

Europlan Health & Safety

Clonmel & Dublin

# TEMPLEDERRY KENYONS KENYONS GAA CLUB

## SAFETY, HEALTH & WELFARE STATEMENT



*Templederry Kenyons Kenyons GAA Club,  
Templederry Kenyons, Nenagh,  
Co. Tipperary  
2024*

Tel: Clonmel 052 6125646  
Dublin 01 260 678

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## **Introduction**

A member of Europlan Health and Safety Department called to Templederry Kenyons GAA Club on the 15<sup>th</sup> March 2024 to carry out a Risk Assessment on the club facilities. Templederry Kenyons GAA Club is situated in Templederry, Co.Tipperary. The pitch is used both for Hurling and Football activities.

Templederry Kenyons GAA Club has one entrance for both vehicles and pedestrians. The club has two pitches, toilets, changing rooms, a referee's room, a large car park, a meeting room, a kitchen, a gym, a store room, a boiler room, a precast hurling wall, a viewing stand in a good shape, a handball alley, a volley ball court and a dance hall. The hall is used for social activities every week. The pitch incorporates the use of temporary goal posts for training and a scoreboard, which are some of the main hazards associated with training grounds.

This safety statement will provide the required information and means to incorporate a systematic structure to deal with the relevant hazards affiliated with the club facilities. It is important for all persons involved to review this statement and co-operate with the statement requirements to ensure that a safe system of work is put in place.

## **TEMPLEDERRY KENYONS GAA CLUB**

### **SAFETY POLICY**

It is the policy of Templederry Kenyons GAA Club to ensure where practicable that all reasonable measures are taken into consideration to ensure the Safety, Health and Welfare of all persons entering the grounds.

This programme is written and prepared to comply with the Safety, Health and Welfare at Work Act, 2005 directing responsibilities to those involved in the prevention of any accidents or incidents which may arise, so far as is reasonably practicable.

It is the aim of Templederry Kenyons GAA Club to integrate a well-managed Health and Safety plan in taking steps to ensure the Safety and Health of those persons entering the club facilities so far as is reasonably practicable.

It is the duty of Templederry Kenyons GAA Club to provide so far as is reasonably practicable, the required personnel, finance, time, information, instruction and training to all employees to ensure that safe systems of work are put in place and adhered to by all employees and visitors entering the club facilities.

This safety statement will be made available to club members/staff within the facility. Those involved must comply with the Safety and Health requirements in the prevention of injury or ill – health to themselves and others while in contact with Templederry Kenyons GAA Club. It is the duty of all persons working with the club to comply with the policy of Templederry Kenyons GAA Club regarding safety and Health. The success of the programme depends upon the co-operation of club members.

Signed \_\_\_\_\_

Chairperson

Date \_\_\_\_\_

## **RESOURCES ALLOCATED TO SECURE SAFETY, HEALTH AND WELFARE**

Templederry Kenyons GAA Club must have in place the following arrangements:

- 1) A Precise Statement of Policy.
- 2) A clearly defined structure of responsibility.
- 3) Support Personnel to which problem matters may be referred.
- 4) Recommended procedures and checks.
- 5) Routine control measures and safeguarding.
- 6) To ensure compliance with Irish and European legislation.

## **Clubs Responsibilities**

- Managing and conducting all work activities so as to ensure the safety, health and welfare of people at work (including the prevention of improper conduct or behaviour likely to put employees/volunteers at risk).
- Designing, providing and maintaining a safe place of work that has safe access and egress, and uses plant and equipment that is safe and without risk to health.
- Prevention of risks from the use of any article or substance, or from exposure to physical agents, noise, vibration and ionising or other radiations.
- Planning, organising, performing, maintaining and, where appropriate, revising systems of work that are safe and without risk to health.
- Providing and maintaining welfare facilities for employees/volunteers at the workplace.
- Providing information, instruction, training and supervision regarding safety and health to employees/volunteers, which must be in a form, manner, and language that they are likely to understand?
- Cooperating with other clubs who share the club grounds so as to ensure that safety and health measures apply to all employees/volunteers (including fixed term and temporary workers/volunteers) and providing employees/volunteers with all relevant safety and health information.
- Providing appropriate protective equipment and clothing to the employees/volunteers (and at no cost to the employees/volunteers).
- Appointing one or more competent persons to specifically advise the Club on compliance with the safety and health laws.
- Preventing risks to other people at the place of work.
- Ensuring that reportable accidents and dangerous occurrences are reported to the Health and safety Authority.
- Appoint an event controller.
- Give notification of major events to the Gardai and Health Board and relevant Emergency Services and prepare an event plan.

## **Responsibilities of appointed persons for Safety, Health & Welfare**

The appointed responsible person for Safety, Health and Welfare is Denise Haverty.

### **Responsibilities:**

- Monitor all aspects of Safety and Health.
- Implement this Policy and revise as required.
- Advise on and monitor all equipment ensuring it's safe to use.
- Carry out regular recorded inspections of facilities, plant, equipment and work practices.
- Investigate all accidents and provide regular reports with advice on action and notify insurance company.
- Ensure all personnel are adequately trained and keep records of all training.
- Ensure the proper personal protective equipment is supplied and worn.
- Ensure a properly stocked First Aid box is available at all times and kept on the premises.
- Prepare annual reports on the management of Safety and Health.
- Ensure all companies and self-employed persons working for the club adhere to this safety statement and have adequate insurances and safety procedures.

## **Duties of Volunteers /Employees**

It is the responsibility of all employees/volunteers to:

- Comply with regulations and protect their own safety and health, as well as anyone who may be affected by their acts or omissions at work.
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work.
- Co-operate with the club with regard to safety, health and welfare at work.
- Not engage in any improper conduct that could endanger their safety or health or that of anyone else.
- Participate in safety and health training offered by the club.
- Make proper use of all machinery, tools, substances, etc. and all personal protective equipment provided for use at work.
- Report any defects in the place of work, equipment, etc. which might endanger safety and health.

## **Players/Club Members**

- All players, club members and visitors must be civilised in the clubhouse at all times to avoid conflict.
- Visitors, players and club members must comply with all safety rules.



## **Duties of Sub Contractors and Self-Employed Persons:**

- To provide their own Safety Statement.
- Must produce evidence, prior to commencing, showing that appropriate Employers Liability and Public Liability Insurance is in place.
- Have a duty to bring to the attention of Templederry Kenyons GAA Club any materials which may endanger health and safety while at work.
- Must comply with the requirements of this Safety Statement, and co-operate with Templederry Kenyons GAA Club in providing a safe place of work, a safe system of operation and wearing of protective clothing.
- Must ensure all their employees/volunteers are provided with adequate personal protective equipment where necessary.
- Must provide the correct tools and equipment for the job without defects and have a duty to report any defect in the Equipment, place or work or system of work without any unreasonable delay to the club safety officer or committee member.
- Must ensure that their Managers, Supervisors and Employees are aware of the obligations placed upon them with regard to Health and Safety.
- Ensure all work carried out complies with all relevant legislation.
- All electrical equipment should be PAT tested annually and have tags showing the date of testing.

## **SAFETY INFORMATION**

### **General Safety Rules**

The following Rules apply to all players and club members within the Club.

- 1) Do not be under the influence of intoxicants when reporting for duty.
- 2) No smoking within building.
- 3) Observe and obey all warning signs.
- 4) Keep all welfare facilities clean and tidy.
- 5) Do not obstruct access ways, stairs or fire exits.
- 6) Follow all procedures laid down for safe operations.
- 7) Report all accidents and dangerous occurrences to committee members.
- 8) Report any faulty equipment to a committee member.
- 9) Wear all necessary Personal Protective Equipment when required.

## **TRAINING**

Safety Induction must be given prior to commencing work which will cover the following topics:

- Templederry Kenyons GAA Club Safety Policy
- Responsibilities of Employees/Volunteers
- Accident Reporting Procedures
- Emergency plan
- Hazard Reporting Procedures
- Policy with regard to Personal Protective Clothing
- General Safety Rules
- First Aid Procedures
- Consultation on Safety
- Safety Disciplinary Procedure
- Any mandatory training related to the job

### **Training Records**

A current record of each volunteer/employee, health and safety training is to be maintained by the person responsible for Safety, Health & Welfare.

### **Training records will contain the following information:**

- Date of training
- Name of instructor
- Name of person receiving training
- Nature and content of instruction.

## **CONSULTATION**

Templederry Kenyons GAA Club will consult with club members with regard to Safety, Health and Welfare at work.

Employers must provide certain information on Safety, Health and welfare at the workplace to the employees/volunteers and club members. Templederry Kenyons GAA Club must:

- Consult with volunteers/employees and club members on any measures likely to affect their Safety, Health or Welfare at work.
- Provide volunteers/employees or their club members with information, including details of any accidents, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on Safety and Health matters and the preventive and protective measures to be taken to avoid risks.
- Safety statement will be made available to all club members and volunteers/employees.

## **ARMED RAIDS**

### **What to do in the event of a robbery**

1. Activate the alarm, if not already done.
2. Ring the Gardai and tell them what has happened and where the incident has occurred, and, if possible, the direction in which the robber/s made their getaway. The Gardai will often want other information, so do not hang up.
3. Avoid destroying marks left by the robber - including finger prints and footprints.
4. Ask any person in the club who witnessed the robbery to stay until the Gardai arrive.
5. Do not let anyone else enter the Club until the Gardai arrive.
6. Ring and tell your Manager what has happened.

**Avoid discussing the events of the incident and the appearance of the robber with anyone before the Gardai arrive.**

What you remember can be coloured by what others say and believe.

Try and think if you have seen the robber before, if so, where and when, was it at the service station or in the neighbourhood.

## **EVACUATION PROCEDURE - FIRE**

**In case of fire in the grounds of Templederry Kenyons GAA Club, the following steps should be taken:-**

### **PROCEDURE**

- 1. NUMBER ONE PRIORITY – DO NOT ENDANGER LIFE.**
2. Leave the building by the nearest exit and report to the Assembly Point.
3. First person that becomes aware of the fire ring 999.
4. The staff member on duty is responsible for the evacuation of all staff/customers/employees/volunteers/visitors/members.
5. Management to put any Reports/Sensitive material in safe only if it is safe to do so.
6. Switch off machines if safe to do so.
7. Close doors and windows if safe to do so.
8. Do not run.
9. Do not stop to collect personal belongings.
10. Do not leave assembly point until the ‘All Clear’ is given.

## **Fire Extinguishers**

If the fire is confined to its original starting point use the appropriate extinguisher i.e. water/foam/chemical. If the fire has spread significantly from the original starting point leave the building immediately and close all doors.

### **TYPES OF FIRE EXTINGUISHERS**

#### **Water**

**Colour Code – Red**

Suitable for most Fires except those involving Flammable liquids or live electrical equipment.



#### **Dry Powder**

**Colour Code – Blue**

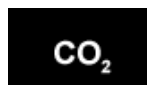
Suitable for Fires involving flammable liquids or Electrical Equipment on fires involving either liquids in containers or spilled liquids.



#### **Carbon Dioxide**

**Colour Code – Black**

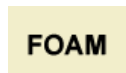
Suitable for fires involving flammable liquids or electrical apparatus.



#### **Foam**

**Colour Code – Cream**

Suitable for most fires involving flammable liquids.



## EMERGENCY ARRANGEMENTS

### Accident Procedures

When a serious accident occurs, the procedures below must be followed:

The person responsible for Safety, Health & Welfare must be notified immediately. The most senior person on the premises takes charge of the following proceedings:

- Observe accident location and status of injured person.
- **Only** if there is a risk of further injury, injured person must be moved to safety.
- Call for immediate medical assistance or emergency services.
- See that First-Aid, is administered as required by a competent person.
- Make sure the exact location and the EIRCODE are given and that ambulance can access near to the injured person.
- Elect persons to stand on road near entrance to flag down emergency services.
- Notify the club chairperson.
- Establish location of hospital, and appoint a suitable person to travel with injured person.
- Notify family of injured person and if required, arrange for transport for them to hospital.
- Take sketches/photographs of area where accident happened.
- Gather all information immediately about the accident and what led up to it.
- Obtain witnesses statements; write them down as they are given.
- Complete Accident Report Book and Report Form, and notify the Health and Safety Authority and Insurance Company as required.
- If HSA are to inspect the location of accident, do not move anything unless further serious risks have to be avoided.



**TEMPLEDERRY KENYONS GAA CLUB**

**ACCIDENT REPORT FORM**

Casualty Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

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

Witnesses: \_\_\_\_\_

Where did the accident occur: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Manager on Duty: \_\_\_\_\_

Did the Accident result in injury: YES/NO

Did the Accident result in property damage: YES/NO

Employee: YES/NO

Injury Sustained: \_\_\_\_\_

Was medical assistance required: YES/NO

I confirm that I have been offered Medical Assistance and have declined same.

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

Treatment: \_\_\_\_\_

Description of how the Accident occurred & causes \_\_\_\_\_

\_\_\_\_\_

Further Action: \_\_\_\_\_

Signature of Person completing Report: \_\_\_\_\_

Signature of Club Chairperson: \_\_\_\_\_

## **First Aid**

The following procedures apply to all areas of Templederry Kenyons GAA Club:

1. Where practicable, at all times at least one volunteer/employee on duty will be trained as an Occupational First Aider.
2. Where practicable, at all times at least one volunteer/employee on duty will be trained in the use of the defibrillator.
3. A First Aid Box containing the requisite items to deal with injuries will be available in designated areas of the club grounds.
4. All employees/volunteers will be informed of the location of the First Aid Boxes.
5. Adequately stocked First Aid Box is checked by:
6. A list containing Emergency numbers will be displayed on notice boards.
7. In the event of an injury which requires medical treatment a senior staff member will follow accident procedures.

# Emergency Phone Numbers

## *Templederry Kenyons GAA Club Tel No:*

### **List of Information Relevant to Safety, Health & Welfare in the Premises**

***Club Chairperson:***

***Person responsible for Safety & Health:***

***Names of First Aiders:***

***Location(s) of First Aid Boxes:*** Club house

***Names of Defibrillator Operators:***

***Location of Defibrillator:*** Main gate entrance side wall

***Doctor:***

***Tel No:***

***Hospital with Casualty Unit:*** Clonmel University Hospital,

***Phone No:*** 052 6177000

***Garda Station:*** Garda Station, Templederry Kenyons

***Phone No:*** 0504 52202

***Fire Station Phone No:*** 999 or 112

***Templederry Kenyons GAA Club Eircode:*** E45 VK18

**ROUTINE AND PERIODIC CHECKS**  
**BY CLUB MEMBER/PERSON RESPONSIBLE FOR SAFETY,**  
**HEALTH & WELFARE**

**Ongoing**

- 1) Visual check to ensure there are no obvious hazards
- 2) Check all fire escape and emergency routes are kept free from obstruction.
- 3) First Aid Box stocks to be checked and replenished.
- 4) Check for any visible signs of deterioration in equipment or leads.
- 5) Trailing leads and cables must not present a tripping hazard.
- 6) Check that all fire escape and emergency routes are signposted.
- 7) Check that all fire exit doorways are clearly marked and have easy opening action.
- 8) Health and Safety to be on the Agenda at every Club Meeting.

**Every 3 months**

- Full recorded inspection of all plant, equipment and facilities.
- Emergency Lighting
- Alarm systems to be serviced and tested
- RCD Checks

**Annually**

- Fire Extinguishers.
- Central heating boilers
- Firefighting equipment
- Fire/emergency drills are carried out

## **GROUNDS INSPECTIONS**

The premises should be inspected by the nominee together with the person responsible for Safety, Health & Welfare on an ongoing basis.

Attention should be paid to the following matters:

1. Interior walls, ceilings, floors, window frames, counters, counter fittings, furniture and light fittings, electrical fittings, kitchen equipment.
2. Stone, brick, wood, metal and other exterior work: particular hazards include loose slates, insecure signs, guttering, drainpipes and copings.
3. Access, egress, carpets, rugs and floor coverings.
4. Waste material must be deposited in suitable receptacles and removed entirely at regular and frequent intervals.
5. Electrical wires should not be allowed to trail but when this is unavoidable, should be contained within a cable tie and covered by heavy rubber mats with chamfered edges to prevent tripping. Socket outlet adaptors must not be used.
6. Notice Boards. The following notices must be displayed:
  - Templederry Kenyons GAA Club Statement of Policy.
  - Fire and Emergency Instructions.
  - Name and location of First Aider and location of First Aid box.
  - Name and location of trained defibrillator operators.
  - Emergency Phone Numbers.
  - Templederry Kenyons GAA Club Eircode.

## **SUPERVISION**

Appropriate supervision is in place to ensure that procedures are followed and that Health and Safety is maintained throughout the Workplace.

### **Employee/Volunteer Welfare**

Toilet, washing and eating facilities are provided for all employees/volunteers on the premises. Appropriate lighting, heating and ventilation levels are provided.

## **SMOKE FREE WORKPLACE POLICY**

Under Section 47 of the Public Health (Tobacco) Act 2002, as amended, smoking is prohibited in enclosed workplaces. Exposure to second-hand smoke/ Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to ETS and to ensure compliance with legal obligations as well ensuring as a safe working environment. It is the policy of Templederry Kenyons GAA Club that its workplace/premises are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited in enclosed workplaces with no exceptions. This policy applies to all employees, contractors, sub-contractors self-employed person's customers and visitors. Smoking is prohibited in enclosed workplaces with no exceptions. This policy applies to all employees, contractors, sub-contractors self-employed persons customers and visitors.

### **Some Exemptions Apply**

In areas where the legislation exemptions apply, smoking rooms will not be permitted in previously designated smoking areas such as inside a building, garage, shed and fully enclosed outside shelters with doors and windows.

Smoking is only permitted for employees and others at designated smoking areas external to the work place.

### **POLICY**

Overall responsibility for policy implementation rests with the Chairperson of Templederry Kenyons GAA Club and any other person temporarily in charge of the workplace. All staff, sub-contractors and other persons have an obligation to adhere to, and facilitate the implementation of this policy. Templederry Kenyons GAA Club shall inform all employees, contractors, sub-contractors, self-employed persons and others of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, contractors, sub-contractors self-employed persons and others shall be made aware of the policy at the time of recruitment or induction. Any infringements by staff will be dealt with under local disciplinary procedures.

Employees, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to a criminal prosecution with an associated fine. "No Smoking" signs should be conspicuously displayed so that the signs are clearly visible to all employees, customers, clients, contractors, and visitors while in the work premises. No Smoking" signs should contain the international "No Smoking" symbol and be durable.

### **PREGNANT EMPLOYEES**

On receiving notification that an employee is pregnant, Chairperson / relevant Line Manager must assess the specific risks to her and take action to ensure that she is not exposed to anything which will damage either her health or that of her developing child.

### **WORKING ALONE POLICY**

Club management have to develop a "Working alone policy". Europlan Health & Safety can and will assist the development of this policy.

### **LEASING OF ROOMS**

Where offices or rooms are leased out, Club management should ensure that the leasee complies with Duties of Sub Contractors and Self-Employed Persons as outlined previously in this document.



Europlan Health & Safety

Clonmel & Dublin

## **HAZARD IDENTIFICATION AND RISK ASSESSMENT**

## **HAZARD IDENTIFICATION AND RISK ASSESSMENT**

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## **HAZARD IDENTIFICATION AND RISK ASSESSMENT**

### **Hazard**

Anything that has the potential to cause harm or damage.

### **Risk**

Risk is based on:

- (a) The likelihood of the occurrence.
- (b) The consequences of the occurrence.
- (c) The numbers exposed.
- (d) The severity of injuries.

### **Assessment of Risks**

This consisted of going through each hazard as identified in Stage one (1) and assessing its potential to cause harm to Employees, Contractors, Visitors, Members of the Public and members of the club. Having referred to legislative requirements, appropriate standards and codes of practice, the following rules of assessment were adhered to:

- (a) Apply common sense.
- (b) Assume the likely rather than unlikely outcome in terms of consequences and severity.

Once the hazards were identified and assessed, they were prioritised in the following manner:

### **HIGH**

Likely consequence of death or irreversible injury.

**MEDIUM**

Likely consequence of reversible injury.

**LOW**

Likely consequence of reversible injury not involving more than three (3) days absence from work.