



# Health & Safety Policy

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## Introduction:

This club safety statement was created in consultation with a series of guidance documents published by the Football Association of Ireland and Sport Ireland. It reflects the changes that have taken place in the wider context of providing a safe environment for club activities. The safety statement is published to assist those in positions of responsibility within the club to discharge statutory duties and comply with 'best practice'. This document is a working document which will be reviewed and updated in line with knowledge and experience of implementation. It is not intended to be prescriptive or the only means to discharge the Health and Safety duties. It is hoped that those with positions of responsibility in Douglas Hall AFC will find the information a useful source of reference in their efforts to meet the common goal of creating a safe environment in which all club activities can take place.

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## 1. Policy

The management of Douglas Hall AFC, being the General Committee, are committed to compliance with the Safety, Health and Welfare at Work Act 2005 and in doing so will provide for all its members an environment that is as safe and healthy as is reasonably practical and will comply with all relevant statutory requirements.

Douglas Hall AFC will provide a safe system of operation through the provision of appropriate information, instruction, training and supervision. The co-operation of every member is expected and all members are reminded that statutory obligations are the minimum standard for which they are responsible.

## 2. Scope

The provisions of this statement will apply to all Douglas Hall AFC members, employees, visitors and outside agencies such as contractors, etc. and to any agency that may from time to time have to affect deliveries or to service equipment which is located on the premises.

## 3. Responsibilities

### Club Chairman

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

### Club 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 Health and Safety 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

### Secretary

He/she will ensure that:

- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc.
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and acted upon
- 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

### Groundsman

He/she will 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. In his absence the Groundsman will request a member of the General Committee to deputise
- 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 on site at all times
- Waste and refuse are managed and collected by the appropriate agency



#### Coaches

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down by policy
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as medicine balls, etc. are used only if there are qualified supervisors present
- Under-age members are not allowed to engage in 'horse play' either on the club premises or on transport hired by the club
- Persons who are not paid-up members are not allowed to use the club's facilities
- Medical kits are immediately available for both training and matches

#### 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 comply with any safety directives which may be issued from time to time

#### Health and Safety Representative

The H&S Representative will be nominated by the General Committee on an annual basis and will be responsible to that body to ensure that health and safety is managed in a proactive manner within the club and that all club activities are in keeping with the maintenance of a safe environment. He/she will:

- Monitor health and safety issues within the club and make recommendations, if necessary, to the General Committee.
- That a number of members are trained on an annual basis in First Aid.

#### 4. Implementation and operation

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 should be kept in place:

- General stewardship by the Safety Representative and the General 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 for training in First Aid
- Proper reporting of accidents or dangerous occurrences action to prevent recurrence

Identification of hazards and assessment of risks should be an on-going process and any identified hazard or risk should be immediately reported to the Safety Representative. The hazard or risk should be immediately assessed 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.

#### 5. Sample of hazard identification, risk assessment and risk control within the club

Hazard identification and associated risk control within a club should include the following:

##### (a) Visitors/Third Parties:

Hazard Assessment: Medium

##### Main Hazards

- Contact with moving vehicles
- Steps/trip hazards around clubhouse and adjacent to pitches/all-weather pitch
- Specialist equipment (medicine balls, training poles, etc.)

##### Risk Control

- All steps and inclines to be signed/colour-coded
- All cars, third party vehicles to move within the club speed limit 10kph
- No access by any third party to specialist equipment

##### (b) Access/Egress (all buildings):

Hazard Assessment: Medium

- All doorways, corridors must remain unobstructed
- Exit doors must be kept clear at all times
- Clearways for ambulance access must never be blocked by parked cars

##### (c) Contractor Safety/Responsibility

Hazard Assessment: Medium

The necessary presence of contractors (trade or service suppliers paid to carry out certain works) may create hazardous situations by the use of unsafe materials or equipment. The club wishes to ensure the safety of contractors and will:

- Brief all contractors on safety and issue them with a copy of this Safety Statement before any work commences
- Not allow the use of mechanical or access equipment unless express permission is given
- Require contractors to brief their employees on club safety requirements
- Have a club member accompany any occasional visitors

##### (d) Cuts and Contusions

Hazard Assessment: Medium

Cuts and contusions can result from glass breakages, impact with sharp edges, collisions during training or match situations, falls, etc. To ensure safety:

- All glass breakages must be cleaned up and binned immediately
- Have on-going monitoring to eradicate all sharp edges/corners
- Have pitches examined for sharp objects after any events
- Have complete First Aid kits available in changing rooms and clubhouse
- Ensure that a number of members undergo First Aid courses every 2years.



#### (e) Electricity

Hazard Assessment: High

Miss-use of electricity can result in fire, explosion, personal injury and even death. Club members should never:

- Attempt any kind of repair or maintenance of electrical equipment or installations
- Jam wires into sockets using matchsticks etc.
- Connect power tools to light sockets (unearthed)
- Insert plugs into wrong sockets
- Use the wrong fuse for the current the equipment is carrying

All members/staff should:

- Assume all electrical circuits/cables are 'live' until proven otherwise
- Switch off sockets before removing plugs
- Learn what to do in the case of electrical shock. Ensure source is isolated before attempting any rescue
- Report any discolouration or burn marks on plugs

General: Only a qualified electrician may attempt any electrical work. All contractors should be referred to the services map indicating both overhead and underground electrical.

#### (f) Fire

Hazard Assessment: Medium

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. The risk can be minimised through:

- The total prohibition of smoking in any enclosed area on the club premises
- Proper management of the club house area
- Ensuring good waste management on site

**Additional measures:**

- Use of electrical equipment must be carefully controlled
- Staff/members/visitors should be aware of the action to be taken in the event of fire

#### (h) Floor Treatment

Hazard Assessment: Medium

All floors should be cleaned regularly and kept free from debris or obstacles and in particular:

- All tiled areas in the club house should be inspected regularly any spillages should be immediately cleaned up
- All mats should be regularly lifted and the floor areas underneath cleaned

#### (i) Toilets

Hazard Assessment: Low

In the interests of good health it is essential that all toilets/wash areas are maintained to a high standard and, further:

- Cleaning of toilets will be certified by signing the form provided
- Smoking is forbidden in the toilet areas
- Toilet areas should be regularly inspected and any spillages cleaned up
- Cisterns should be left running to prevent odours in the toilet areas

#### (j) Bins

Hazard Assessment: Low

Bins will become a health hazard if not attended to or allowed to overflow. They should be monitored by the Groundsman and, further:

- All debris on floors should be immediately deposited in the bins
- Effluents such as oil, etc. should not be deposited in bins
- The waste management policies of the Local Authorities should be observed when using bins
- Bins should be closed at all times and should be left out to avail of the area refuse collections
- Club members should not deposit any domestic waste of grass cuttings in club bins

#### (l) Pest Control

Hazard Assessment: Medium

It is in the interest of general health that the premises are kept vermin-free. Therefore:

- Any sighting/signs of vermin should be reported immediately
- A pest control system should be operated by an outside agency
- Eating or drinking on the premises should be restricted to designated areas

#### (m) Injuries from games

Hazard Assessment: Medium

Injuries are a constant hazard in sport and as they cannot be anticipated, the club should be in a position to react swiftly to any minor or major injury. The hazard can be minimised if:

- Training or games are always supervised.
- The proper equipment, including pitch-lining and flags are in place
- Only qualified referees are allowed to officiate in organised games
- Under-age players play within their age group or play up with their coaches permission
- Training is supervised by at least two coaches.
- All coaches have at least the entry level course completed (PDP1)
- Players should wear shin guards at all training sessions/matches.
- A First Aid Kit is present at all training sessions/games



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:

- Having as many coaches and support staff as possible undergoing First Aid courses
- Having complete First Aid Kits for all sections of the club
- Having a proper stretcher available at all times
- Ensuring that the ambulance approach is always kept clear
- Ensure all members are aware of the Eircode for the club grounds (T12 RY97) and St. Marys School (T12 PV05).

#### **6. Safety Signage**

The presence of safety signage enhances general safety on the club premises and our duty of care to members and visitors alike. Health and Safety signage should cover such topics as:

- Speed limit to be observed
- Steps in various areas
- Surfaces which are likely to become slippery
- Steep grassy banks
- 'Keep Out' signs for areas such as generator container
- Locations of First Aid Kits
- Hygiene signs re food preparation, washing of hands, etc.

#### **7. Training**

- All persons involved in coaching or in support staff for teams to undergo First Aid courses.
- All persons involved in coaching of players should have completed, as a minimum, the entry level course (PDP1) in coaching.
- Those refereeing games at all levels should have a basic course completed.

#### **8. Documentation and reporting**

- It is essential that the relevant documentation 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 is may provide evidence on behalf of the club in the case of an accident.
- All such documentation will be handed over to the Secretary who will take action as directed by the General Committee.

#### **9. Emergency preparedness and response**

The club must ensure, on an on-going basis, that there are adequate numbers of Members trained in First Aid. Equally:

- Notices indicating action in the event of fire should be displayed
- Local emergency numbers should be prominently displayed
- All doors must be kept clear at all times
- When the club is unoccupied, the main gate must be secured to prevent unauthorised entry

#### **10. Summary**

The purpose of this Health and Safety Statement is to:

- Provide a healthy and safe club premises for our members and visitors
- Comply with our statutory obligations
- Designate responsibility for health and safety at the various levels of the club
- Minimise the risk of accidents/injuries/dangerous occurrences at the club
- Heighten awareness of the health and safety issues within the club

#### **11. Conclusion**

As a club we have a duty of care to our members, visiting teams, visitors, members of the public using the facilities and spectators and we now recognise that duty by having this Health and Safety Statement in place. We hope that this statement will engender a spirit of co-operation in Health and Safety matters among all our members and all other using our facilities.

Thank you for your co-operation