available.

## Six Steps to Risk Assessment

- Step 1:** Make a list of the work tasks that are your responsibility
- Step 2:** Identify the risks – what are the hazards, who might be harmed and how?
- Step 3:** Estimate the risk
- Step 4:** Evaluate the risk
- Step 5:** Record your findings
- Step 6:** Review your findings.

### **Step 1. Make a list of the tasks that are undertaken within the club**

Almost everything in the club – the activities that take place, the people involved in those activities, the equipment they use and the different locations they take place in – can be a hazard in some circumstances.

That's why it's essential that you make a list of every task undertaken by club members. The best way to do this is to walk around the Club and see for yourself what's going on. If you don't do this, it's possible that a hazard could be overlooked and therefore not included in the risk assessment.

Tasks may include Ground Maintenance, Operation of a Bar, Gymnasium or other leisure facilities, training, matches, travelling to away matches, major events, fund raisers, hiring out facilities etc.

It may be useful to record the following

- (a) A description of the location(s) these activities take place
- (b) The people who work in these areas or may be exposed to hazards (ground staff, players, juveniles, members of the public, etc)
- (c) Permanent and temporary pieces of equipment and substances used at the locations (temporary goal posts, herbicides, lawnmowers, etc)
- (d) Activities carried out at different locations. It is useful to breakdown each task into the activities required to complete the task. Ground maintenance may include the use of strimmers, lawnmowers, rollers, etc). Training may include the set-up of temporary goalposts, travel to the training ground if not on the main pitch, etc.

### **Step 2: Identify the risks – what are the hazards, who might be harmed and how?**

Now that you've completed your tasks list, you can identify the risks – to do this you need to know what the hazards are, who might be harmed and how.

So how can you identify the hazards?

- Observe the physical layout at each location and the activities being carried out. For example, do people have enough space to perform the task/training/etc without being unnecessarily at risk?
- Speak to other Club Members and find out whether they consider anything in the area to be a hazard – they may have noticed something which isn't obvious to you
- Inspect relevant Club records, such as accident records, manufacturer's, instructions, previous claims or data sheets
- Read up on hazards relevant for the area. For example, if ground maintenance people work with hazardous chemicals. If they do, they should have some knowledge of these topics.

### **Step 3: Estimate the risk**

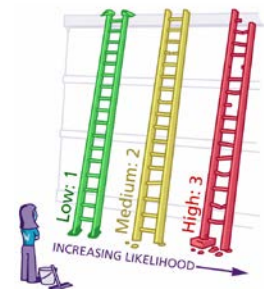
Now that you've identified what the hazards are, you'll need to weigh up how serious each risk is.

You need to consider two things:

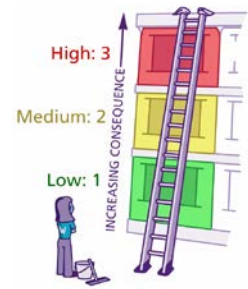
- How likely it is that something could go wrong
- How serious the outcome could be.

When you've considered all relevant factors, you can rank the likelihood of an accident occurring. You'll find it helpful to do this by using a three-point scale:

- Low (1):** If it's unlikely that the event will happen
- Medium (2):** If it's fairly likely that the event may happen
- High (3):** If it's likely that the event will happen.



Now that you've calculated the likelihood of an accident occurring, you need to do the same for the consequence. When you've considered all relevant factors, you can rank the seriousness of the accident.



Again, you'll find it helpful to do this by using a three-point scale:

**Low (1):** Minor injuries requiring first aid – for example, grazes or minor cuts

**Medium (2):** An injury requiring further medical assistance – for example, cuts needing stitches or broken bones

**High (3):** Major injuries, such as paralysis, or death.

Now you can estimate the level of risk involved – whether something is going to be a low risk, a medium risk or a high risk.

**Risk = likelihood x consequence.**

We might decide that for a task involving the cleaning of windows in the club that it's unlikely that the window cleaner will fall because the ladder is robust and secure, so we'll rank the likelihood as low (1). We might also decide that if the window cleaner were to fall from the lowest rungs of the ladder the injuries might not be so severe as if she fell from the upper rungs of the ladder – so the seriousness might be low (1) for the lower rungs and high (3) for the upper rungs.

For the two outcomes we've just described, we have two levels of risk:

$$1 \times 1 = 1 \text{ and } 1 \times 3 = 3$$

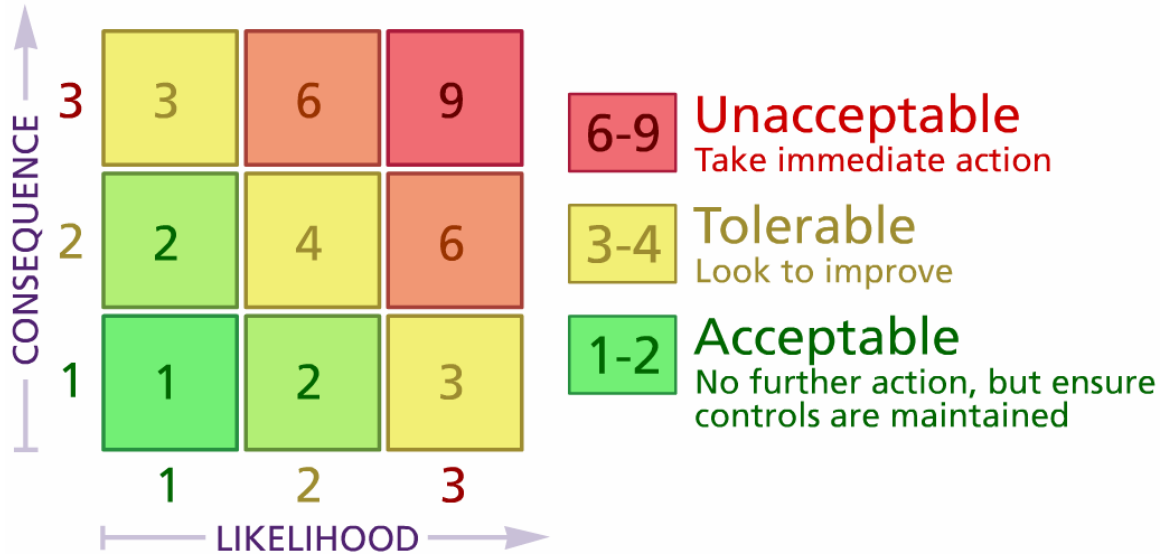
Suppose in another situation the ladder is in poor shape, not secure and on uneven ground. So this time we rank the likelihood of falling from the ladder as high (3). Again, as above, the seriousness of the fall could range from low (1) to high (3). So we have two levels of risk:

$$3 \times 1 = 3 \text{ and } 3 \times 3 = 9$$

#### **Step 4: Evaluate the risk**

Once you've estimated the risk and worked out your risk level as a club you must decide what you are going to do about it. Usually, the higher the risk level, the more serious the risk is and the more likely you'll need to take action. To make it easier to decide on the urgency of the action, you can allocate an action level to each level of risk.

This way of estimating and evaluating risk is called the 'risk matrix' approach – it's a commonly used tool.



Once you've done something to reduce the risk, you'll need to estimate and evaluate the risk again to see whether you've done enough.

**Step: 5 Record your findings**

Now that you've completed the risk assessment, you'll need to record your findings.

In general, it's helpful to record:

- Details of the person carrying out the risk assessment
- The date and time of the assessment
- Details of the location, people, equipment and activity you're assessing
- The hazards you've identified together with the risk level
- Existing control measures and how well they work
- The date for review of the assessment.

**Step 6: Review your findings**

As we all know, things change – for example, work procedures change, we buy new equipment and members, helpers and contractors come and go. The same applies when new information comes to light, such as information about substances you use at the Club. When changes like these are identified, you'll need to review your risk assessments.

It's good practice to review assessments annually or sooner, especially if you're made aware of new changes or information. Where risks ratings are low, you still need to review assessments to make sure they stay low.

**10.1.1 Risk Assessment Tips**

Risk assessment is a simple process, but here are some tips to make sure you do it well.

- Make sure your assessment is suitable and sufficient. Have you got the right information and are you using the right people. Sometimes you may need to seek advice from someone with specialist knowledge in a particular area, such as chemicals.
- Risk assessment involves making a judgment about risk – clearly this isn't an exact science. However, ensuring the quality of the information you use to estimate likelihood



and consequence helps to reduce the subjectivity. For example, use relevant accident and incident data.

- It's essential to involve the people whose activities you're assessing. You may think you know how a job is done – they really know how it's done.
- Make sure your risk assessments are relevant to the local situation at your club. A risk assessment done somewhere else for an activity that also takes place on your club is not necessarily valid for your circumstances. You'll need to modify it to fit your situation. For example, different equipment may be used at different clubs for the same task, and this may affect the risk.
- Where people work alone or encounter an unpredictable event, such as a new kind of machinery breakdown, they may have to do an 'on-the-spot' risk assessment to fit the new circumstances. The Club should consider how competent members are to undertake such roles and assess these risks or if general policies should be in place to stop the work until a new risk assessment is completed.

## SECTION 11: RISK ASSESSMENT RECORD

| Identified Hazard   | L | S | R | Risk Rating | Control Measures  |
|---|---|---|---|-------------|---|
| <p><b>Access/Egress</b><br/>Poor access/egress can lead to trip hazards. Poor egress in an emergency can threaten lives as can obstructing access for emergency vehicles.</p>                                       | 2 | 2 | 4 | Medium      | <ul style="list-style-type: none"> <li>• All doorways, corridors must remain unobstructed</li> <li>• Fire doors must be kept closed but not blocked or locked</li> <li>• Exit doors must be kept clear at all times</li> <li>• Access for emergency vehicles must never be blocked by parked cars</li> </ul>  |
| <p><b>Contractor Safety</b><br/>The necessary presence of contractors (trade or service suppliers) may create hazardous situations by the movement of their vehicles or the use of their materials or equipment</p> | 1 | 3 | 3 | Medium      | <ul style="list-style-type: none"> <li>• All contractors must be briefed on safety requirements and issued with a copy of this Safety Statement before any work commences</li> <li>• Contractors are not allowed the use of mechanical or access equipment unless express permission is given</li> <li>• Contractor must detail how they will protect Members and in particular young persons from hazards associated with their works.</li> <li>• Comply with all reasonable directions from club officials.</li> </ul>  |
| <p><b>Electricity</b><br/>Miss-use of electricity can result in fire, explosion, personal injury and even death</p>   | 1 | 3 | 3 | Medium      | <ul style="list-style-type: none"> <li>• R.E.C.I. qualified electricians to routinely check the integrity of electrical installation incl. sockets light fittings &amp; cabling both in Clubhouse and externally in grounds.</li> <li>• ELCB's fitted to all socket outlets to be regularly tested.</li> <li>• Club members should never: <ul style="list-style-type: none"> <li>○ Attempt any kind of repair or maintenance of electrical equipment or installations</li> <li>○ Jam wires into sockets using matchsticks etc.</li> <li>○ Connect power tools to light sockets (unearthed)</li> <li>○ Insert plugs into wrong sockets</li> <li>○ Use the wrong fuse for the current the equipment is carrying</li> </ul> </li> <li>• All members should assume all electrical circuits/cables are 'live' until proven otherwise</li> <li>• Ensure source is isolated before attempting any rescue of a person receiving an electric shock</li> <li>• Report any discolouration or burn marks on plugs</li> <li>• Only a qualified electrician may attempt any electrical work at the club.</li> </ul> |
| <p><b>Fire</b><br/>There is always a risk of fire and this risk can be heightened through, for example, careless smoking, unsupervised use of electrical equipment, poor waste management, etc.</p>                 | 1 | 3 | 3 | Medium      | <ul style="list-style-type: none"> <li>• There is a total prohibition of smoking in any enclosed area on the club premises</li> <li>• All kitchen equipment must be monitored when switched on and turned off when not in use.</li> <li>• Fire extinguishers must be visually checked monthly and serviced annually.</li> <li>• Waste and particularly combustibles are not allowed to build up and should be disposed off on a regular basis.</li> <li>• All fire escapes are clearly indicated and must be</li> </ul>   |

| Identified Hazard   | L | S | R | Risk Rating | Control Measures   |
|---|---|---|---|-------------|--|
|   |   |   |   |             | <p>kept clear/unlocked at all times</p> <ul style="list-style-type: none"> <li>All members/visitors should be made aware of the action to be taken in the event of fire.</li> </ul>  |
| <p><b>Functions</b><br/>The clubhouse is used for club and private functions. As those present at such functions may not include club members, any risk to safety must be minimised through close supervision by a senior club member.</p>                                    | 2 | 2 | 4 | Medium      | <ul style="list-style-type: none"> <li>Non-members preparing the room are not allowed to climb above floor level or to use ladders to put up decorations prior to the function</li> <li>All persons hiring the premises must understand and undertake to abide by any instructions issued</li> <li>Where deemed necessary ensure that the entrance door is manned by a person competent and licensed to do so.</li> <li>All non-members attending the function must sign in on the book provided for that purpose</li> <li>No 'horse play' is allowed on the dance floor or on the club premises.</li> <li>The club shall ensure that the dance floor and toilet floors are examined for spillages at least every hour</li> <li>Prior to any non-member function indicate through an announcement where the fire exits are</li> <li>No taped repair to or otherwise unsuitable electrical equipment is allowed to be used in connection with musical equipment or other electrical equipment.</li> <li>Persons who are obviously intoxicated should not be admitted.</li> <li>Bar staff shall not further serve alcohol to any person where the bar staff feel it is inadvisable</li> <li>All exterior lighting must be switched on and in good working order</li> <li>Bar staff shall ensure that bottles or glasses are not brought out of the premises</li> </ul> |
| <p><b>Toilets</b><br/>Poorly maintained toilets can lead to slip hazards and hygiene hazards.</p>   | 1 | 2 | 2 | Low         | <ul style="list-style-type: none"> <li>In the interests of good health it is essential that all toilets/wash areas are maintained to a high standard.</li> <li>Cleaning of toilets during functions will be certified by signing the form provided.</li> <li>Smoking is forbidden in the toilet areas</li> <li>During functions, the Supervisor should regularly inspect toilet areas and have any spillages cleaned up</li> <li>Cisterns should be left running to prevent odours in the toilet areas</li> </ul>  |
| <p><b>Kitchen/Bar</b><br/>The kitchen/bar area can account for accidents through slips, burns from hot surfaces, cuts from knives and glass etc. It is an area where a high standard of hygiene is required and only authorised persons should use either of these areas.</p> | 2 | 2 | 4 | Medium      | <ul style="list-style-type: none"> <li>Access doors to the bar should be kept closed at all times when the bar is not open.</li> <li>The highest hygiene standards must be maintained when handling food</li> <li>All spillages must be cleaned-up immediately</li> <li>The glass-washer should be used for all glass washing other than rinsing.</li> <li>All surfaces must be kept clean at all times</li> <li>All food remained must be discharged in the proper bin immediately</li> <li>Storage of kit or other items in the kitchen or bar area is strictly prohibited.</li> </ul>   |

| Identified Hazard   | L | S | R | Risk Rating | Control Measures   |
|---|---|---|---|-------------|--|
|   |   |   |   |             | <ul style="list-style-type: none"> <li>• A First Aid Kit must be maintained in the Kitchen.</li> </ul>   |
| <b>Pest Control</b><br>It is in the interest of general health that the premises are kept vermin-free.  | 1 | 3 | 3 | Medium      | <ul style="list-style-type: none"> <li>• Any sighting/signs of vermin should be reported immediately</li> <li>• A pest control system should be operated by an outside agency if the need arises (not at present)</li> </ul>   |
| <b>Training and Games</b><br>Injuries are a constant hazard in Rugby Football and as they cannot be anticipated, the club policy is to be in a position to react swiftly to any minor or major injury.                            | 2 | 2 | 4 | Medium      | <ul style="list-style-type: none"> <li>• Training or games must always be supervised.</li> <li>• The proper equipment, is in place</li> <li>• Under-age players play within their assigned teams.</li> <li>• Training is supervised by at least one coach.</li> <li>• All coaches have at least the Foundation Coaching course completed</li> <li>• Helmets are mandatory for all hurling training and matches.</li> <li>• Underage players are encouraged to wear shin-pads.</li> <li>• All football players are encouraged to wear gum shields at training and at matches.</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>• Contacting the Emergency Services immediately on 112 or 999 where the situation warrants.</li> <li>• Ensuring that the ambulance approach is always kept clear</li> </ul> |
| <b>Lawn Mower</b><br>This gives rise to drawing in and amputation hazards   | 1 | 2 | 2 | Low         | <ul style="list-style-type: none"> <li>• All moving parts to be fully guarded, including cutters</li> <li>• Only personnel who feel that they can use the lawn mower without risk to themselves should use club equipment.</li> </ul>  |
| <b>Floodlights</b><br>In appropriate access at heights can lead to a risk of falls and consequent injury.   | 1 | 3 | 3 | Medium      | <ul style="list-style-type: none"> <li>• Safe means of access such as M.E.W.P. to be used to work on lights</li> <li>• M.E.W.P. to be used only if tested &amp; examined within the previous 6 months and operated by a trained person with a FAS Safepass Card.</li> </ul>  |
| <b>Parking Area</b><br>Movement of vehicles gives rise to the risk of collisions between vehicles and pedestrians.<br>The presence of small children which may not be seen in rear view mirrors gives rise to a significant risk. | 1 | 3 | 3 | Medium      | <ul style="list-style-type: none"> <li>• The Parking Area shall be maintained in a clean and tidy condition</li> <li>• Reversing of large vehicles must be assisted at all times.</li> <li>• Where possible truck movements will be scheduled outside underage training and match times.</li> <li>• Vehicles are discouraged from parking in front of the club house during underage match and training times</li> </ul>   |

| Identified Hazard  | L | S | R | Risk Rating | Control Measures   |
|--|---|---|---|-------------|--|
|  |   |   |   |             | due to the presence of small children.   |
| <b>Permanent Goalposts</b><br>The collapse of a permanent goalpost can give rise to serious injury if it hits someone.   | 1 | 2 | 2 | Low         | <ul style="list-style-type: none"> <li>Permanent Goalposts will be routinely inspected for damage and be repaired as necessary.</li> <li>Permanent Goalposts including the frame and crossbar must be inspected by a club member prior to every game.</li> </ul>   |
| <b>Manual Handling</b>   | 1 | 2 | 2 | Low         | <ul style="list-style-type: none"> <li>Risk assessment shows no need for</li> <li>manual handling training.</li> </ul>   |
| <b>Fencing to All Weather</b><br>Damaged fencing can give rise to cuts to entanglement hazards.  | 2 | 1 | 2 | Low         | <ul style="list-style-type: none"> <li>The fencing around the All Weather Pitch will be routinely inspected and maintained in its current condition.</li> </ul>  |
| <b>Gates</b><br>Risk of back strain or gate falling on someone's foot if the gate is damaged during use.   | 1 | 2 | 2 | Low         | <ul style="list-style-type: none"> <li>Gates will be routinely checked including hinges and mountings for damage.</li> </ul>   |
| <b>Strimmer</b><br>The use of a strimmer gives rise to a risk to cuts to eyes and skin from flying debris. There are also risks due to vibration.  | 2 | 2 | 4 | Medium      | <ul style="list-style-type: none"> <li>P.P.E. including eye protection, ear protection and gloves to be worn by operative.</li> <li>Only persons over the age of 18 may use a strimmer on club property.</li> </ul>  |
| <b>Clubhouse Generally</b><br>Minor maintenance to the clubhouse can give rise to a risk of falls where the maintenance is required at high level.   | 1 | 2 | 2 | Low         | <ul style="list-style-type: none"> <li>Maintain in present state of repair and decoration.</li> <li>For any minor maintenance, decorating or cleaning work suitable platforms will be used where possible. If ladders are deemed necessary, only ladders in good condition may be used.</li> <li>When any member is using a ladder, it must be tied at the top or securely held at the bottom.</li> <li>Ladders are only suitable for short duration simple tasks where 3 points of contact can be maintained.</li> <li>No member shall use a ladder alone.</li> </ul>   |
| <b>Ground Maintenance Generally</b><br>Ground Maintenance can give rise to Mechanical Risks, Chemical Risks and Risks from Animals<br><br>Mechanical Hazards include entanglement and amputation<br><br>Chemical Risks include risk of burns from corrosive chemicals and toxic effects. | 2 | 2 | 4 | Medium      | Mechanical risks <ul style="list-style-type: none"> <li>All equipment used must conform to appropriate standards and be CE marked</li> <li>All dangerous areas or parts must be guarded</li> <li>Where necessary have suitable emergency stops or cut offs</li> <li>All persons using such equipment must wear Personal Protective Equipment likely to necessary during its use as recommended by the manufacturer.</li> </ul> Chemical risks <ul style="list-style-type: none"> <li>Prior to using any chemical including pesticides the user must evaluate the levels of risk posed by the substance (contained within the Material Data Sheet - MDS)</li> <li>Any necessary controls indicated on the MDS including Personal Protective Equipment must be applied.</li> </ul> |

| Identified Hazard   | L | S | R | Risk Rating | Control Measures   |
|---|---|---|---|-------------|--|
| <p>Some plants, trees, shrubs and vegetation will pose significant risks either through</p> <ul style="list-style-type: none"> <li>• Sap (giant hogweed)</li> <li>• Defence mechanisms (nettles)</li> <li>• Toxic fruits (yew and deadly nightshade)</li> </ul> <p>Some people are sensitised to certain animal venom, one particular example is bee or wasp venom. The greatest danger to people is from zoonoses (diseases affecting humans that are passed on from animals)</p> <ul style="list-style-type: none"> <li>• Leptospirosis - disease carried in the rat, vole or field mice urine (weil's disease), although it can be carried by other animals.</li> <li>• Cryptosporidiosis - from a parasite on animals or in their bedding or foodstuffs.</li> <li>• Ornithosis - diseases carried by birds, including avian chlamydiosis</li> </ul> <p>The most likely zoonoses is Weil's disease, carried in rat urine. The reason for this is that it can remain in puddles or areas of slow moving water for some time</p> |   |   |   |             | <ul style="list-style-type: none"> <li>• Where deemed necessary all members of the public must be kept away from areas where substances are in use.</li> </ul> <p>Biological risks<br/>Where hazardous plants etc have been identified;</p> <ul style="list-style-type: none"> <li>• Contact should be avoided through elimination of the task or the wearing of suitable Personal Protective Equipment.</li> <li>• Good personal hygiene, particularly washing hands before eating drinking or smoking must be applied</li> <li>• Personnel must clean and cover all cuts and wounds</li> </ul> <p>Animal hazards.</p> <ul style="list-style-type: none"> <li>• Personnel involved in Ground Maintenance to be aware of symptoms- a feverish flu-like illness with headache that can cause meningitis. Persons who have recently involved in ground maintenance should attend their GP if if these symptoms present themselves.</li> <li>• Contact with animal, animal droppings, puddles and pools of still water should be avoided</li> <li>• Personnel who sensitive to wasp or bee stings should either not perform the work or take adequate precautions</li> <li>• Good personal hygiene must be followed, particularly washing hands before eating drinking or smoking</li> <li>• Clean and cover all cuts and wounds</li> <li>• Tetanus spores are present in soil from contamination, it is therefore important to keep all wounds; especially deep puncture wounds, cleaned and aired to prevent infection. It is recommended to have the tetanus vaccine once every 10 years.</li> </ul> |
| <p><b>Construction Generally</b><br/>Construction poses risk to club members and the public from falling objects, movement of construction vehicles and unauthorised access to construction sites by young persons.</p>   | 1 | 2 | 2 | Low         | <ul style="list-style-type: none"> <li>• A Project Supervisor for the Design Process and a Project Supervisor for the Construction Stage will be appointed for all Construction Projects (other than routine maintenance and repair)</li> <li>• All Contractors using mobile equipment will be required to prepare a method statement and specifically address the protection of club members, the public and in particular young persons.</li> <li>• All construction areas must have a secure perimeter to prevent access by young persons.</li> <li>• All work must be performed in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2006.</li> <li>• A further assessment will be performed when further construction projects are in planning.</li> </ul>   |
| <p><b>Child Protection</b></p>  | 1 | 3 | 3 | Medium      | <ul style="list-style-type: none"> <li>• The Club Child Protection Policy must be adhered to</li> <li>• Where possible two coaches will provide all training sessions, where this is not possible at least one</li> </ul>  |

| Identified Hazard | L | S | R | Risk Rating | Control Measures  |
|-------------------|---|---|---|-------------|---|
|                   |   |   |   |             | <p>parent will be requested to stay for the duration of the training session. If this cannot be accommodated, the session should be cancelled and the parents informed.</p> <ul style="list-style-type: none"> <li>• At least two adults should be present in the dressing room with children when addressing underage players before matches.</li> <li>• The use of club shower facilities are prohibited by underage players during training and match times.</li> <li>• Underage players should attend training and matches already togged out except for their club jersey. Football boots and outer tracksuit garments may be donned or removed in the dressing room.</li> <li>• A parent or guardian should remain present for all training sessions or request another parent to “keep an eye” on their child if this is not possible. This is particularly important for younger children in the event of minor injuries.</li> <li>• All coaches and mentors must have received clearance on their Garda Vetting forms by the end of October 2009 or for new members within two months of joining the coaching team.</li> </ul> |

**Additional hazards and/or controls should be added as identified.**

## APPENDIX 1: FIRST AID INFORMATION

### First Aid

The table below gives a broad indication of the type of first aid equipment and supplies which should be provided, be conveniently located and kept up to date as outlined in the H.S.A. Guide to Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 7 First Aid.

**Table 1 Recommended Contents of First Aid Box**

| <b>Materials</b>  | <b>Travel Kit</b> | <b>1-10 Persons</b> | <b>11-25 persons</b> | <b>26-50 persons<br/>***</b> |
|---|-------------------|---------------------|----------------------|------------------------------|
| Adhesive Plasters   | 20                | 20                  | 20                   | 40                           |
| Sterile Eye Pads (Bandage attached)   | 2                 | 2                   | 2                    | 4                            |
| Individually Wrapped Triangular Bandages  | 2                 | 2                   | 6                    | 6                            |
| Safety Pins   | 6                 | 6                   | 6                    | 6                            |
| Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)         | 1                 | 2                   | 2                    | 4                            |
| Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)          | 1                 | 2                   | 6                    | 8                            |
| Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3)(28 x 17.5 cms) | 1                 | 2                   | 3                    | 4                            |
| Disinfectant Wipes  | 10                | 10                  | 20                   | 40                           |
| Paramedic Shears  | 1                 | 1                   | 1                    | 1                            |
| Pairs of Examination Gloves   | 10                | 10                  | 20                   | 40                           |
| Sterile water where there is no clear running water ** 1                                    | 2x20mls           | 1x500mls            | 2x500mls             | 2x500mls                     |
| Pocket Face Mask  | 1                 | 1                   | 1                    | 1                            |
| Water Based Burns Dressing Small (10 x 10 cms) ** 2   | 1                 | 1                   | 1                    | 1                            |
| Water Based Burns Dressing Large *** 3  | 1                 | 1                   | 1                    | 1                            |
| Crepe Bandage (7cm)   | 1                 | 1                   | 2                    | 3                            |

\* **Note 1:** Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

\*\* **Note 2:** Where mains tap water is not readily available for cooling burnt area.

\*\*\* **Note 3:** Where more than 50 persons are employed, pro rata provision should be made.





**APPENDIX 2: ACCIDENT/INCIDENT REPORT FORM**

*This form must be completed in the event of any accident*

**Name of Injured Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Is the Injured Party a Club Member:** Yes / No

**Date and time of accident/incident:** \_\_\_\_\_

**Description of Accident/Incident and Injuries, if any sustained:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witnesses, if any** \_\_\_\_\_

Was incident reported at time it occurred?      YES       NO

If Yes, to whom?      Name: \_\_\_\_\_ Position: \_\_\_\_\_

Was medical attention given by:    First aider     Doctor     Hospital     None

Details (including name of first-aider): \_\_\_\_\_

Was accident investigated?      YES       NO

If yes, by whom? \_\_\_\_\_

Immediate and root cause of accident \_\_\_\_\_

\_\_\_\_\_

Is there any corrective action that needs to be taken? \_\_\_\_\_

\_\_\_\_\_

Details of any corrective action taken \_\_\_\_\_

\_\_\_\_\_

Does Safety Statement need to be amended? \_\_\_\_\_

Does the accident/incident need to be reported to the Health & Safety Authority?

YES     NO     If yes, date report sent and by whom



**APPENDIX 4: CLEANING OF FLOORS**

Please make every effort to keep these floors in good condition. These floors were cleaned as follows:

| Date | Time | Initials |
|------|------|----------|
|      |      |          |
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**APPENDIX 5: DRUGS AND ALCOHOL POLICY**

## Club Drug and Alcohol Policy

**Kanturk Rugby Football Club are committed as part of their overall philosophy to ‘Discourage the use of drugs, alcohol and tobacco on the basis that they are incompatible with a healthy approach to sporting activity’**

Kanturk Rugby Football Club believe that we need to work towards creating a safe, healthy club environment where we can develop the skills and attitudes necessary to cope with drug and alcohol related issues.

All club members, officials, coaches and volunteers as part of this club shall follow the law when it comes to illegal drugs, alcohol and tobacco and shall display leadership and good example, particularly when dealing with underage members. This policy shall apply to all users of the club buildings and grounds.

### Definition of Drugs:

For the purpose of this policy the term “drug” shall include all mood altering substances, both legal and illegal and involve substances such as:

- Alcohol
- Tobacco
- “Over the counter” medicines such as paracetamol, anti-histamines, cough medicines etc.
- Prescribed drugs such as antibiotics, inhalers, painkillers etc.
- Volatile substances such as aerosols, glues, petrol, cigarette lighter fuels etc.
- Products and substances sold online that cause intoxication.
- Controlled drugs such as cannabis, ecstasy, amphetamines, magic mushrooms, cocaine, etc.
- Performance enhancing sports related drugs as outlined by the World Anti-Doping Agency.

### Aims and Objectives:

The aim of this policy is to ensure that all club members are kept safe from drug-related harm when involved in club activities.

Our objectives are...

- To develop a consistent approach to drug-related issues to be adopted by all club members.
- To develop procedures and protocols that address drug-related issues in the club.
- To establish clear procedures for managing specific incidents of suspected drug misuse.

### Rules

Kanturk Rugby Football Club shall take the following actions

- Coaches and Club Officials shall not smoke or drink alcohol while representing their club at matches or training sessions.
- Club members, officials, coaches and volunteers shall not present themselves at club activities while under the influence of any drug.
- Cigarettes shall not be sold in the clubhouse.
- Medal ceremonies shall not be held in pubs.
- Under 18’s shall not be brought to pubs on the way home from matches, outings or training sessions.
- Alcohol shall not be served at functions for players aged under 18 years of age.
- Alcohol advertisements shall be phased out on club jerseys.

All persons associated with our club can help prevent drug-related harm from occurring during club activities.

### Club Members

- Will be aware of the details of and adhere to Kanturk Rugby Football Club Drug and Alcohol Policy.

**Parents and Guardians**

- Support the club in the development and implementation of this policy including procedures for handling incidents of suspected drug misuse.

**Coaches**

- Will be aware of the possibility of drug misuse among players and work with the Club, Club President and Executives with the aim of preventing harm.

**Club President and Executive Committees**

All relevant information, paraphernalia or suspected substances found or received shall be forwarded to the Club President who shall consult with the necessary parties before taking relevant action based upon this policy. In the event of the President not being available to discharge these duties this responsibility will then automatically fall to the Vice President or Secretary.

**Protocol for dealing with drug misuse**

Kanturk Rugby Football Club shall endeavour to respond to all Drug and substance incidents in a firm but fair manner, with due respect for the safety and welfare of individuals involved, other members of the club and the wider community and shall also fulfil any legal obligations that might apply.

**Outline of Restrictions**

Drug and substance use is viewed as unacceptable by Kanturk Rugby Football Club and is punishable by warnings, suspensions and expulsions as deemed appropriate.

**Reporting of Incidents**

Alleged or confirmed incidents in breach of this policy shall be referred to the Gardaí.

**Recording of Information**

Information regarding alleged or confirmed incidents in breach of this policy shall be recorded in writing. The recording of factual information is preferable and all opinions shall be stated as such. Responses to cases shall also be recorded in this way. Only in confirmed cases shall names of individuals be recorded.

**Confidentiality**

While it is not possible to guarantee, every effort shall be made to respect confidentiality.

**Involving Parents/Guardians**

Incidents involving any person under 18 years of age will require their parents/guardians to be informed. Parents/guardians shall be invited to discuss what has happened and shall be informed of any course of action to be taken by the club. The Club President shall nominate a person to inform parents/guardians in each case.

**Garda Síochána Involvement**

Incidents that involve Drug and substance shall require Garda Síochána involvement.

Signed \_\_\_\_\_ Club President

Signed \_\_\_\_\_ Child Protection Officer

Date \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

Date \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

**APPENDIX 6: ANTI-BULLYING/HARASSMENT POLICY**



## Bullying Policy

Kanturk Rugby Football Club will:

- Ensure the safety and security of all their players at all times.
- Support efforts in the community to combat bullying.
- Support IRFU and Government's policies on the subject.
- Encourage an awareness of what bullying is and how to avoid it.
- Encourage a mature and measured attitude towards bullying so that age grade players know how to deal with it effectively.
- Assure the victim that nothing is wrong with them and it is not their fault.
- Establish if bullying takes place in the club and if required address the problem in the right manner.
- Be committed to ensure the safety and security of all players.
- Bullying in whatever form is not acceptable and will not be tolerated.
- Have a clear written policy, visible in the club, preventing and dealing with bullying.

### **Strive to provide a place where**

- Name calling will not be tolerated.
- No one suffers abuse of any nature.
- No one is victimised.
- Each member is supported and listened to.
- All members are treated equally.
- Solutions to problems are the concern of all.

Signed \_\_\_\_\_

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

**[Name]** President Kanturk Rugby Football Club

**APPENDIX 7: CHILD PROTECTION POLICY**

## Child Protection policy

Protecting children from abuse is a responsibility of all those who come into contact with them.

We in Kanturk Rugby Football Club are committed to practice which protects children from harm. Information contained in this document will help to create an understanding and direction for staff, officials, coaches, volunteers, members, parents, children and young people involved in Name of Sport, and affiliated regional and local clubs.

### **Policy Statement**

Kanturk Rugby Football Club is committed to ensuring that the safety, welfare and well-being of children are maintained at all times during their participation in activities run by Kanturk Rugby Football Club.

Kanturk Rugby Football Club aims to promote a safe environment for all children and to assist all staff, officials, coaches, members and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

### **Rationale**

The focus of the policy and guidelines is the prevention of child abuse and poor practice in the sporting environment.

This policy and guidelines will assist Kanturk Rugby Football Club in establishing co-ordinated strategies for dealing with the problem of child abuse and neglect in a responsible, effective and consistent manner.

### **Objectives**

Through the development of this policy Kanturk Rugby Football Club objectives are to:

- Adopt child protection guidelines through a code of conduct for all staff/volunteers
- Provide information to assist staff and volunteers in recognising and responding to all forms of child abuse
- Provide direction to all staff and volunteers regarding their legal responsibilities under child protection legislation
- Follow procedures for recruitment and selection of staff and volunteers

### **Scope of Policy**

The Child Protection Policy of Kanturk Rugby Football Club is applicable to all management and staff (paid, voluntary, permanent or casual) of Kanturk Rugby Football Club and its affiliated regional/local clubs.

### **Implementation of Legislation**

In order to implement the child protection policy Kanturk Rugby Football Club will undertake to:

- Implement strategies and procedures that focus on the best interests of children and meet the requirements of child protection legislation
- Promote a safe and supportive environment for all children and young people participating in activities which come under our umbrella
- Increase awareness and emphasise the importance of child protection issues in a sporting environment to all those involved with the activities of Kanturk Rugby Football Club. This includes administrators, coaches, officials, athletes, parents and their children
- Ensure that all staff/volunteers of Kanturk Rugby Football Club are aware of their responsibilities arising.

### **Expectations**

Kanturk Rugby Football Club expects that all administrators, coaches and officials whether paid or unpaid, who participate in organised sport under the banner of this Organisation will commit to the above.

### **Policy Review**

Kanturk Rugby Football Club Child Protection and Intervention Policy and Guidelines will be reviewed annually and updated in line with any legislative changes that have significant impact on the manner in which child protection and intervention issues are to be dealt with.

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Kanturk Rugby Football Club President

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Date

**APPENDIX 8: CLUB SAFETY INSPECTION CHECKLIST**

### Club Safety Inspection Checklist

| Ref      | Description   | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|----------|---|------------|-----------------------------|----------|-----|----------------|
| <b>1</b> | <b>Documentation</b>  |            |                             |          |     |                |
| 1.1      | Safety Statement updated in the previous 12 months  |            |                             |          |     |                |
| 1.2      | Safety Statement signed by the Club President   |            |                             |          |     |                |
| 1.3      | Child Protection Policy in Place  |            |                             |          |     |                |
| 1.4      | Are all coaches / mentors Garda vetted?   |            |                             |          |     |                |
| 1.5      | Fire Safety Management Plan in Place  |            |                             |          |     |                |
| 1.6      | Is there a fire register in place with records of all fire detection and fire fighting equipment and its service history          |            |                             |          |     |                |
| 1.7      | Is emergency lighting tested with records maintained  |            |                             |          |     |                |
| 1.8      | Are practice evacuations/fire drills held at least twice per year with records maintained?  |            |                             |          |     |                |
| 1.9      | Copy of Event Safety Management Guide available   |            |                             |          |     |                |
| 1.10     | Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?                                      |            |                             |          |     |                |
| 1.11     | Is all electrical equipment checked regularly by a competent person?<br>Are records maintained and available?                     |            |                             |          |     |                |
| 1.12     | Are there service records available for machinery?  |            |                             |          |     |                |
| 1.13     | Is there a register of work at height equipment (ladders etc) and is there a record of their inspection                           |            |                             |          |     |                |
| 1.14     | Are there service records available for the heating and ventilation systems   |            |                             |          |     |                |
| 1.15     | Have statutory inspections been performed on the boiler   |            |                             |          |     |                |
| 1.16     | Is there a register of all Chemicals used and is there a Safety Data Sheet for each Chemical                                      |            |                             |          |     |                |
| <b>2</b> | <b>Access – Gates, Perimeter Walls, Fencing, etc</b>  |            |                             |          |     |                |
| 2.1      | Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc |            |                             |          |     |                |
| 2.2      | Are all gates hung properly and in working order?   |            |                             |          |     |                |

| Ref      | Description   | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|----------|---|------------|-----------------------------|----------|-----|----------------|
| <b>3</b> | <b>Circulation Areas</b>  |            |                             |          |     |                |
| 3.1      | Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?                                 |            |                             |          |     |                |
| 3.2      | Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?     |            |                             |          |     |                |
| 3.3      | Are there any areas of loose paint, plaster, etc  |            |                             |          |     |                |
| 3.4      | Are rails in place on steps and/or ramps where deemed necessary?  |            |                             |          |     |                |
| 3.5      | Are floor coverings, tiles, etc, in good condition and not slippery?  |            |                             |          |     |                |
| 3.6      | Are non slip mats in place in shower areas and at the entrance to the club?                                   |            |                             |          |     |                |
| 3.7      | Where relevant, are steps/stairways/ramps painted to ease visibility?   |            |                             |          |     |                |
| 3.8      | Are surfaces in external areas, i.e. paths, car-parks, etc in good condition?                                 |            |                             |          |     |                |
| 3.9      | Is there adequate lighting in car parks, on paths?  |            |                             |          |     |                |
| 3.10     | Are waste materials properly collected?   |            |                             |          |     |                |
| 3.11     | Are arrangements in place on match/event occasions to ensure that emergency vehicles may access/exit grounds? |            |                             |          |     |                |
| 3.12     | Are circulation areas accessible to those with special needs, e.g. mobility difficulties                      |            |                             |          |     |                |
| <b>4</b> | <b>Fire Safety</b>  |            |                             |          |     |                |
| 4.1      | Are all designated fire exits are clearly marked?   |            |                             |          |     |                |
| 4.2      | Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?      |            |                             |          |     |                |
| 4.3      | Do fire doors open outwards?  |            |                             |          |     |                |
| 4.4      | Is assembly point clearly marked?   |            |                             |          |     |                |
| 4.5      | Are evacuation procedures clearly displayed?  |            |                             |          |     |                |
| 4.6      | Are all staff familiar with evacuation procedures?  |            |                             |          |     |                |
| 4.7      | Is the fire fighting equipment at its designated fire points?   |            |                             |          |     |                |
| 4.8      | Is fire fighting equipment serviced as required and a record of service maintained?                           |            |                             |          |     |                |

| Ref      | Description  | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|----------|--|------------|-----------------------------|----------|-----|----------------|
| 4.9      | Are flammable substances e.g. fuels, paper, cleaning materials other chemicals, etc., stored correctly, away from any sources of heat? |            |                             |          |     |                |
| <b>5</b> | <b>Electrical Equipment</b>  |            |                             |          |     |                |
| 5.1      | Is electrical equipment suitable for use intended?   |            |                             |          |     |                |
| 5.2      | Are plugs and sockets in good condition with no cracks or pieces missing   |            |                             |          |     |                |
| 5.3      | Are socket screws and mountings secure   |            |                             |          |     |                |
| 5.4      | Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp                            |            |                             |          |     |                |
| 5.5      | Do indicator lights on sockets function correctly  |            |                             |          |     |                |
| 5.6      | Is al insulation on leads free from cracks or signs of deterioration?  |            |                             |          |     |                |
| 5.7      | Where extension leads are being used, they are fully unwound and not left plugged in and unattended.                                   |            |                             |          |     |                |
| <b>6</b> | <b>Lighting (including pitch lighting)</b>   |            |                             |          |     |                |
| 6.1      | Are all light fittings are in working order and are kept in a clean condition?   |            |                             |          |     |                |
| 6.2      | Is lighting is adequate for the type of activities being undertaken  |            |                             |          |     |                |
| 6.3      | Is all electrical housings, cabling, etc in good condition and with no exposure to live wiring?  |            |                             |          |     |                |
| 6.4      | Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?       |            |                             |          |     |                |
| 6.5      | Is lighting on approach roads and outside the club sufficient for access and egress  |            |                             |          |     |                |
| <b>7</b> | <b>Machinery</b>   |            |                             |          |     |                |
| 7.1      | Is machinery used suitable and appropriate for purpose?  |            |                             |          |     |                |
| 7.2      | Is all machinery stored in a locked area away from access of members of the public?  |            |                             |          |     |                |
| 7.3      | Is machinery operated by competent persons only?   |            |                             |          |     |                |
| 7.4      | Are drive shafts/PTOs/Other moving parts adequately guarded?   |            |                             |          |     |                |
| 7.5      | Is all machinery in good working order   |            |                             |          |     |                |



| Ref       | Description  | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|-----------|--|------------|-----------------------------|----------|-----|----------------|
| <b>8</b>  | <b>Maintenance</b>   |            |                             |          |     |                |
| 8.1       | Is a safe system of work in place, e.g. does grass cutting, cleaning and other maintenance take place only when the area is free from non involved persons, particularly children? |            |                             |          |     |                |
| 8.2       | Is maintenance only carried out by competent persons?  |            |                             |          |     |                |
| 8.3       | Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?   |            |                             |          |     |                |
| 8.4       | Are staff, members and volunteers, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)  |            |                             |          |     |                |
| 8.5       | Are all maintenance materials, paints, etc stored safely and securely?   |            |                             |          |     |                |
| <b>9</b>  | <b>Doors and Windows</b>   |            |                             |          |     |                |
| 9.1       | Are all doors unobstructed?  |            |                             |          |     |                |
| 9.2       | Are all doors free from broken and/or damages hinges, locks, etc   |            |                             |          |     |                |
| 9.3       | Are windows free from broken fastenings?   |            |                             |          |     |                |
| 9.4       | Do glazed windows, doors etc have toughened, laminated glass?  |            |                             |          |     |                |
| 9.5       | Are windows safe when open from contact with passers by?   |            |                             |          |     |                |
| 9.6       | Do doors and windows open without unnecessary force being applied?   |            |                             |          |     |                |
| 9.7       | Are windows free from broken or cracked panes, frames, etc   |            |                             |          |     |                |
| <b>10</b> | <b>Working at Heights</b>  |            |                             |          |     |                |
| 10.1      | Are safe systems of working at heights documented? i.e. access to raised scoreboards, erection of flags, scores, lighting, etc   |            |                             |          |     |                |
| 10.2      | Are facilities in place to facilitate safe working at heights?   |            |                             |          |     |                |
| 10.3      | Are ladders and others equipment using for working at heights stored safely and securely when not in use?  |            |                             |          |     |                |
| <b>11</b> | <b>Moving and Handling</b>   |            |                             |          |     |                |
| 11.1      | Is equipment available to move and handle equipment, fertilizers, furniture, waste, etc?   |            |                             |          |     |                |

| Ref       | Description  | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|-----------|--|------------|-----------------------------|----------|-----|----------------|
| 11.2      | Are staff and those moving equipment provided with training in moving and handling?          |            |                             |          |     |                |
| 11.3      | Is there a safe system in place for movement of portable goal posts etc                      |            |                             |          |     |                |
| <b>12</b> | <b>Heating and Ventilation systems</b>   |            |                             |          |     |                |
| 12.1      | Is the heating system regularly serviced and maintained in good order?                       |            |                             |          |     |                |
| 12.2      | Is maintenance carried out by competent person?  |            |                             |          |     |                |
| 12.3      | Is boiler house kept clean and tidy and free from waste materials?                           |            |                             |          |     |                |
| <b>13</b> | <b>Kitchen areas</b>   |            |                             |          |     |                |
| 13.1      | Is the Kitchen locked when not in use?   |            |                             |          |     |                |
| 13.2      | Is the kitchen area supervised when in use   |            |                             |          |     |                |
| 13.3      | Are food preparation areas in compliance with food safety requirements?                      |            |                             |          |     |                |
| 13.4      | Are there adequate hand washing and drying facilities in kitchen area?                       |            |                             |          |     |                |
| 13.5      | Is the kitchen/dining area kept clean  |            |                             |          |     |                |
| 13.6      | Is the kitchen floor sound and non-slip, especially when wet?                                |            |                             |          |     |                |
| 13.7      | Where required, is equipment adequately guarded?   |            |                             |          |     |                |
| 13.8      | Are first aid boxes available in the kitchen area?   |            |                             |          |     |                |
| 13.9      | Is fire safety equipment available in kitchen?   |            |                             |          |     |                |
| 13.10     | Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. gloves, etc) |            |                             |          |     |                |
| <b>14</b> | <b>Gymnasia</b>  |            |                             |          |     |                |
| 14.1      | Is the Gymnasium locked /access controlled when not in use?                                  |            |                             |          |     |                |
| 14.2      | Is the equipment in good condition, maintained and serviced as specified by suppliers?       |            |                             |          |     |                |
| 14.3      | Is the Gym supervised by a qualified, competent person when in use?                          |            |                             |          |     |                |
| 14.4      | Is gymnasium kept tidy and equipment appropriately stored                                    |            |                             |          |     |                |

| Ref       | Description  | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|-----------|--|------------|-----------------------------|----------|-----|----------------|
| 14.5      | Is first aid box available and accessible?   |            |                             |          |     |                |
| 14.6      | Are floors clean, even and non slip?   |            |                             |          |     |                |
| 14.7      | Are changing rooms clean and tidy and disinfected?   |            |                             |          |     |                |
| 14.8      | Is an induction evening provided to all members and a record of such induction maintained?   |            |                             |          |     |                |
| <b>15</b> | <b>Waste Management</b>  |            |                             |          |     |                |
| 15.1      | Are there adequate waste containers in place in ground/dressing rooms/other facilities?  |            |                             |          |     |                |
| 15.2      | Is there a system to collect waste litter following matches/events?  |            |                             |          |     |                |
| 15.3      | Is waste stored in a secure place pending collection/ disposal?  |            |                             |          |     |                |
| 15.4      | Is all waste disposed off in accordance with local authority regulations?  |            |                             |          |     |                |
| 15.5      | Where building work is underway, is rubble safely secured from access by public?   |            |                             |          |     |                |
| 15.6      | Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)                                     |            |                             |          |     |                |
| <b>16</b> | <b>Chemicals</b>   |            |                             |          |     |                |
| 16.1      | Are chemicals stored in a secure place preventing unauthorised access by members of the public?  |            |                             |          |     |                |
| 16.2      | Are chemicals kept only in containers in which they were purchased with clear and legible "Instruction for use"  |            |                             |          |     |                |
| 16.3      | Are chemicals used only by competent persons?  |            |                             |          |     |                |
| 16.4      | Are waste chemicals disposed in accordance with manner prescribed in Safety Data Sheets/Instructions on container  |            |                             |          |     |                |
| 16.5      | Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc) while using or disposing chemicals? |            |                             |          |     |                |
| 16.6      | Are rat poisons but in place by competent persons and out of reach by children.  |            |                             |          |     |                |

| Ref       | Description   | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|-----------|---|------------|-----------------------------|----------|-----|----------------|
| <b>17</b> | <b>Signage</b>  |            |                             |          |     |                |
| 17.1      | Are safety or health signs in place where hazards cannot be avoided or adequately reduced?                                |            |                             |          |     |                |
| 17.2      | Are all exit routes clearly visible?  |            |                             |          |     |                |
| 17.3      | Is the Occupiers Liability sign erected and clearly visible?  |            |                             |          |     |                |
| <b>18</b> | <b>Goalposts – Fixed</b>  |            |                             |          |     |                |
| 18.1      | Are goalposts in good condition and free from sharp edges or other objects which could cause injury?                      |            |                             |          |     |                |
| 18.2      | Is a safe system in use for securing nets to goalposts frame?   |            |                             |          |     |                |
| <b>19</b> | <b>First Aid</b>  |            |                             |          |     |                |
| 19.1      | Does a First Aid box exist, and is appropriately stocked and available when required?                                     |            |                             |          |     |                |
| 19.2      | Are there adequate numbers of trained first aiders available during to matches, training sessions and other events?       |            |                             |          |     |                |
| 19.3      | Is a stretcher available?   |            |                             |          |     |                |
| 19.4      | Is a defibrillator in place and available?  |            |                             |          |     |                |
| 19.5      | Does the club have members trained (up to date) in CPR and in use of defibrillator?                                       |            |                             |          |     |                |
| <b>20</b> | <b>Event viewing areas, i.e. Stands, terracing, etc</b>   |            |                             |          |     |                |
| 20.1      | Are all viewing areas in good condition, free from slips, trips and falls hazards,  |            |                             |          |     |                |
| 20.2      | Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc |            |                             |          |     |                |
| 20.3      | Are changes in level marked for visibility impaired persons   |            |                             |          |     |                |
| <b>21</b> | <b>Toilet areas</b>   |            |                             |          |     |                |
| 21.1      | Are urinals, w.c.s, basins, etc intact?   |            |                             |          |     |                |
| 21.2      | Are hand washing facilities available (including hand drying facilities) and in working order?                            |            |                             |          |     |                |
| 21.3      | Is there a cleaning programme in place?   |            |                             |          |     |                |
| <b>22</b> | <b>Emergency Planning</b>   |            |                             |          |     |                |
| 22.1      | Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc                                       |            |                             |          |     |                |

| Ref       | Description   | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|-----------|---|------------|-----------------------------|----------|-----|----------------|
| 22.2      | Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?                |            |                             |          |     |                |
| <b>23</b> | <b>All Weather pitches</b>  |            |                             |          |     |                |
| 23.1      | Is the pitch in good condition and fit for use and free from defects?   |            |                             |          |     |                |
| 23.2      | Is the pitch secured by a boundary fence which is maintained and locked / access controlled when not in use?          |            |                             |          |     |                |
| 23.3      | Are the keys maintained by a competent person?  |            |                             |          |     |                |
| 23.4      | Is a record of use maintained?  |            |                             |          |     |                |
| 23.5      | Is the pitch hired to non members?  |            |                             |          |     |                |
| 23.6      | Is there a hire form with a waiver in place?  |            |                             |          |     |                |
| 23.7      | Is a record of all use by third parties maintained?   |            |                             |          |     |                |
| 23.8      | Is the pitch closed during adverse weather? Such as frost/snow?   |            |                             |          |     |                |
| 23.9      | Is all signage on boundary free from sharp edges and not protruding onto the field of play?                           |            |                             |          |     |                |
| <b>24</b> | <b>Bar</b>  |            |                             |          |     |                |
| 24.1      | Do members / guests sign in?  |            |                             |          |     |                |
| 24.2      | Is there a dance floor? Would you have to cross this carrying drink to return to seating?                             |            |                             |          |     |                |
| 24.3      | Is there an accident book on site?  |            |                             |          |     |                |
| 24.4      | Is there a first aid box on site?   |            |                             |          |     |                |
| 24.5      | When facilities are in use is there a cleaning system in operation for spillages/breakages? Are records maintained?   |            |                             |          |     |                |
| 24.6      | Are the bathrooms checked regularly for spillages/breakages when the function room is in use? Are records maintained? |            |                             |          |     |                |
| 24.7      | Are all stairways free from obstacles and handrails in working order?   |            |                             |          |     |                |
| 24.8      | Are volunteers engaged in bar work at a minimum over 18 years of age and competent?                                   |            |                             |          |     |                |
| 24.9      | Is all emergency lighting and exit lighting regularly maintained and in working order?                                |            |                             |          |     |                |
| 24.10     | Is food available? Are all FSA requirements adhered to?   |            |                             |          |     |                |

| Ref       | Description  | ✓/*<br>N/A | Comments or Action required | Photo(s) | Due | Responsibility |
|-----------|--|------------|-----------------------------|----------|-----|----------------|
| 24.11     | Is stock stored on premises? Is a log of stock maintained?   |            |                             |          |     |                |
| 24.12     | Are empty's / returns stored on premises in a safe manner? Is this recorded  |            |                             |          |     |                |
| 24.13     | Is there an occupancy limit? Is this enforced?   |            |                             |          |     |                |
| <b>25</b> | <b>Facilities for Hire</b>   |            |                             |          |     |                |
| 25.1      | Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance? |            |                             |          |     |                |
| 25.2      | Is this insurance vetted on an annual basis  |            |                             |          |     |                |
| 25.3      | Is a schedule of use of facilities documented and maintained?  |            |                             |          |     |                |
| 25.4      | Are the premises checked and cleaned after each use?   |            |                             |          |     |                |

The above is not an exhaustive list and where other hazards are identified they should be included.

Signed \_\_\_\_\_

Post/Role within Club \_\_\_\_\_

Date \_\_\_\_\_

**Reference**

Safety, Health and Welfare at Work Act 2005  
 Safety Health and Welfare at Work (General Application) Regulations 2007  
 Safety Health and Welfare at Work (Construction) Regulations 2013