

Safety Statement

Athenry Athletics Club



November 2020

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SAFETY POLICY

Athenry Athletics Club is committed to promoting and supporting the development of athletics in the local community and in the surrounding area.

We are strongly committed to encouraging our members to take part in all activities bearing in mind that the health, well-being and safety of each individual is always our paramount concern. We lead levels of training and participation dependent on age and ability, and expect our athletes to participate within these boundaries.

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

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

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

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

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

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

Signed  Date: 1st January 2020
Chairman ATHENRY ATHLETICS CLUB (Juvenile)

DUTIES & RESPONSIBILITIES

President/Chairman

S/He will ensure that:

- Adequate resources are made available so that the Safety Policy can be carried out efficiently
- The members of the Club 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 H&S training, if required, is discussed, authorised and put into practise
- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary

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

- All equipment and machinery is securely locked away when not in use

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

In relation to the club house they shall ensure that:

- All functions in the clubhouse have the prior authorisation of the Club 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
- Guests do not bring any items onto the premises which could endanger other guests
- All functions are closely supervised and that guests do not engage in 'horse play' of any kind
- Persons using musical equipment comply with any instructions from the supervisor
- Non-members who are allowed to prepare functions do not climb above ground level

Secretary

He will ensure that:

- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, coaches, etc.
- Any amendments to the Safety Statement that are 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 Committee Meetings are recorded and actioned
- Any Accident Reports, Hazard I.D. Reports, H&S Audits etc. are retained as club records and reported outside the club as decided by the General Committee
- Any correspondence relating to Health and Safety is brought to the attention of the Committee and any subsequent actions are recorded.

Coaches

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down by the Club.
- All child protection guidelines are adhered to.
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as weights, hurdle pole vault, etc. are used only if there are qualified supervisors present
- Weights training is not permitted in the under-age sections
- Under-age members are not allowed to engage in 'horse play' either on the club premises or on transport hired by the club
- Persons who are not paid-up members are not allowed to use the club's facilities
- First-aid kits are immediately available for both training and competitions.
- Significant breaches of the code of conduct are brought to the attention of the Club Committee.

Event Controller

The Event Controller duties are as follows when the Club hosts or organises any competitions or championships.

They include:

- Overall responsibility for the management of events.
- Ensuring that pre-event and post-event meetings are held in consultation with the Fire, /Gardaí and Health Services/Fingal County Council/Sport Ireland Morton Stadium,
- Ensuring the provision of adequate personnel for the event such as stewards, gatemen, etc
- Liaising with the Safety Officer, Chief Steward and other members of the event management team.
- Having medical and first aid provision appropriate to the particular event in place,
- Holding of a post-event de-brief to ensure that actions have been put in place for all incidents or problems identified.

Safety Officer

A Safety Officer must be appointed for each event organised or hosted by ATHENRY ATHLETICS CLUB and have sufficient competence and authority to take responsibility for safety at the venue. Safety should be the sole responsibility of the Safety Officer and a deputy should also be appointed for each event.

Key duties of the Safety Officer include:

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

Chief Steward

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

Some of the key duties of the Chief Steward include:

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

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

Stewards

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

General duties of stewards:

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

Club Members

They will ensure that:

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

All Members must report to their Coach and the Club Committee as soon as practicable:

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

Members must not:

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

Children

ATHENRY ATHLETICS CLUB are committed to the safeguarding of all children and young people in athletics. The welfare and protection of children and young people in our sport is paramount. The Athletics Ireland welfare and safeguarding policies have been adopted by ATHENRY ATHLETICS CLUB and has been developed in line with the national guidelines as outlined in Children First and by Sport Ireland. In 2011 our Athletics Ireland Code of Ethics was published ensuring that our sport is up-to-date and in line with relevant documents, best practices and child protection legislation. The Code of Ethics forms our Child Protection Policy and is available from the Child Welfare section of the Athletics Ireland website. As a sport we must ensure that children's early experiences are positive and enjoyable, irrespective of their ability, gender, social class and race. Our volunteers deliver these positive experiences nationwide each week as role models in their dealings with young people. In particular the work of club Children's Officers are instrumental in implementing our child protection policy contained within the Athletics Ireland Code of Ethics. We will continue to build on this excellent work to ensure that all young people see their involvement in athletics as a valuable and rewarding part of their lives, for all of their lives.

If you have any concerns regarding the welfare of a child in your club or community please contact the statutory authorities (TUSLA, the Child and Family Agency or the Gardai) to report your concerns. We all have a duty to care and act on our concerns.

Visitors

It is the responsibility of visitors to the club to:

- Co-operate with ATHENRY ATHLETICS CLUB with respect to all matters relating to health and safety;
- Obey all reasonable safety instructions given by ATHENRY ATHLETICS CLUB Committee members, coaches, mentors and bar staff;
- Take note of, and obey all safety signage, where necessary.

All visitors must sign-in in the visitors book.

Employees

All employees shall:

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

Contractors

Contractors must supply their Safety Statement, their Statement of Safe methods of Working and evidence of up to date Public Liability and Employer liability insurance prior to commencing work. Contractors should not commence work until they have had a safety briefing with their designated point of contact. This Safety Briefing will communicate ATHENRY ATHLETICS CLUB requirements and hazards created by the Contractors work with necessary relevant safety precautions.

Incoming deliveries and couriers will be directed by a ATHENRY ATHLETICS CLUB club member.

Contractors must ensure that:

- they comply with the provisions of this Safety Statement and that their own company's Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available;
- they have adequate Public Liability and Employer Liability insurance,
- all work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- they wear any personal protective equipment as required;
- scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice;
- all plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- no power tools or electrical equipment of greater than 110 volts shall be used for construction work on the premises and such equipment shall be suitable for industrial use and in good condition;
- any injury sustained by a contractor's employee or third party is reported immediately to the Club contact;
- they comply with any safety instructions given by ATHENRY ATHLETICS CLUB committee members, coaches, and bar staff;
- the Club Contact is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with legal requirements and best practice noting that young persons use the club on a daily basis; and
- they respect the Club's right to see documentary clarification of contractors' insurance arrangements – public liability and employer liability.

Promoting a Safe Club Environment

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

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

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

Monitoring & Revision

The President/Chairman will ensure that:

- Accidents and accident investigations are reviewed
- Resources are provided to correct such exposures to health and safety hazards.
- The Safety Statement is reviewed periodically or when significant changes take place.
- **All accidents are reported to Athletics Association and the AAI Insurance brokers McMahon Galvin – Peter Harlon within 2 days of happening. Such reports must give full details of the incident, what, when and where it happened, including who was involved, details of any witnesses and details what remedial action taken. Any photographs relevant to the incident should be included.**

Training and Instruction

All Club Coaches will attend at a minimum a Foundation Course in Coaching. Coaches are expected to co-operate in attending any such training that is organised by the Club.

Safety Consultation

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

First Aid

It is the desire of ATHENRY ATHLETICS CLUB to have a trained first-aiders at all training sessions. Due to the fact that the club is run on a voluntary basis this is not always possible.

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

The club will maintain a first-aid kit on the club premises. It is located [Insert Location].

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

It is important to remember the following:

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

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

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

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

Accident Reporting

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

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

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

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

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

See also above in regard to reporting incidents to the Athletics Association of Ireland and to AAI insurers under the section covering monitoring and review.

Fire

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

Action in the Event of a Fire

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

Means of Escape in Case of Fire

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

Fire exits exist at [Insert Locations].

Smoking

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

ATHENRY ATHLETICS CLUB has also adopted an Alcohol and Drug Policy. See Appendix 5 and details on the following page.

Drugs and Alcohol

ATHENRY ATHLETICS CLUB has adopted a strict Alcohol and Drug Policy. ATHENRY ATHLETICS CLUB are strongly committed to discourage the use of drugs, alcohol and tobacco on the basis that they are incompatible with a healthy approach to sporting activities.

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

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

In particular the following applies:

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

Housekeeping

It is up to all members to ensure that the clubhouse, storage facilities and training areas are kept clear. No fan heaters or portable radiators should be left plugged in when not in use.

Bullying and Harassment

ATHENRY ATHLETICS CLUB are committed to providing an environment free of any kind of bullying or harassment. The Club at the highest level will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur.

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

obligation to take such steps as are reasonably practicable to prevent harassment and bullying.

Event Safety

Responsibility for the safety of athletes, spectators and staff at each event organised by Club, lies with the Club Management. It is the policy of ATHENRY ATHLETICS CLUB to comply with all legislative safety guidelines.

An Event Safety Management Plan will be developed for all major Events.

HAZARD IDENTIFICATION AND CONTROL MEASURES

Risk Assessment Introduction

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

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

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

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

Hazard Identification

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

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

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

Risk Control measures are intended to reduce the risk to an acceptable level. ATHENRY ATHLETICS CLUB commits itself to the elimination of hazards where reasonably practicable. This approach will take into account normal good practice within the Athletics Association of Ireland and associated standards and guidelines where these are available.

Six Steps to Risk Assessment

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

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

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

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

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

It may be useful to record the following

- (a) A description of the location(s) these activities take place
- (b) The people who operate in these areas or may be exposed to hazards (coaches, athletes, juveniles, members of the public, etc)
- (c) Permanent and temporary pieces of equipment and substances used at the locations (steeplechase equipment, hurdles,, lawnmowers, etc)
- (d) Activities carried out at different locations. It is useful to breakdown each task into the activities required to complete the task.

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

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

So how can you identify the hazards?

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

Step 3: Estimate the risk

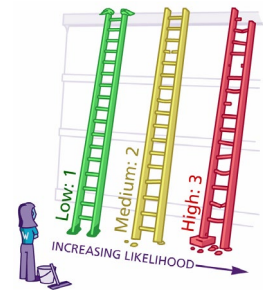
Now that you have identified what the hazards are, you will need to weigh up how serious each risk is.

You need to consider two things:

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

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

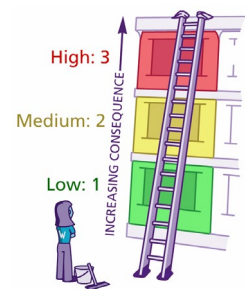
- Low (1):** If it is unlikely that the event will happen
Medium (2): If it is fairly likely that the event may happen
High (3): If it is likely that the event will happen.



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

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

- Low (1):** Minor injuries requiring first aid – for example, grazes or minor cuts
Medium (2): An injury requiring further medical assistance – for example, cuts needing stitches or broken bones
High (3): Major injuries, such as paralysis, or death.



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

Risk = likelihood x consequence.

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

For the two outcomes we've just described, we have two levels of risk:
 $1 \times 1 = 1$ and $1 \times 3 = 3$

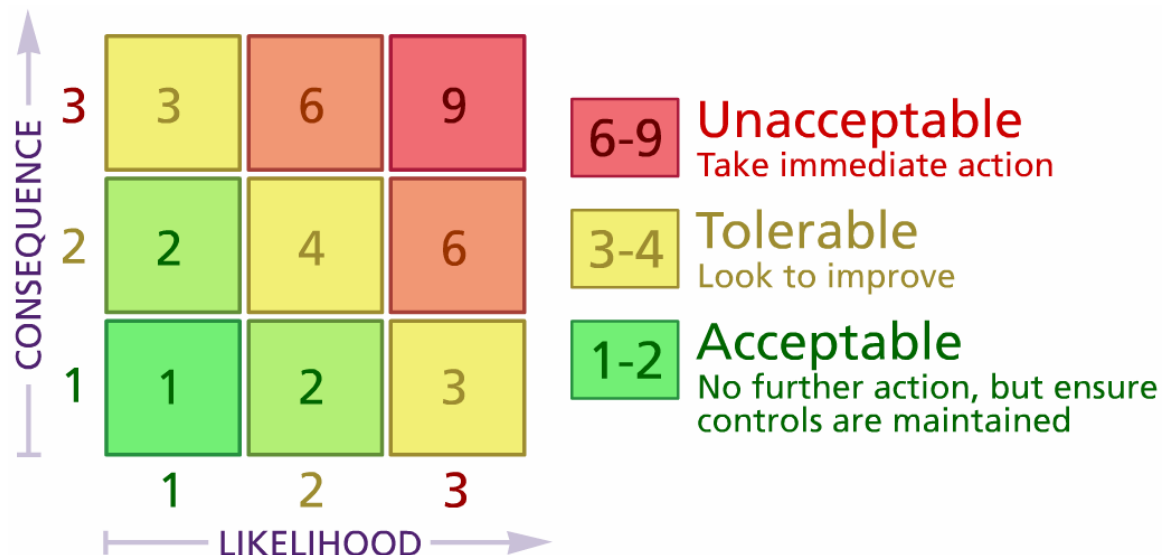
Suppose in another situation the ladder is in poor shape, not secure and on uneven ground. So this time we rank the likelihood of falling from the ladder as high (3). Again, as above, the seriousness of the fall could range from low (1) to high (3). So we have two levels of risk:

$3 \times 1 = 3$ and $3 \times 3 = 9$

Step 4: Evaluate the risk

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

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



Once you have done something to reduce the risk, you will need to estimate and evaluate the risk again to see whether you have done enough.

Step 5: Record your findings

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

In general, it is helpful to record:

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

Step 6: Review your findings

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

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

Risk Assessment Tips

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

- Make sure your assessment is suitable and sufficient. Have you got the right information and are you using the right people. Sometimes you may need to seek advice from someone with specialist knowledge in a particular area, such as chemicals.
- Risk assessment involves making a judgment about risk – clearly this is not an exact science. However, ensuring the quality of the information you use to estimate likelihood and consequence helps to reduce the subjectivity. For example, use relevant accident and incident data.
- It's essential to involve the people whose activities you are assessing. You may think you know how a job is done – they really know how it's done.
- Make sure your risk assessments are relevant to the local situation at your club. A risk assessment done somewhere else for an activity that also

takes place on your club is not necessarily valid for your circumstances. You will need to modify it to fit your situation. For example, different equipment may be used at different clubs for the same task, and this may affect the risk.

- Where people work alone or encounter an unpredictable event, they may have to do an 'on-the-spot' risk assessment to fit the new circumstances. As a Club, you should consider how competent members are to undertake such roles and assess these risks or if general policies should be in place to stop the work until a new risk assessment is completed.

Risk Assessment Record

Identified Hazard	L	S	R	Risk Rating	Control Measures
<p>Access/Egress Poor access/egress can lead to trip hazards. Poor egress in an emergency can threaten lives as can obstructing access for emergency vehicles.</p>	2	2	4	Medium	<ul style="list-style-type: none"> • All doorways, corridors must remain unobstructed • Fire doors must be kept closed but not blocked or locked • Exit doors must be kept clear at all times • Access for emergency vehicles must never be blocked by parked cars
<p>Contractor Safety The necessary presence of contractors (trade or service suppliers) may create hazardous situations by the movement of their vehicles or the use of their materials or equipment</p>	1	3	3	Medium	<ul style="list-style-type: none"> • All contractors must be briefed on safety requirements and issued with a copy of this Safety Statement before any work commences • Contractors are not allowed the use of mechanical or access equipment unless express permission is given • Contractor must detail how they will protect Members and in particular young persons from hazards associated with their works. • Comply with all reasonable directions from club officials.
<p>Electricity Mis-use of electricity can result in fire, explosion, personal injury and even death</p>	1	3	3	Medium	<ul style="list-style-type: none"> • R.E.C.I. qualified electricians to routinely check the integrity of electrical installation incl. sockets light fittings & cabling both in Clubhouse and externally in grounds. • ELCB's fitted to all socket outlets to be regularly tested. • Club members should never: <ul style="list-style-type: none"> ○ 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 should assume all electrical circuits/cables are 'live' until proven otherwise • Ensure source is isolated before attempting any rescue of a person receiving an electric shock

Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none"> • Report any discolouration or burn marks on plugs • Only a qualified electrician may attempt any electrical work at the club.
<p>Fire There is always a risk of fire and this risk can be heightened through, for example, careless smoking, unsupervised use of electrical equipment, poor waste management, etc.</p>	1	3	3	Medium	<ul style="list-style-type: none"> • There is a total prohibition of smoking in any enclosed area on the club premises • All kitchen equipment must be monitored when switched on and turned off when not in use. • Fire extinguishers must be visually checked monthly and serviced annually. • Waste and particularly combustibles are not allowed to build up and should be disposed of on a regular basis. • All fire escapes are clearly indicated and must be kept clear/unlocked at all times • All members/visitors should be made aware of the action to be taken in the event of fire.
<p>Functions Where the clubhouse is used for club and private functions. As those present at such functions may not include club members, any risk to safety must be minimised through close supervision by a senior club member.</p>	2	2	4	Medium	<ul style="list-style-type: none"> • Non-members preparing the room are not allowed to climb above floor level or to use ladders to put up decorations prior to the function • All persons hiring the premises must understand and undertake to abide by any instructions issued • Where deemed necessary ensure that the entrance door is manned by a person competent to do so. • All non-members attending the function must sign in on the book provided for that purpose • No 'horse play' is allowed on the dance floor or on the club premises. • The club shall ensure that the dance floor and toilet floors are examined for spillages at least every hour • Prior to any non-member function indicate through an announcement where the fire exits are • No taped repair to or otherwise unsuitable electrical equipment is allowed to be used in connection with musical equipment or other electrical equipment.

Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none"> • Persons who are obviously intoxicated should not be admitted. • All exterior lighting must be switched on and in good working order • Where the Club has a Bar staff shall ensure that bottles or glasses are not brought out of the premises
Toilets Poorly maintained toilets can lead to slip hazards and hygiene hazards.	1	2	2	Low	<ul style="list-style-type: none"> • In the interests of good health it is essential that all toilets/wash areas are maintained to a high standard. • Cleaning of toilets during functions 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
Pest Control It is in the interest of general health that the premises are kept vermin-free.	1	3	3	Medium	<ul style="list-style-type: none"> • Any sighting/signs of vermin should be reported immediately • A pest control system should be operated by an outside agency if the need arises (not at present)
Training and Competitions Injuries are a constant hazard in in training and competition and as they cannot be anticipated, the club policy is to be in a position to react swiftly to any minor or major injury.	2	2	4	Medium	<ul style="list-style-type: none"> • Training or events must always be supervised. • The proper equipment, is in place • Under-age athletes train within their assigned groups. • Training is supervised by at least one coach and an assistant • All coaches have at least the Foundation Coaching course completed <p>Injuries will happen and in such instance there should be sufficient preparation in place to ensure that the injured party is treated immediately and that the injured party suffers no additional pain or trauma through lack of action. This can be enhanced by:</p> <ul style="list-style-type: none"> • Having as many coaches and support staff as possible undergoing First Aid courses • Having complete First Aid Kits for all sections of the club

Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none"> • Contacting the Emergency Services immediately on 112 or 999 where the situation warrants. • Ensuring that the ambulance approach is always kept clear
Floodlights In appropriate access at heights can lead to a risk of falls and consequent injury.	1	3	3	Medium	<ul style="list-style-type: none"> • Safe means of access such as M.E.W.P. to be used to work on lights • M.E.W.P. to be used only if tested & examined within the previous 6 months and operated by a trained person with a FAS Safepass Card.
Parking Area Movement of vehicles gives rise to the risk of collisions between vehicles and pedestrians. The presence of small children which may not be seen in rear view mirrors gives rise to a significant risk.	1	3	3	Medium	<ul style="list-style-type: none"> • On training days (enter training days) cars/vehicles should be controlled in terms of entry and exit. • The Parking Area shall be maintained in a clean and tidy condition • Reversing of large vehicles must be assisted at all times.
Manual Handling	1	2	2	Low	<ul style="list-style-type: none"> • Risk assessment shows no need for • manual handling training.
Gates Risk of back strain or gate falling on someone's foot if the gate is damaged during use.	1	2	2	Low	<ul style="list-style-type: none"> • Gates will be routinely checked including hinges and mountings for damage.
Clubhouse Generally Minor maintenance to the clubhouse can give rise to a risk of falls where the maintenance is required at high level.	1	2	2	Low	<ul style="list-style-type: none"> • Maintain in present state of repair and decoration. • For any minor maintenance, decorating or cleaning work suitable platforms will be used where possible. If ladders are deemed necessary, only ladders in good condition may be used. • When any member is using a ladder, it must be tied at the top or securely held at the bottom. • Ladders are only suitable for short duration simple tasks where 3 points of contact can be maintained. • No member shall use a ladder alone.

Identified Hazard	L	S	R	Risk Rating	Control Measures
Child Protection	1	3	3	Medium	<ul style="list-style-type: none"> • The Club Child Protection Policy must be adhered to • Where possible two coaches will provide all training sessions, where this is not possible at least one parent will be requested to stay for the duration of the training session. If this cannot be accommodated, the session should be cancelled and the parents informed. • A parent or guardian should remain present for all training sessions or request another parent to “keep an eye” on their child if this is not possible. This is particularly important for younger children in the event of minor injuries. • All coaches and mentors must have received clearance on their Garda Vetting forms
<p>Mobile Phones</p> <p>Many children and young people have access to mobile phones. Given that mobile phone devices can perform a myriad of tasks it is the responsibility of the event organiser to determine and explain the level of mobile phone usage deemed appropriate when working with children and young people.</p>	1	3	3	Medium	<ul style="list-style-type: none"> ➤ When participating in groups with children ensure that you have their parent’s telephone contact details and that all arrangements are made with parents ➤ Do not share your personal mobile phone number with children and young people ➤ Avoid communicating directly via text or talk with children under 16 years old ➤ In emergency circumstances where this is unavoidable follow this up with a telephone call to their parents to make them aware of the content. ➤ Text messages should never contain personal information about a child or young person ➤ Never contact a child or young person on their mobile phone via text or talk before 9am or after 8pm
Email					<ul style="list-style-type: none"> ➤ Individual email communication with

Identified Hazard	L	S	R	Risk Rating	Control Measures
					<p>young people under 16 years old is not permissible</p> <ul style="list-style-type: none"> ➤ Individual email communication with young people aged 16 and 17 years old is only permissible with prior written consent from the young person and their parents ➤ Parents should be included in these emails ➤ Email communication should be made using the club email account only ➤ Personal email addresses should never be exchanged with children and young people
Bundled Text and E-mail messaging	1	1	1	Low	<p>Using bundled text and e-mail messaging can minimise risks associated with this form of communication.</p> <ul style="list-style-type: none"> ➤ Written consent must be obtained from the young person and their parents prior to using this method of communication ➤ The contact details for young people must not be shared ➤ The contact numbers for the identified young people should only be used for information sharing about club activities ➤ The young people's contact details must be stored in a secure cabinet or a password protected computer system ➤ All text and email messages must be

Identified Hazard	L	S	R	Risk Rating	Control Measures
					<p>sent via a bundle to a group of young people</p> <ul style="list-style-type: none"> ➤ The text or email messaging system should NEVER be used to send a text or email to an individual ➤ All texts or email messages must clearly define who has sent the message ➤ This system should be one way with no opportunity of response from the young people receiving the messages ➤ The texts and emails sent from this service must never contain any offensive, abusive or inappropriate language ➤ All of the text and email messages sent must include an opportunity for the young people to “unsubscribe” from receiving further text and email messages
Photography/ Digital Cameras	2	2	4	Medium	<ul style="list-style-type: none"> ➤ Photographs of children and young people on any device are never permitted without prior signed parental consent ➤ Children and young people’s consent should also be sought giving due consideration to their age and stage of development ➤ Photographs should only be taken by authorised personnel with a suitable reason with prearranged consent from parents and children

Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none"> ➤ When using a photographer ensure that they have completed Garda Vetting ➤ Ensure the photographer wears identification at all times ➤ Do not allow the photographer unsupervised access to the children and young people ➤ Children and young people must not be identified in photographs ➤ Written permission must be sought from children, young people and their parents if consented photographs are to be published in any forum i.e. print or online ➤ Children must be fully clothed in images ➤ Avoid images which depict children breaking rules or behaving in a dangerous fashion ➤ Avoid photographing children and young people in vulnerable situations ➤ If parents and/or Club are intending to photograph an organised event ensure that they are told what is allowed ➤ Any photography concerns must be reported to the event organiser and the child safeguarding representative

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

FIRST AID INFORMATION

First Aid

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

Table 1 Recommended Contents of First Aid Box

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

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

ACCIDENT/INCIDENT REPORT FORM

This form must be completed in the event of any accident

Name of Injured Person: _____

Address: _____

Occupation: _____

Is the Injured Party a Club Member: Yes / No

Date and time of accident/incident: _____

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

Witnesses, if any _____

Was incident reported at time it occurred? YES NO

If Yes, to whom? Name: _____ Position: _____

Was medical attention given by: First aider Doctor Hospital
None

Details (including name of first-aider): _____

Was accident investigated? YES NO

If yes, by whom? _____

Immediate and root cause of accident _____

Is there any corrective action that needs to be taken? _____

Details of any corrective action taken _____

Does Safety Statement need to be amended? _____

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

YES NO If yes, date report sent and by whom

Reported to AAI & AAI insurance brokers – date _____

Signed: _____ **Date:** _____

ACCIDENT REPORT WITNESS STATEMENT

Name of injured person: _____

Date and time of accident: _____

Name of person making statement: _____

Statement:

Signed: _____

Date: _____

Name Block Capitals

DRUGS AND ALCOHOL POLICY

Sample Club Drug and Alcohol Policy

ATHENRY ATHLETICS CLUB are committed as part of their overall philosophy to *discourage the use of drugs, alcohol and tobacco on the basis that they are incompatible with a healthy approach to sporting activity.*

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

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

Definition of Drugs:

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

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

Aims and Objectives:

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

Our objectives are...

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

Rules

ATHENRY ATHLETICS CLUB shall take the following actions.

- Coaches and Club Officials shall not smoke or drink alcohol while representing their club at events or training sessions.
- Club members, officials, coaches and volunteers shall not present themselves at club activities while under the influence of any drug.
- Cigarettes shall not be sold in the clubhouse.
- Medal ceremonies shall not be held in pubs.
- Under 18's shall not be brought to pubs on the way home from events or training sessions.

- Alcohol shall not be served at functions for players aged under 18 years of age.
- Alcohol advertisements shall be permitted on club singlets, tracksuits or shorts.

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

Club Members

- Will be aware of the details of and adhere to ATHENRY ATHLETICS CLUB Drug and Alcohol Policy.

Parents and Guardians

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

Coaches

- Will be aware of the possibility of drug misuse among players and work with the Club Chairman and Committee with the aim of preventing harm.

Club Chairperson and Executive

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

Education programme about drugs and alcohol

ATHENRY ATHLETICS CLUB shall arrange for a drug education programme for members, players, parents etc as appropriate. This drug education programme may include the promotion of club policy, provision of literature, workshops or information sessions.

Protocol for dealing with drug misuse

ATHENRY ATHLETICS CLUB shall endeavour to respond to all drug-related incidents in a firm but fair manner, with due respect for the safety and welfare of individuals involved, other members of the club and the wider community and shall also fulfil any legal obligations that might apply.

Outline of Restrictions

The misuse or supply of drugs is viewed as unacceptable by ATHENRY ATHLETICS CLUB and is punishable by warnings, suspensions and expulsions as deemed appropriate. It is also unacceptable for members or officials to present themselves for club duties while under the influence of a drug.

Reporting of Incidents

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

Recording of Information

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

Confidentiality

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

Involving Parents/Guardians

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

Garda Síochána/PSNI Involvement

Incidents that involve the illegal supply of drugs shall require Garda Síochána/PSNI involvement. In all other drug-related incidents, each case shall be considered on an individual basis and the decision shall rest with the Club Chairperson as to whether or not the Garda Síochána/PSNI are involved.

Search

The Club Chairperson retains the right to direct a search of any part of club property if there is reasonable cause to believe a substance in breach of this policy is contained therein. Two officials of the club shall conduct the search. Club Officials are not allowed to search an individual or their personal property. Where there is reasonable cause to believe a person has in their possession a substance in breach of this policy, they shall be asked to volunteer the substance. If they refuse, the Garda Síochána/PSNI may be called in to conduct a search.

Disposing of suspected illegal substances


If a suspected illegal substance is found on club property it shall be brought to the attention of the Club Chairperson. The substance shall be stored securely and the Club Chairperson shall then decide whether the Garda Síochána/PSNI should be called to collect it, or whether it should be disposed of. Any disposal of suspected illegal substances shall be recorded and witnessed by two officials. At no time shall a suspected illegal substance be removed from club property without the knowledge of the Garda Síochána/PSNI.


Availability, use and storage of solvents and gases

Many solvent based products have the potential to be abused (e.g. deodorants, paints, thinners, cleaning fluids etc). All solvent based materials and gases shall be stored securely and safely away from public access.

Monitoring and Evaluation

This policy is in force at all times and during all activities conducted under the aegis of the Athletics Association of Ireland. This policy shall be evaluated annually and after every drug-related incident. This policy shall come into effect on 1st January 2020 and shall be reviewed annually thereafter by the Club Safety Officer in conjunction with the Club Chairperson and Executive.

Signed  Club Chairperson

Signed  Club Safety Officer

Date 01 January 2020

DIGNITY AND RESPECT - *Equal Opportunities*

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

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

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

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

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

Dignity and Respect

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

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

Harassment and Sexual Harassment

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

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

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

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

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

SAFETY GUIDELINES FOR GROUNDS

BUILDINGS GENERALLY

Examine all buildings and structures to ensure their stability.

Check the integrity of gate and door mountings.

If a building has a roof light or perspex roof panel fitted, take steps (by removal or making safe otherwise) to prevent persons, who might be on the roof for whatever reason, from falling through same.

CONSTRUCTION WORK

All construction operatives must have a FAS SafePass Card.

Clubs undertaking projects, excluding routine maintenance, cleaning, decorating and repair within or to a structure, must appoint a Project Supervisor for Design Process (PSDP), and a Project Supervisor for Construction Stage (PSCS), who are competent and have adequate resources, in order to comply with the Safety, Health and Welfare at Work (Construction) Regulations 2006.

The Club must notify the Health and Safety Authority of the appointment of the PSDP on Form AF1, before the design process begins.

The PSCS so appointed must notify the Health and Safety Authority of the date of commencement of the project on Statutory Form AF2, if those projects last more than 30 days or 500 man-hours.

Clubs must protect themselves by ensuring the appointment of both competent PSDP and PSCS.

FLOODLIGHTING

All erection, repairs, and, replacement of fittings, to be done by competent persons with SafePass Cards.

Mobile Elevating Work Platforms (MEWP) to have certificates of test and examination.

Teleporters and MEWP's to be used only in accordance with manufacturer's instructions which will preclude working on sloping ground.

If these machines are fitted with outriggers then the outriggers must be deployed before machine is put into use.

Teleporters to be operated only by FAS approved operators.

Never use the bucket of an excavator, or a pallet on forklifts, for carrying persons for any purpose.

WORK AT HEIGHTS

Work must be properly planned and supervised and be carried out in a safe manner. Planning includes selection of work equipment, and, planning for emergency and rescue.

Ladders may only be used for low risk work of short duration or due to existing features on site.

Ladders when so used must be stable, prevented from slipping, rise above the landing area, and, enable the user to maintain a secure handhold.

ELECTRICITY

Electrical work to be undertaken only by a qualified electrician.

Ensure all socket outlets are protected by current operated circuit breakers.

Consult the ESB in relation to ESB lines should the lines pose a hazard to the safe use of the grounds.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All PPE such as safety helmets, eye protection, hearing protection, hand protection must be provided where necessary by the Club for persons working on behalf of the Club i.e. strimming etc.

SCAFFOLDING

All scaffolding must only be erected by a FAS approved Scaffolder.

MACHINERY

Grass cutting machinery, tractors, rollers and ground maintenance machinery generally, must be in good Mechanical order and fitted with all appropriate guards.

Power take off shafts (PTO's) must always be fully guarded.

GROUNDS GENERALLY

Eliminate, in as far as is practicable, all obstacles that might give rise to slips, trips and falls i.e. uneven surfaces, badly maintained steps etc., toilets (wet floors).

Machinery and Advertising Signs must be placed so as not to present danger to athletes/coaches/spectators.

Perimeter fencing must be placed so as not to present danger to athletes/coaches/spectators.

Eliminate risk of rodent infestation by good housekeeping and prevent accumulation of litter.

At least one hour before training/competitions check grounds for dangerous objects like broken bottles, or other articles, that may have been thrown into the grounds by others.

Catering facilities where provided must be properly maintained.

If Club has a Bar licence ensure that competent personnel are in control at all times.

CLUB SAFETY INSPECTION CHECKLIST

Club Safety Inspection Checklist

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsi bility
1	Documentation					
1.1	Safety Statement updated in the previous 12 months					
1.2	Safety Statement signed by the Head of the Executive Committee					
1.3	Child Protection Policy in Place					
1.4	Are all coaches / mentors Garda vetted?					
1.5	Fire Safety Management Plan in Place					
1.6	Is there a fire register in place with records of all fire detection and fire fighting equipment and its service history					
1.7	Is emergency lighting tested with records maintained					
1.8	Are practice evacuations/fire drills held at least twice per year with records maintained?					
1.9	Copy of Event Safety Management Guide available					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
1.10	Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?					
1.11	Is all electrical equipment checked regularly by a competent person. Are records maintained and available.					
1.12	Are there service records available for machinery.					
1.13	Is there a register of work at height equipment (ladders etc) and is there a record of their inspection					
1.14	Are there service records available for the heating and ventilation systems					
1.15	Have statutory inspections been performed on the boiler					
2	Access – Gates, Perimeter Walls, Fencing, etc					
2.1	Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
2.2	Are all gates hung properly and in working order?					
3	Circulation Areas					
3.1	Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?					
3.2	Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?					
3.3	Are there any areas of loose paint, plaster, etc					
3.4	Are rails in place on steps and/or ramps where deemed necessary?					
3.5	Are floor coverings, tiles, etc, in good condition and not slippery?					
3.6	Are non slip mats in place in shower areas and at the entrance to the club?					
3.7	Where relevant, are steps/stairways/ramps painted to ease visibility?					
3.8	Are surfaces in external areas, i.e. paths, car-parks, etc in good condition?					
3.9	Is there adequate lighting in car parks, on paths?					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
3.10	Are waste materials properly collected?					
3.11	Are arrangements in place on event occasions to ensure that emergency vehicles may access/exit grounds?					
3.12	Are circulation areas accessible to those with special needs, e.g. mobility difficulties					
4	Fire Safety					
4.1	Are all designated fire exits are clearly marked?					
4.2	Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?					
4.3	Do fire doors open outwards?					
4.4	Is muster area clearly marked?					
4.5	Are evacuation procedures clearly displayed?					
4.6	Are all staff/members familiar with evacuation procedures?					
4.7	Is the fire fighting equipment at its designated fire points?					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
4.8	Is fire fighting equipment serviced as required and a record of service maintained?					
4.9	Are flammable substances e.g. fuels, paper, cleaning materials, other chemicals, etc, stored correctly, away from any sources of heat?					
4.10	Is the defibrillator available and regularly serviced? Are there an adequate \no of people trained in its use?					
5	Electrical Equipment					
5.1	Is electrical equipment suitable for use intended?					
5.2	Are plugs and sockets in good condition with no cracks or pieces missing					
5.3	Are socket screws and mountings secure					
5.4	Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp					
5.5	Do indicator lights on sockets function correctly					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
5.6	Is all insulation on leads free from cracks or signs of deterioration.					
5.7	Where extension leads are being used, they are fully unwound and not left plugged in and unattended.					
6	Lighting (including track/training lighting)					
6.1	Are all light fittings are in working order and are kept in a clean condition?					
6.2	Is lighting is adequate for the type of activities being undertaken					
6.3	Is all electrical housings, cabling, etc in good condition and with no exposure to live wiring?					
6.4	Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?					
6.5	Is lighting on approach roads and outside the club sufficient for access and egress					
7	Machinery					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
7.1	Is machinery used suitable and appropriate for purpose?					
7.2	Is all machinery stored in a locked area away from access of members of the public?					
7.3	Is machinery operated by competent persons only?					
7.4	Are drive shafts/PTOs/Other moving parts adequately guarded?					
7.5	Is all machinery in good working order					
8	Maintenance					
8.1	Is a safe system of work in place, e.g. does grass cutting, cleaning and other maintenance take place only when the area is free from non involved persons, particularly children?					
8.2	Is maintenance only carried out by competent persons?					
8.3	Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
8.4	Are staff, members and volunteers, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves) when appropriate					
8.5	Are all maintenance materials, paints, etc stored safely and securely?					
9	Doors and Windows					
9.1	Are all doors unobstructed?					
9.2	Are all doors free from broken and/or damages hinges, locks, etc					
9.3	Are windows free from broken fastenings?					
9.4	Do glazed windows, doors etc have toughened, laminated glass?					
9.5	Are windows safe when open from contact with passers by?					
9.6	Do doors and windows open without unnecessary force being applied?					
9.7	Are windows free from broken or cracked panes, frames, etc					
10	Working at Heights					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
10.1	Are safe systems of working at heights documented? i.e. access to raised newsboards, erection of flags, lighting, etc					
10.2	Are facilities in place to facilitate safe working at heights?					
10.3	Are ladders and others equipment using for working at heights stored safely and securely when not in use?					
11	Moving and Handling					
11.1	Is equipment available to move and handle equipment, furniture, waste, etc?					
11.2	Are staff and those moving equipment provided with training in moving and handling?					
12	Heating and Ventilation systems					
12.1	Is the heating system regularly serviced and maintained in good order?					
12.2	Is maintenance carried out by competent person?					
12.3	Is boiler house kept clean and tidy and free from waste materials.					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
13	Gymnasia					
13.1	Is the Gymnasium locked /access controlled when not in use?					
13.2	Is the equipment in good condition, maintained and serviced as specified by suppliers?					
13.3	Is the Gym supervised by a qualified, competent person when in use?					
13.4	Is gymnasium kept tidy and equipment appropriately stored					
13.5	Is first aid box available and accessible?					
13.6	Are floors clean, even and non slip?					
13.7	Are changing rooms clean and tidy and disinfected?					
13.8	Is an induction evening provided to all members and a record of such induction maintained?					
14	Waste Management					
14.1	Are there adequate waste containers in place in ground/dressing rooms/other facilities?					
14.2	Is there a system to collect waste litter following matches/events?					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
14.3	Is waste stored in a secure place pending collection/ disposal?					
14.4	Is all waste disposed of in accordance with local authority regulations?					
14.5	Where building work is underway, is rubble safely secured from access by public?					
14.6	Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves)					
15	Signage					
15.1	Are safety or health signs in place where hazards cannot be avoided or adequately reduced?					
15.2	Are all exit routes clearly visible?					
15.3	Is the Occupiers Liability sign erected and clearly visible?					
16	First Aid					
16.1	Does a First Aid box exist, and is appropriately stocked and available when required?					
16.2	Are there adequate numbers of trained first aiders available during training sessions and other events?					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
16.3	Is a stretcher available?					
16.4	Is a defibrillator in place and available?					
16.5	Does the club have members trained (up to date) in CPR and in use of defibrillator?					
17	Event viewing areas, i.e. Stands, terracing, etc					
17.1	Are all viewing areas in good condition, free from slips, trips and falls hazards,					
17.2	Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc					
17.3	Are changes in level marked for visibility impaired persons					
18	Toilet areas					
18.1	Are urinals, w.c.s, basins, etc intact?					
18.2	Are hand washing facilities available (including hand drying facilities) and in working order?					
18.3	Is there a cleaning programme in place?					
19	Emergency Planning					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
19.1	Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc					
19.2	Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?					
20	All Weather training areas					
20.1	Is the area in good condition and fit for use and free from defects?					
20.2	Is the area secured by a boundary fence which is maintained and locked / access controlled when not in use?					
20.3	Are the keys maintained by a competent person?					
20.4	Is a record of use maintained?					
20.5	Is the area hired to non members?					
20.6	Is there a hire form with a waiver in place?					
20.7	Is a record of all use by third parties maintained?					
20.8	Is the area closed during adverse weather? Such as frost/snow?					

Ref	Description	✓/ * N/ A	Comments or Action required	Photo(s)	Due	Responsibility
20.9	Is all signage on boundary free from sharp edges and not protruding onto the field of play?					
21	Facilities for Hire					
21.1	Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance?					
21.2	Is this insurance vetted on an annual basis					
21.3	Is a schedule of use of facilities documented and maintained?					
21.4	Are the premises checked and cleaned after each use?					

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

Signed _____

Post/Role within Club/County _____

Date _____

Reference

Safety, Health and Welfare at Work Act 2005
 Safety Health and Welfare at Work (General Application) Regulations 2007
 Practice for Safety in Sports Grounds – Dept of Education (ROI) 1996
 The Safety in Sports Grounds Legislation (red book) – Northern Ireland