



Young Munster RFC

Safety Statement

**Contents:**

|                                                            |    |
|------------------------------------------------------------|----|
| 1. Policy                                                  | 3  |
| 2. Scope                                                   | 3  |
| 3. Responsibilities of various personnel                   | 3  |
| 4. Hazard identification, risk assessment and risk control | 6  |
| 5. Safety signage                                          | 6  |
| 6. Training                                                | 12 |
| 7. Documentation and reporting                             | 12 |
| 8. Emergency preparedness and response                     | 12 |
| 9. Summary                                                 | 12 |
| 10. Conclusion                                             | 13 |
| 11. Appendices                                             |    |
| a. Hazard identification report                            | 13 |
| b. Accident report                                         | 13 |
| c. Accident report witness statements                      | 14 |
| d. Quarterly health & safety audit                         | 15 |
| e. Cleaning of floors (checklist)                          | 16 |

## **1. Policy**

The Management of Young Munster RFC, being the Senior 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 practical and will comply with the relevant statutory requirements.

Young Munster RFC 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 Young Munster RFC members, visitors, and outside agencies such as contractors, ESB, 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 of various personnel**

### **Chairperson**

Will ensure that

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

### **Senior Committee**

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

### **Secretary**

Will ensure that

- The Safety Statement is circulated to the appropriate personnel and that 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 Senior Committee meetings are recorded and actioned
- Any Accident Reports, Hazard ID Reports, H&S Audits etc, are retained as club recorded and reported outside the Club as decided by the Senior Committee
- Any correspondence relating to Health & Safety is brought to the attention of the Senior Committee and any subsequent actions are recorded

### **Bar/Facilities Manager**

Will ensure that

- All functions in the clubhouse have the prior authorisation of the Senior 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
- The toilets and dancefloor are inspected at least once per hour and that all spillages are immediately cleaned up
- Guests do not bring any items onto the premises which could endanger other guests
- All functions are closely supervised and that guests do not engage in "horse play" of any kind
- Persons using disco or musical equipment comply with any instructions from the supervisor
- Non-members who allowed to prepare functions do not climb above ground level

## **Coaches**

Will ensure that

- All coaching activities in the various sections are conducted according to guidelines laid down by the Club Coach
- Sufficient coaches are available to ensure safe supervision of any section
- Specialist equipment such as weights, scrummaging machines, tackle bags, etc are used only if there are qualified supervisors present
- Weights training is not permitted in the under-age sections with the exception of u18.5s
- 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 facilities
- Medical kits are immediately available for both matches and training

## **Members**

Will ensure that

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

## **Health & Safety Representative**

The H&S representative will be nominated by the Senior Committee on an annual basis and will be responsible to that body to ensure that the health & safety is managed in an initiative-taking manner within the club and that all club activities are in keeping with the maintenance of a safe environment. They will:

- Monitor H&S issues within the club and make recommendations, if necessary to the Senior Committee
- That several members are trained on an annual basis in First Aid and the use of fire extinguishers

## **4. Implementation and operation**

To actively conduct the Club's policy in relation to H&S, 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 Senior Committee of Health & Safety policy in the Club
- Promoting awareness of safety issues through such means as poster campaigns
- Giving safety instructions regularly to the under-age section of the Club
- Using external expertise to maintain fire extinguishers m training in the same and in First Aid
- Proper reporting of accidents or dangerous occurrences action to prevent recurrence

Identification of hazards and assessment of risks should be an ongoing 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 depending on its level.

This is an especially 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 the Club should include:

##### **Visitors/Third Parties**

##### **Hazard Assessment: Medium**

Main Hazards:

- Contact with moving vehicles
- Steps around the clubhouse and adjacent pitches/all-weather pitches
- Specialist equipment (scrum machine, gym equipment)

Risk Control

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

### **Access/Egress(all buildings)**

#### **Hazard Assessment: Medium**

- All doorways, corridors must remain unobstructed
- Fire doors must be kept closed but not blocked or locked
- Exit doors must be always kept clear
- Clearways for ambulance access must never be blocked by parked cars

### **Contractor Safety/Responsibility**

#### **Hazard Assessment: Medium**

The necessary presence of contractors (trade or service suppliers paid to conduct certain works) may create hazardous situations using 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 works commence
- 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

### **Cut 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 ongoing 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 club house
- Ensure that several members undergo First Aid courses every year

## **Electricity**

### **Hazard Assessment: Medium**

Misuse 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(uneearthed)
- Insert plugs into wrong sockets
- Use the wrong fuse for the current the equipment is carrying

All members/staff should:

- Assume all electrical equipment/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

## **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 kitchen area
- Having well-serviced fire extinguishers in numerous locations
- Ensuring good waste management on site

Additional Measures:

- All extinguishers should be regularly audited by third party expertise
- All fire escapes should be clearly indicated and kept always clear/unblocked
- 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

## **Functions**

### **Hazard Assessment: Medium**

The clubhouse is available for hire to suitable third parties for 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. Risks can be minimised by:

- Not allowing those involved to climb above floor level or use ladders to put up decorations prior to the function
- Not allowing any substance to be spread on the dance floor beforehand
- Ensuring that the persons hiring the premises understand and undertake to abide to any instructions issued
- Insisting that all those attending the function sign in on the book provided for that purpose
- Strictly enforcing the “no- smoking legislation”
- Not allowing any “horse play” on the dance floor
- Ensuring that the dance floor and toilet floors are examined for spillages at least every hour
- Indicating through an announcement where the fire exits are
- Ensuring the those using musical equipment have good electrical gear
- Not admitting any persons who is obviously intoxicated
- Not further serving alcohol to any person where the bar staff feel is inadvisable
- Ensuring that all exterior lighting is good working order
- Ensuring that bottles or glasses are not brought out of the premises

## **Floor Treatment**

### **Hazard Assessment: Medium**

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

- The dance floor and tiled area in the bar should be inspected at least every hour during function by the Function Supervisor and any spillages should be immediately cleaned up

- Persons hiring the function area are not to spread any substance on the dance floor
- All mats should be regularly lifted, and the floor areas underneath cleaned

### **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
- During functions, the supervisor should regularly inspect toilet areas and have any spillages cleaned up
- Cisterns should be left running to prevent odours in the toilet areas

### **Bins**

#### **Hazard Assessment Low**

Bins will become a health hazard if not addressed or allowed to overflow. They should be monitored by the Facility/Bar Manager and, further:

- All debris on floors should be immediately deposited in the bins
- Effluents such as oils, etc should not be deposited in the bins
- The waste management policies of Local Authorities should be observed when using bins
- Bins should be always closed 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

### **Kitchen/Bar**

#### **Hazard Assessment: Medium**

The kitchen/bar area can account for accidents though 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. Further actions should include:

- Keeping access doors always locked, allowing only staff within
- Maintaining the highest hygiene standards when handling food
- Cleaning up spillages immediately

- Using the glasswasher for all glass washing
- Always keeping all surfaces clean
- Discharging all remains of food in the proper bin immediately
- Not allowing any storage of kit or other items in the kitchen area
- Keeping a complete First Aid Kit in place

### **Pest Control**

#### **Hazard Assessment: Medium**

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

- Any sightings/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

### **Injuries from games**

#### **Hazard Assessment: Medium**

Injuries are a constant hazard in rugby and as they cannot be anticipated, the club should be able 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/ affiliate referees are allowed to officiate in organised games
- Under-age players play within their age group
- At least one coach supervises training
- All coaches have at least the Foundation Coaching course completed
- Players are encouraged to wear headgear, body armour, etc
- 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 undergoing First Aid courses
- Having complete First Aid Kits for all sections of the club
- Ensuring that all coaches/support staff are aware of the contact number for the Duty Doctor and local ambulance

- Ensuring that the ambulance approach is always kept clear
- Establishing and maintaining liaison with the local hospital

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

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

- Speed limits to be observed
- Steps in various areas
- Surfaces which are likely to become slippery
- Steep grass banks
- “Keep Out” signs for such areas as communication masts
- Location of First Aid Kits
- Hygiene signs for food preparation, washing of hands, etc
- Location of fire extinguishers, fire exits

#### **7. Training**

All persons involved in coaching or support staff for teams to undergo First Aid courses. All persons involved in coaching of players should have completed, as a minimum, the Foundation Course in coaching. Those refereeing games at all levels should have affiliate/basic course completed.

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

It is essential that the documentation attached to this statement is completed by a senior club official present (e.g., Accident Report and Witness Reports) immediately, if any accident of any kind occurs. 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 Secretary who will act as directed by the Senior Committee.

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

The club must ensure, on an ongoing basis, that there are adequate numbers of Members trained in First Aid and the use of Fire Extinguishers Equally:

- Notices indicating action in the event of fire should be displayed
- Local emergency numbers should be prominently displayed
- All fire doors must be always kept clear
- 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 health and safe club premises for our member and visitors

- Comply with our statutory obligations
- Designate responsibility for health & safety at the various levels of the club
- Minimise the risk of accidents/injuries/dangerous occurrences as the club
- Heighten awareness of the health & safety issues within the club

### 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 & Safety Statement in place. We hope that this statement will engender a spirit of co-operation in Health & Safety matters among all our members and all other using facilities.

### Appendices:

#### a. Hazard ID Report

| Hazard ID Report               |  |      |  |          |  |
|--------------------------------|--|------|--|----------|--|
| Date:                          |  | Time |  | Location |  |
| Details of hazard:             |  |      |  |          |  |
|                                |  |      |  |          |  |
| Reported by:                   |  |      |  |          |  |
| Actions/Closure:               |  |      |  |          |  |
|                                |  |      |  |          |  |
| Signed( safety representative) |  |      |  |          |  |

#### b. Accident Report Sheet

| Accident Report Sheet                                                                                                                                                    |  |     |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|--|
| This form must be completed in the event of any accident.                                                                                                                |  |     |  |  |
| Full Name, Address & Occupation of Injured Person:                                                                                                                       |  |     |  |  |
|                                                                                                                                                                          |  |     |  |  |
|                                                                                                                                                                          |  |     |  |  |
| Signature of person making this entry. If the entry is made by the same person action on behalf of the injured person, the address and occupation of such must be given. |  |     |  |  |
|                                                                                                                                                                          |  |     |  |  |
| Is the injured party a club member:                                                                                                                                      |  |     |  |  |
| Yes:                                                                                                                                                                     |  | No: |  |  |
| Date when entry made:                                                                                                                                                    |  |     |  |  |
| Date & time of accident:                                                                                                                                                 |  |     |  |  |
| Place where accident happened:                                                                                                                                           |  |     |  |  |
| Cause & nature of injury:                                                                                                                                                |  |     |  |  |
|                                                                                                                                                                          |  |     |  |  |
| Action taken by the club:                                                                                                                                                |  |     |  |  |
|                                                                                                                                                                          |  |     |  |  |

c. Accident report witness statement

| Accident report witness statement: |  |
|------------------------------------|--|
| Name of injured person:            |  |
| Date of accident:                  |  |
| Name of person making statement:   |  |
| Statement:                         |  |
|                                    |  |
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#### d. Quarterly Audit

| Quarterly health & safety audit:                                                                                                      |         |                          |           |
|---------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------|-----------|
| Date:                                                                                                                                 |         | Area audited             |           |
| Audited by:                                                                                                                           |         |                          |           |
| 1. No of people in area:                                                                                                              |         |                          |           |
| 2. Was the area clean/tidy?                                                                                                           | Yes     |                          | NO        |
| If no, describe briefly:                                                                                                              |         |                          |           |
|                                                                                                                                       |         |                          |           |
| 3. No. of fire extinguishers:                                                                                                         |         | Date of last inspection: |           |
| 4. Access/Egress Doors:                                                                                                               | Clear   | Blocked                  | Comment   |
| 5. Floors                                                                                                                             | Clean   | Spillages                | Obstacles |
| 6. Safety Signs:                                                                                                                      | Visible | Not Visible              | Needed    |
| 7. Fire Doors:                                                                                                                        | Closed  | Open                     | Comment   |
| 8. Evidence of smoking in Prohibited Areas:                                                                                           |         |                          |           |
|                                                                                                                                       | NO      | Yes                      | Comment   |
| 9. Bins                                                                                                                               |         |                          |           |
|                                                                                                                                       | Empty   | Full                     | Comment   |
| 10. Has there been any accident/injury in this area in the past quarter?                                                              |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Details   |
| 11. Has the accident/injury been properly reported?                                                                                   |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Comment   |
| 12. Is lighting adequate in the area?                                                                                                 |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Comment   |
| 13. Has personnel received fire extinguisher training?                                                                                |         |                          |           |
|                                                                                                                                       | NO      | Yes                      | Details   |
| 14. Are locations of fire hydrants generally known?                                                                                   |         |                          |           |
|                                                                                                                                       | NO      | Yes                      | Comment   |
| 15. Are Third Parties ( Non-members) entering the area?                                                                               |         |                          |           |
|                                                                                                                                       | NO      | Yes                      | Comment   |
| 16. Is there equipment plugged in?                                                                                                    |         |                          |           |
|                                                                                                                                       | No      | Yes                      |           |
| 17. Are wiring/plugs/sockets safe?                                                                                                    |         |                          |           |
|                                                                                                                                       | NO      | Yes                      | Details   |
| 18. If protective equipment/clothing is required, is it being used?                                                                   |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Details   |
| 19. Are all areas tidy?                                                                                                               |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Comment   |
| 20. Are all chairs/stools in good working condition?                                                                                  |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Comment   |
| 21. Is there evidence of eating/drinking?                                                                                             |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Comment   |
| 22. Are toilets clean/serviced?                                                                                                       |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Comment   |
| 23. First Aid Kit available?                                                                                                          |         |                          |           |
|                                                                                                                                       | NO      | Yes                      | Comment   |
| 24. Is speed limit on site obeyed?                                                                                                    |         |                          |           |
|                                                                                                                                       | No      | Yes                      | Comment   |
| Report: Comment on any H&S concerns not specifically covered by the questions above and recommend actions where it is felt necessary: |         |                          |           |
|                                                                                                                                       |         |                          |           |
| Signed:                                                                                                                               |         |                          |           |
| Title:                                                                                                                                |         |                          |           |

e. Cleaning of floors

| Cleaning of floors                                               |      |           |
|------------------------------------------------------------------|------|-----------|
| Please make every effort to keep these floors in good condition. |      |           |
| These floors were cleaned as follows:                            |      |           |
| Date                                                             | Time | Signature |
|                                                                  |      |           |
|                                                                  |      |           |
|                                                                  |      |           |
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