

# **Safety Statement**

For

## **Galwegians Rugby Football Club**

**Glenina, Galway City, Co. Galway.**

April 2015

Safety Statement Revision History.

Revision:	Change Description:	Originator:	Approval Date:
Original	None.	D. O'Connor	08 April 2015
Revision 1.	Updated risk register/assessment, typos	D. O'Connor	20 April 2015
Revision 2			
Revision 3			

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Appendix 1: Risk Assessment.

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- 1) Accident Procedure.
- 2) Fire Protection Procedure.

Note: This safety statement has been prepared as recommended by the Health and Safety Authority in their document titled 'Guidelines on Preparing Your Safety Statement.'

## **1.0 Statement of General Policy.**

Galwegians RFC is committed to providing a safe and healthy work environment that will protect the well being of members, patrons, employees, contracted and other personnel , visitors, contractors, and any other personnel that may be present in our premises and surrounding area.

Specifically, we are committed to complying with all applicable Health & Safety legislation, including the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare at Work Regulations 2007. In addition, we will provide safe premises and equipment, as well as information, training and supervision as necessary to protect the health and well-being of personnel.

We realise that the most important element of any safety management programme is our members, patrons, employees, contracted and other personnel and therefore a positive attitude towards safety is a prerequisite for employment with our Club.

We will provide the necessary training and other resources to ensure that members, patrons, employees, contracted and other personnel have the knowledge and skills necessary to make them competent to perform their jobs in a safe manner. We are committed to the principle that all accidents are avoidable and resources will be provided in order to ensure that all the risks in the workplace are adequately addressed.

It is Club policy that safety is given priority over all other operations and if a job cannot be done safely then alternative means of doing the job in a safe manner will be employed.

We expect all members, patrons, employees, contracted and other personnel and all other personnel visiting our premises to co-operate fully in the implementation of this policy.

Members, patrons, employees, contracted and other personnel and others are encouraged to put forward suggestions for improvement to this statement.

This Safety Statement is available to our members, patrons, employees, contracted and other personnel, visitors and inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year.

Signed:

\_\_\_\_\_

Club Chairman

## **2.0 Management of Safety:**

2.1 Galwegians RFC have set up a safety management system as described in this manual and based on the requirements of the Safety, Health and Welfare at Work, Act 2005 and the Safety, Health & Welfare at work Regulations, 2007.

The principal components of the safety management system are described below:

### **2.2 Club Philosophy:**

Galwegians RFC are committed to the principle that all accidents are avoidable and it subscribes to the following safety management philosophy:

Hazards in the club facilities including playing pitches and workspaces to which members, patrons, employees, contracted and other personnel, patrons, or others may be exposed will be identified and,

- o The risk associated with each hazard identified will be assessed using appropriate risk assessment techniques.
- o Resources will be made available in order to take appropriate steps to eliminate the risk.
- o If the risk cannot be eliminated then resources will be made available in order to find a substitute, if feasible.
- o If a substitute cannot be found, then resources will be made available in order to effectively contain the risk.
- o In addition, wherever necessary, all personnel will be provided with suitable personal protective equipment.

### **2.3 Hazard identification and risk assessment.**

All aspects of the club operations are subjected to risk assessment as described above and the necessary precautions put into place. This risk assessment is detailed in Appendix 1.

### **2.4 Emergency response planning.**

In order to ensure that the correct actions are followed during an emergency, all staff are familiar with the correct procedures to be followed in case of emergency.

### **3.0 Identification of Hazards.**

In order to protect the health and safety of personnel a hazard identification exercise has been conducted. This exercise involved a systematic review of each aspect of the club operations.

### **4.0 Risk Assessment.**

The risk assessment involved the setting up of a matrix whereby each hazard was rated for the potential severity of the consequences of the hazard being realized and the expected frequency with which the hazard presents itself.

This matrix is attached in Appendix 1.

Each hazard identified was rated against:

- the frequency of the operation that presents the hazard,
- the likelihood that control of the hazard is lost, and
- the severity of the resultant injuries if an accident were to occur.

Each of the above was rated on a scale of 1-5 with 5 being the most severe.

### **5.0 Arrangements.**

Following the assessment of each risk identified, arrangements were put in place where necessary in order to eliminate or reduce the risk presented by the various hazards to an acceptable level.

### **6.0: Responsibility.**

The Club chairman is responsible for setting and maintaining the overall safety standards within the Club. Each employee is responsible for their own safety and for the safety of those who may be affected by their actions.

It is the responsibility of each employee to report any hazards, unsafe practices and procedures, or defective equipment to their supervisor.

## **7.0 Resources.**

In order to protect the health and safety of its members, patrons, employees, contracted and other personnel, Galwegians RFC is committed to:

Provision and maintenance of safe premises and equipment.  
Provision of induction and job training to relevant personnel so that they may perform their daily-weekly-season tasks in a safe manner.

## **8.0: Co-Operation Required from Members, Patrons, Employees, Contracted and Other Personnel.**

In order to assist management in safeguarding Health and Safety in the workplace, while on the premises:

- a. Members, patrons, employees, contracted and other personnel must take reasonable care for their own safety and health and that of any other persons who may be affected by their actions or omissions.
- b. Members, patrons, employees, contracted and other personnel are obliged to co-operate with the Club in the application of the Safety, Health and Welfare at Work Act 2005 and related Regulations and in this respect they may elect a safety representative to represent them in consultations with management.
- c. Members, patrons, employees, contracted and other personnel must not intentionally interfere with or misuse any means, appliance, convenience or equipment provided in compliance with the Acts or otherwise for securing the health safety and welfare of members, patrons, employees, contracted and other personnel , or other persons occupying the same work area.
- d. Members, patrons, employees, contracted and other personnel must report to their employer any defects they notice in the workplace or system of work which might be dangerous to safety and health.
- e. Members, patrons, employees, contracted and other personnel must use any protective clothing, equipment or appliance supplied to secure their Safety, Health and Welfare.
- f. If Club transport is provided for the conveyance of members, patrons, employees, contracted and other personnel on Club business, members, patrons, employees, contracted and other personnel must be aware that their responsibilities are very explicit under the Road Traffic Act and each employee must operate the vehicle in accordance with the law as laid down.

## **9.0: Consultation and Information.**

The Club chairman is responsible for overseeing the safety provisions on behalf of the Club. He will consult regularly with members, patrons, employees, contracted and other personnel and is available for consultation if any of the members, patrons, employees, contracted and other personnel have queries or concerns regarding any of the safety provisions mentioned in this statement.

His main duties and responsibilities are as follows:-

- a. To guide and advise on all Health, Safety and Welfare matters.
- b. To ensure that the Club fulfils all statutory requirements in respect of the relevant Acts and Regulations.
- c. To ensure that appropriate safety education and training are co-ordinated and carried out using both in-Club and external sources where necessary.

## **10.0: Revisions.**

This Safety Statement will be updated as necessary and the revisions brought to the attention of the members, patrons, employees, contracted and other personnel .



## Appendix 1.

### Risk Assessment.

<u>Hazard:</u>	<u>Consequences of an accident:</u>	<u>Frequency of the action:</u>	<u>Likelihood of loss of control:</u>	<u>Severity of the result:</u>	<u>Risk Rating:</u>	<u>Controls in place:</u>
Chemical Exposure.	Burn, eye injury.	1	1	2	2	1. Personal Protective Equipment is provided wherever there is a danger of chemical exposure.
Manual Handling.	1. Injury-especially back injury 2. Cuts, bruises	3.	1	2.	= 6.	1. Members, patrons, employees, contracted and other personnel receive relevant training and supervision. 2. Members, patrons, employees, contracted and other personnel are deployed - recruited based on their general ability and competence.
Electricity.	1. Electrocution, 2. Burns.	3	1	3	9	1. All electrical equipment and systems properly maintained.
Ergonomic Issues, (repetitive movements, till-bar counter workstation posture, etc.)	1. Musculoskeletal disorders, repetitive strain injuries, etc..	3.	1.	2.	= 6.	1. Workstations are suitable for the work performed. 2. Typing tasks are interspersed with frequent breaks to perform other duties such as filing, etc.
Slip, trip or fall hazards.	1. Injury.	1.	2.	2.	= 4.	1. Members, patrons, employees, contracted and other personnel receive relevant training and supervision and are aware of, and will report, slip, trip or fall hazards. 2. Slip, trip and fall hazards (torn carpets, raised carpet edges, etc.) are corrected as quickly as possible.
Height access, e.g. stepladder use, standing on chairs, Etc. to store/retrieve items.	1. Falls, injury..	2	1	3	= 6	1. Adequate stepladders are provided for height access. 2. Heavy, awkward items are stored at low level where possible. 3. Members, patrons, employees, contracted and other personnel receive relevant training and supervision.
Fire, as a result of . smoking, electrical short circuit, etc.	1. Injury, death.	1	1	3	= 3	1. Fire equipment is inspected regularly. 2. A 'Smoking' area is provided. 3. Electrical equipment is inspected and maintained regularly. 4. Emergency evacuations are practiced. 5. Emergency exits are regularly inspected and kept clear.

<u>Hazard:</u>	<u>Consequences of an accident:</u>	<u>Frequency of the operation:</u>	<u>Likelihood of loss of control:</u>	<u>Severity of the result:</u>	<u>Risk Rating:</u>	<u>Controls in place:</u>
Use of Mains gas.	1. leaks –leading to fire or explosion.	3	1	3	9	1. If gas odour is detected, Bord Gas will be contacted immediately.. 2. All gas equipment is inspected and maintained regularly.
Attack by members of the public or club member.	1. Injury.	1	1	3	3	1. Office - club house access is restricted.
Working alone.	1. Falls, injury, etc.	1	1	2	2	1. Each working alone task is assessed for hazards and if a significant hazard presents itself, then more than one person will be present when performing the work, e.g. adjusting lighting. 2. Members, patrons, employees, contracted and other personnel receive relevant training and supervision  3. Communication - safety equipment is provided where necessary.
Use of Contractors.	Various.	2	1	2	4	1. Only reputable contractors are employed.
Aggression, Bullying, violence & Harassment	1. Injury, 2. Stress.	1	1	2	2	1. Pre-employment – deployment interviews and reference checks are used to identify and prevent such individuals gaining employment - deployment
Stress	1. Illness.	2	1	2	4	1. Club management is aware of potential stressors in the club – workplace environs and take appropriate action at an early stage.
Overhead storage.	1. Injuries from objects falling.	3	1	2	6	1. Adequate stepladders are provided for height access. 2. Heavy, awkward items are stored at low level where possible. 3. Members, patrons, employees, contracted and other personnel receive relevant training and supervision
Paper shredder.	1. Entrapment.	1	1	3	3	1. Interlock provided on shredder which will stop shredder on contact..
	Consequences	Frequency	Likelihood	Severity		

<u>Hazard:</u>	<u>of an accident:</u>	<u>of the operation:</u>	<u>of loss of control:</u>	<u>of the result:</u>	<u>Risk Rating:</u>	<u>Controls in place:</u>
Dressing rooms	Slips, Trips, falls	3	2	2	12	Mats are provided, floors are dried.
Gym-bench-exercise Room	Slips, Trips, falls	3	2	2	12	Users are trained in the use of gym equipment.
Manual handling equipment issues		3	2	2	12	Users are trained in the use of equipment
Heart attack, etc.		3	1	5	15	Defibrillator, stretcher equipment, order of malta, 1st aid
Goal post protection	Injuries	3	2	2	12	padded post
Car parking, traffic	Car accidents	3	2	2	12	one way system in place, speed limit signs posted' users reminded of need to go slow

## Appendix 2.

### Contents:

- 1) Accident Procedure.

## **No. 1 Accident Procedure.**

### 1.0 Introduction:

Club policy requires that all accidents are investigated so that the cause may be determined and re-occurrence prevented.

### 2.0 Definitions:

2.1 Accident: An accident is defined as an unexpected happening that results in personnel injury.

2.2 Incident: An incident is defined as an unexpected happening that results in damage to premises or equipment.

### 3.0 Procedure:

3.1 Because of the wide variety of accidents and injuries that may occur in the workplace it is not possible to give a hard and fast procedure to follow. However, the following guidelines should be taken into account when responding to accidents or injuries:

### 4.0 General Guidelines.

4.1 All members, patrons, employees, contracted and other personnel must report any accident which has occurred as soon as is practicable. This includes non-injury accidents.

4.2 On receipt of the notification of an accident, the senior person will carry out an investigation and fill in the Accident, Incident Near Miss investigation report form.(Overleaf.)

4.3 The investigation must take place as soon as possible after the accident has occurred.

4.4 Members, patrons, employees, contracted and other personnel will be made aware of the accident investigation procedure and will give full co-operation.

4.5 Members, patrons, employees, contracted and other personnel will not interfere with the scene of the accident unless it is necessary to prevent a secondary accident from occurring.

4.6 For significant injury, it is recommended that the injured person seek medical attention.

4.7 If there is any possibility of spinal injury then do not move the injured person.

4.8 If an accident results in an employee being absent from work for more than three working days, then it is classified as a Lost Time Accident and the Health and Safety Authority must be informed.

4.9 Complete the attached Accident Investigation form.

**Accident/Incident/Near Miss Report Form.**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Was it an: Accident?  Incident?  or Near Miss?

Exact Location: \_\_\_\_\_

Person(s) \_\_\_\_\_ Witness(es): \_\_\_\_\_  
Involved: \_\_\_\_\_

**What happened?** (Be specific) \_\_\_\_\_

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

**What caused it to happen?** \_\_\_\_\_

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

**Extent of Injuries:** \_\_\_\_\_

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

**Treatment given:** \_\_\_\_\_

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

**Extent of damage:** \_\_\_\_\_

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

**Corrective Action already taken:** \_\_\_\_\_

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

**Further Corrective action recommended:** \_\_\_\_\_

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

Follow-up notes: \_\_\_\_\_

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

Form completed by: \_\_\_\_\_