

# Blackrock Bowling and Tennis Club Safety Statement

January 2021

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# INTRODUCTION

## INTRODUCTION

This Safety Statement sets out Blackrock Bowling and Tennis Club's (BBTC) Safety Programme, based on the requirements of the Safety, Health and Welfare at Work Act, 2005 and regulations made under this act.

It specifies the manner in which the objective of making Blackrock Bowling and Tennis Club's operations safe for members, staff and visitors will be achieved. It recognises that safety must be managed and that the cooperation of all is essential for the successful implementation of the programme.

The Safety, Health and Welfare at Work Act, 2005 places onerous obligations on Blackrock Bowling and Tennis Club to manage risk and on members, employees and visitors to co-operate. It is vital that everybody understands their obligations to assist in the management of risk. It is only when each person takes ownership for his/her own area of responsibility that safety can be ensured, so far as is reasonably practicable.

I want to give my full backing to this programme and assure all Blackrock Bowling and Tennis Club members and employees of the Management Committees continued support in working to provide a safe and healthy environment.

\_\_\_\_\_ President

Date: .....

# PART 1

## STATEMENT OF INTENT

### General Policy

It is the intention of Blackrock Bowling and Tennis Club to ensure the safety, health and welfare of all members, employees and visitors through the provision and maintenance of a safe place of work, safe plant and machinery, safe systems of work, and the training and supervision of staff so far as is reasonably practicable.

Blackrock Bowling and Tennis Club also aim to ensure the safety and health of persons who come in contact with the work activities of this Club. The allocation of responsibilities for safety and the arrangements and resources being deployed to implement this safety programme are set out in the Safety Statement.

The Management Committee has delegated responsibility to the Health and Safety Officer to oversee the development of the safety programme as set out in the Safety Statement. This person will identify responsibilities and resources as necessary for the strategic development of the above programme and make proposals to the Management Committee accordingly.

They must ensure that the best practicable methods of compliance with the requirements of the Safety, Health & Welfare at Work Act 2005, and associated and subsequent legislation are achieved.

The Management Committee has obligations to manage risk and behaviour under the Safety Health and Welfare at Work Act 2005. In addition, members and employees must fully cooperate with management in ensuring that the highest standards of health and safety exist throughout the Club's operations.

Members and employees are also reminded of their own legal responsibilities and duties, which are incorporated in this document.

Blackrock Bowling and Tennis Club shall review this Safety Statement annually in light of new legislation, technical advancements, or developments. This review is based upon the 2005 Safety, Health and Welfare at Work Act and regulations that are now in force. The Safety Statement is brought to the attention of all members, employees and other persons as appropriate.

SIGNED: ..... Facilities Manager

DATE: .....

**GENERAL STATEMENT**



It is the policy of Blackrock Bowling and Tennis Club to ensure, so far as is reasonably practicable, the safety health and welfare at work of all its members and employees: -

The matters to which this policy extends include:

Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare of all members and employees and to prevent any improper conduct or behaviour likely to put at risk the safety, health or welfare at work of members and employees.

The design, provision and maintenance, so far as is reasonably practicable, of a safe place of work.

The design, provision and maintenance, so far as is reasonably practicable, of safe access to and egress from the place of work.

The design provision and maintenance of plant and machinery that is safe, insofar as is reasonably practicable.

The provision of systems of work that are planned, organised, performed and maintained so as to be safe, insofar as is reasonably practicable.

The provision of such information, instruction, training and supervision as is necessary to ensure safety at work, so far as is reasonably practicable.

The provision and maintenance of personal protective equipment to ensure safety where it is not reasonably practicable to control or eliminate hazards or in prescribed circumstances.

The preparation and revision, as necessary, of plans to be followed in emergencies.

To ensure, so far as is reasonably practicable, safety and prevention of risk to health at work in connection with the use of any article or substance or the exposure to noise, vibration or radiation.

The provision and maintenance of welfare facilities.

The obtaining, where necessary, of the services of a competent person for the purpose of ensuring safety at work, so far as is reasonably practicable.

Implementing Safety, Health and Welfare at Work measures necessary for safety, health and welfare based on Risk Assessments and the Safety Statement ensuring the measures take account of the General Principles of Prevention.

The provision of adequate funds (directly or indirectly), staff and resources to meet health and safety requirements.

Blackrock Bowling and Tennis Club will manage the risks and behaviours in accordance with current legislation in respect of all its Members and employees (including fixed-term and temporary employees).

# **Part 2**

# **MANAGEMENT**

# **RESPONSIBILITIES**

## **ASSIGNMENT OF RESPONSIBILITIES**

The Management Committee of Blackrock Bowling and Tennis Club has overall responsibility for the safety, health and welfare at work of all its members and employees under the Safety, Health and Welfare at Work Act of 2005.

Authority is delegated to members and employees, for the safety of their own areas. Every employee is responsible to the person to whom they report for the safety of the people under their control.

The tasks that they perform should be in compliance with Section 20 of the Safety Health & Welfare at Work Act 2005.

The Management Committee has received training to outline their responsibilities assigned by the Safety Statement. Training Programmes are in place for members and employees. Refresher Training is provided periodically as necessary.

# Part 3

## ARRANGEMENTS FOR IMPLEMENTING THE SAFETY STATEMENT

### 3.1 INTRODUCTION:

The manner by which the safety, health and welfare of people at work will be secured is by the provision of:

- **SAFE PLACE**
- **SAFE PLANT**
- **SAFE PROCEDURES**
- **SAFE PEOPLE**

Accidents are caused where there is a breakdown in the system of control of any of the above. The Club's approach to safety is based on a detailed analysis of the Place, Plant, Procedures and People in order to control the hazards of the workplace.

The standards of safety are defined by: -

- EU Management Committee Directives
- EU Regulations
- Acts of the Oireachtas
- Codes of Practice, including International Codes of Practice
- HSA Guidelines and International Guidelines
- Custom and Practice in the Industry
- Current Knowledge and Invention

It is the Club's intention to carry out risk assessments based on the above standards so that the safety of members, employees and others will be protected. The following pages specify the manner in which Safety, Health and Welfare will be secured.

### 3.2 HAZARD CONTROL STRATEGY

Blackrock Bowling and Tennis Club's strategy for controlling risk to members, employees and others is based on;

- Design
- Purchasing/Leasing
- Maintenance
- Procedures
- Instruction/Training / Supervision / Co-operation

These are underpinned by,

- Assessments
- Investigations (Accident/ Incident)
- Consultation
- Health Surveillance
- Audit
- Review

#### 3.2.1 DESIGN

All places of work including access and egress, plant and equipment will be designed to ensure safety so far as is reasonably practical in accordance with *Sections 10 and 11 of Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (Construction) Regulations 2006 and the Safety, Health and Welfare at Work (General Application) Regulations 2007.*

### **3.2.1.1 WORKPLACE**

All Blackrock Bowling and Tennis Club Workplaces will satisfy the appropriate requirements of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter One Of Part Two S.I. No. 299 of 2007,* as applicable. This includes,

- Solidity and Stability
- Ventilation / Extraction
- Temperature
- Lighting
- Floors, walls, ceilings and roofs
- Doors and Gates
- Circulation of pedestrians and vehicles
- Room dimensions and air space – freedom of movement
- Special provisions for outdoor places of work
- Sanitary facilities – Washing facilities, Showers where appropriate
- Rest Rooms
- Access & Egress
- Fire Detection & Fire Fighting
- Taking account of members, employees and visitors including those with disabilities

Design criteria will also take account of the Building Control Regulations 1997 S.I. 496 of 1997 (Technical Guidance Document „B Fire Safety) as amended by S.I. No. 10 of 2000 Building Control (Amendment) Regulations, 2000 and the Safety, Health and Welfare at Work (Construction) Regulations 2006 S.I. No.504 of 2006. Blackrock Bowling and Tennis Club workplaces will also satisfy the following requirements,

### **3.2.1.2 WORKING AT HEIGHT**

Work at height will be in compliance with the requirements of Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No.299 Part 4: Work at Height.

### **3.2.1.3 NOISE**

Noise levels will be measured regularly in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No.299 Chapter 1 of Part 5: Control of Noise at Work. Measurements will be acted on as necessary.

### **3.2.1.4 VIBRATION**

Blackrock Bowling and Tennis Club will take account of Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No.299 Chapter 2 of Part 5: Vibration at Work. Risk Assessments will be carried out.

### **3.2.1.5 RADIATION**

Blackrock Bowling and Tennis Club currently complies with the requirements of the *Radiological Protection Act 1991* as amended and associated regulations. The Club will take account of radiation regulations and act accordingly.

### **3.2.1.6 CHEMICAL AGENTS**

Air Quality will be monitored as necessary in accordance with the *Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 SI No.619 of 2001* and take account of any obligations under the *Reach Regulations*.

### **3.2.1.7 ASBESTOS**

Blackrock Bowling and Tennis Club currently comply with the requirements of the *Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 SI No. 386 of 2006*. All areas where asbestos is present have been identified. Access to these areas is prohibited to all except authorised personnel.

### **3.2.1.8 STORAGE**

Chemicals will be stored according to the terms of applicable legislation and Codes of Practice. Radioactive materials will be stored in accordance with the terms of any license from the R.P.I.I.

### **3.2.1.9 FIRE AND EMERGENCIES**

Blackrock Bowling and Tennis Club undertake to comply with all National Standards regarding fire, safety and emergency planning. All places of work are designed to comply with current fire legislation at the time of construction or refurbishment, in accordance with the following provisions:

- *Fire Services Act 1981*
- *Building Control Acts 1990 and 2007* Fire Safety Certificate • Building Control Regulations 1997-2004 (S.I. 496 of 1997 / S.I.No.10 of 2000 / S.I. No.85 of 2004) Building Regulations 2006 (Technical Guidance Document Part B: Fire Safety)
- *Safety Health & Welfare At Work Act 2005* and the *Safety Health and Welfare At Work (General Application) Regulations 2007*

Irish Fire Safety Standards

- IS 3217 Emergency Lighting
- IS 3218 Fire Alarm Category Life Safety (L1)
- IS 291 Fire Protection Equipment

European Fire Safety Standards

- EN 3 Portable Fire Appliances
- EN 671 Fire Hose Reel Systems Fire Fighting Water Supplies Provisions

The *Safety Health and Welfare at Work Act 2005*, Section 8(j) regarding the preparation of plans and procedures to be followed and measures to be taken in case of emergency or serious imminent danger.

Means of escape are provided from all areas.

Adequate and suitable fire fighting equipment is provided.

Fire drills are carried out at regular intervals.

### **3.2.1.10 WORK EQUIPMENT**

Blackrock Bowling and Tennis Club will ensure that the necessary measures are taken so that work equipment is safe and suitable for the work carried on, in particular relating to:

- Machine safety
- Ergonomic design
- Control devices

- Emergency stops
- Containment and extraction devices
- Stability
- Isolation
- Warning signage

All work equipment will meet the highest design standards regarding safety and will comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. 299 Chapter 2 of Part 2: Use of Work Equipment and ISEN 292 and 294.

All pressure vessels and lifting equipment will be inspected to comply with statutory requirements

### **3.2.2 PURCHASING/LEASING**

All equipment purchased or leased by the Club will meet the relevant requirements of the Work Equipment Regulations and will be CE marked as required by the *European Communities (Machinery) Regulations, 2001. S.I. No. 518 of 2001 and SI 372/95 European Communities (Machinery) (Amendment) Regulations 1995*. Personal Protective Equipment purchased by the Club will comply with relevant Irish and/or International Standards.

### **3.2.3 MAINTENANCE**

Places of work including access and egress and all plant and equipment used by Blackrock Bowling and Tennis Club will be maintained to ensure safety in accordance with *Section 8 of the Safety, Health and Welfare at Work Act 2005*. The matters to which the above extends include the following:

#### **3.2.3.1 PLACE OF WORK**

Every place at which any person has at any time to work will be maintained in a safe condition and safe means of access to and egress from every such place will be provided. The Club will comply with the terms of the *Safety, Health and Welfare at Work (General Application) Regulations 2007, SI.299 Chapter 1 of Part 2: Workplace*.

#### **3.2.3.2 HOUSEKEEPING**

Good housekeeping is essential to reduce the likelihood of accidents from any source. Blackrock Bowling and Tennis Club will carry out audits and inspections to identify and address deficiencies and to help keep workplaces tidy and safe for people at work.

#### **3.2.3.3 WORK EQUIPMENT**

All work equipment will be maintained so far as is reasonably practicable to ensure safety. A preventative maintenance programme is in place for work equipment and maintenance logs are kept. Competent persons examine pressure vessels, lifts and lifting gear within statutory periods

#### **3.2.3.4 EMERGENCY EQUIPMENT**

All fire alarms, sprinklers, fire extinguishers & emergency lighting are maintained and tested regularly to ensure safety.

## **3.2.4 PROCEDURES**

Blackrock Bowling and Tennis Club is committed to providing systems of work that are planned, organised, performed and maintained so as to be, as far as is reasonably practicable, safe and without risk to health. Systems of work have been developed under the following headings:

#### **3.2.4.1 PERMIT TO WORK SYSTEMS**

Formal Permit To Work systems are developed where applicable to control hazards associated with the following.

These permits relate to: -

- Hot work
- Sprinkler System
- Gas Systems
- Confined spaces
- Fire Alarm Systems
- Hazardous activities
- Contractor activities
- Electrical Systems

Blackrock Bowling and Tennis Club is operating a permit to work system. This system is used to ensure all relevant documents are in place and approved prior to the commencement of the project. The Club will ensure that staff involved in work under the permit shall receive instructions relating to the risk.

#### **3.2.4.2 LONE WORKER**

Risks to lone workers will be identified and assessed to ensure that so far as is reasonably practicable they are eliminated or adequately controlled.

#### **3.2.4.3 MANUAL HANDLING PROCEDURES**

Manual handling tasks will be performed according to the terms laid down by the *Safety, Health and Welfare at Work (General Application) Regulations 2007, SI.299 Chapter 4 of Part 2: Manual Handling of Loads*.

#### **3.2.4.4 CHEMICAL HANDLING**

Chemicals will be handled in accordance with the instructions on the Safety Data Sheets and *Safety Health & Welfare at Work (Chemical Agents) Regulations 2001 and Codes of Practices*. The Club will comply with the obligations imposed on it as downstream users by the REACH Regulations.

#### **3.2.4.5 FIRE AND EMERGENCY PROCEDURES**

Blackrock Bowling and Tennis Club recognises the need for constant vigilance with regard to the risks posed by fire. The Club fire safety management objective is to guard against an outbreak of fire and to ensure as far as is reasonably practicable the safety of all persons in the event of an outbreak of fire. Fire evacuation drills are carried out twice yearly. Fire doors and escape routes are kept unobstructed and clearly marked. Fire alarms and emergency lighting are checked on a regular basis.

#### **3.2.4.6 BULLYING BEHAVIOUR PROCEDURE**

Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

Blackrock Bowling and Tennis Club will not tolerate bullying behaviour and will take appropriate steps to resolve these issues in accordance with the procedures of the Respect and Dignity at Work policy document.

Any member or employee who feels they have been bullied should contact a member of the Management Committee for advice.

### **3.2.4.7 STRESS**

There are many aspects of our lives that can cause stress overload, family issues, financial issues and, indeed, aspects of our life at work. Members and employees who feel that they are suffering as a result of stress should contact their GP and have the problem diagnosed. If it is the case that workplace issues are the root cause of the stress problem, the individual has the option of bringing the issue to the attention of the Management Committee to discuss the matter in confidence.

### **3.4.4.8 PERSONAL PROTECTIVE EQUIPMENT**

In circumstances in which it is not reasonably practicable to eliminate or control the hazards in the workplace, Blackrock Bowling and Tennis Club will provide and maintain such suitable protective clothing or equipment as appropriate to ensure the safety, health and welfare of workers.

Blackrock Bowling and Tennis Club identifies each activity requiring the use of P.P.E and in turn assesses each item for suitability. Training is provided in the correct method of use of all PPE.

All personal protective equipment assessment, usage, training, storage and maintenance will take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007, SI.299 Chapter 3 of Part 2: Personal Protective Equipment*.

### **3.4.4.9 ACCIDENT / INCIDENT REPORTING**

**PROCEDURES** (To include “near misses” and dangerous occurrences).

Members / Employees must report every accident/incident to a member of the Management Committee immediately. All accidents/incidents must be reported to the Facilities Manager / Health & Safety Officer without delay. (This includes accidents/Incidents involving the public/visitors.) Accidents and Dangerous occurrences are reported to the Health & Safety Authority by the Facilities Manager / Health & Safety Officer in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 1993, SI.44 of 1993, Part X –Notification of Accidents And Dangerous Occurrences..

### **3.4.4.10 CONTRACTORS SAFETY PROCEDURES**

Contractors employed by Blackrock Bowling and Tennis Club must comply with the following requirements: -

- Do not put at risk any Club member, employee or other persons employed at, or visiting the Club.
- Produce their Safety Statement to Blackrock Bowling and Tennis Club on demand. For projects coming under the requirements of the *Safety, Health and Welfare at Work (Construction) Regulations 2006, SI 504 of 2006* produce a safety plan and/or method statement.
- Ensure all employees and subcontractors are competent to carry out the tasks assigned, and all relevant employees have Safe Pass Certificates and Construction Skills Certification Scheme in accordance with *The Safety Health & Welfare At Work (Construction) Regulations*



2006, SI 504 of 2006 as amended.

- Ensure that all equipment is fit for use on Blackrock Bowling and Tennis Club property.
- Work through the liaison person assigned by the Club.
- Take all safety precautions with systems of work, equipment, personal protection, etc.
- Report any accidents or dangerous occurrences to the Club Health and Safety Officer as necessary.
- Cordon off the boundaries of the contractors operation, where possible, and mark them with warning signs.
- Provide any emergency safety equipment, which may be required for the Contractor's operation.
- Follow strictly the terms of any Permit to Work system in force at the time of the contract.
- Not to use any Blackrock Bowling and Tennis Club equipment without permission from the Club and to indemnify the Club from any liability attaching to the use of the Club's equipment.
- Comply with all safety legislation and in particular the *Safety, Health and Welfare at Work (Construction) Regulations 2006, SI 504 of 2006* as amended
- Ensure that all staff are trained in the local evacuation and emergency procedures, in particular in the area where they are employed.
- All documents must be provided at the completion of a project by the contractor liaison to the appointed person in Malahide Tennis Club

For its part, Blackrock Bowling and Tennis Club will abide by *Section 12 and 15 of the Safety Health and Welfare at Work Act 2005 No 10 of 2005*, with regard to the obligations imposed on it concerning the safe place of work for contractors and safe plant and equipment provided by Blackrock Bowling and Tennis Club and used by the contractor. In compliance with *Section 19, the Club will carry out risk assessments on contractor activities to the extent that its duties apply to contractors. The Club will also abide by Sections 9, 10, and 21 of the Safety Health and Welfare at Work Act 2005*, concerning risks, preventive measures and instruction to contractors & their employees.

#### **3.4.4.11 SAFETY PROCEDURES FOR NEW EMPLOYEES.**

The Management Committee in conjunction with the Safety Officer will inform all new employees (including casual and volunteers) of the Blackrock Bowling and Tennis Club's Safety Statement, explain its purpose and contents, and ensure that the employees are aware of their responsibilities at the recruitment stage.

Ascertaining if the new employee has any disability or illness, which could prevent him/her, carrying out certain activities safely or which could require additional protective measures.

Advising new employees of any potentially dangerous areas of operations on Blackrock Bowling and Tennis Club's property or in their proposed work areas.

Advising new employees of any prohibited actions on Blackrock Bowling and Tennis Club's site or in the workplace e.g. working in specified areas without safety glasses, ear defenders, operating plant unless authorised.

Provision of training/instruction and supervision as required for the new employee at the earliest opportunity e.g. manual handling, safety training, etc.

Issuing to the new employee any Personal Protective Clothing or Equipment necessary, (e.g. safety goggles, ear defenders, weatherproof clothing, high visibility clothing, etc.) and obtaining their signature for the items issued. Train him/her in the correct use and purpose thereof. Monitor use carefully.

Showing the new employee the location of the first aid facilities and explain the procedures in the event of an accident. In particular, explain the necessity to report all accidents/ occurrences to the Management Committee or Safety Officer however trivial.

Explaining the Emergency Evacuation procedures in the event of a fire or major incident.

Ensuring the employee has completed an Induction Training course after commencing employment.

### **3.2.4.12 PROCEDURES FOR DEALING WITH HEALTH & SAFETY OF VISITORS**

Visitors are all persons who are not Blackrock Bowling and Tennis Club members or employees or engaged in workplace activities at the Club. In compliance with Section 12 of the Safety Health and Welfare at Work Act 2005. Blackrock Bowling and Tennis Club will manage its operations so far as is reasonably practicable so as to ensure that in the course of its work activities visitors are not exposed to risk. The Management Committee will provide adequate instruction so far as is reasonably practicable to ensure the Health & Safety of all persons under their control on Blackrock Bowling and Tennis Club property. The need to continually remind visitors of safety matters is recognised and will be implemented on an ongoing basis. In compliance with Section 19 of the Safety Health and Welfare at Work Act, 2005 Blackrock Bowling and Tennis Club will carry out risk assessments on visitor activities to the extent that its duties apply.

### **3.2.4.13 PREGNANT, POSTNATAL & BREASTFEEDING EMPLOYEES**

It is the policy of Blackrock Bowling and Tennis Club to take every precaution to ensure the safety and health of pregnant, postnatal and breastfeeding employees, so far as is reasonably practicable, in accordance with the provisions of the *Safety, Health & Welfare at Work (General Application) Regulations 2007, S.I. 299 Chapter 2 of Part 6: Protection of Pregnant, Post-Natal and Breastfeeding Employees*. This will be reviewed on an individual basis, as necessary, taking account of the overall condition of the employee and requirements for confidentiality, sensitivity and privacy. Initial notification of pregnancy should be referred to the Management Committee or Safety Officer, who will arrange risk assessments where necessary. Blackrock Bowling and Tennis Club will take account of the *Safety, Health & Welfare at Work (General Application) Regulations 2007, S.I.299 Chapter 2 of Part 6: Protection of Pregnant, PostNatal and*

*Breastfeeding Employees* and all other legislation in carrying out Risk Assessments. In cases where pregnant employees cannot be redeployed or their working conditions suitably altered to take account of their pregnancy, the Club will arrange for Health and Safety Leave in compliance with the Maternity Protection Act 1994.

### **3.2.4.14 PROTECTION OF CHILDREN AND YOUNG PERSONS**

It is the policy of Blackrock Bowling and Tennis Club to take every precaution to ensure the safety and health of young persons employed, so far as is reasonably practicable, in accordance with the provisions of the *Safety, Health & Welfare at Work (General Application) Regulations 2007, S.I 299 Chapter 1 of Part 6: Protection of Children and Young Persons.*

### **3.2.5 INFORMATION / INSTRUCTION / TRAINING / SUPERVISION**

Blackrock Bowling and Tennis Club will ensure that information is given to employees in relation to safety in a form and language that is understood including hazards, preventive measures and responsible persons. Blackrock Bowling and Tennis Club is committed to providing information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees. This training will be delivered in a language understood by employees. All training is based on an analysis of the task to be completed and safety training will be based on the hazards of the particular task. Blackrock Bowling and Tennis Club carries out refresher training programmes to ensure safety. Employees are trained in all the hazards in their workplace and the precautions to be taken to ensure safety. Blackrock Bowling and Tennis Club recognises that the most important link in the safety chain is first-line supervision and special attention is paid to ensure that members and employees understand and are committed to the principles of safety. All safety training carried out takes account of the Guidelines on Occupational Safety Training issued by the Health and Safety Authority.

Training to ensure safety includes:

- Induction Training
- Job Safety Training
- Specialist Training E.g. First Aid, Defibrillator, Manual Handling, Chemical Safety, etc.
- Refresher Training

Blackrock Bowling and Tennis Club will ensure the capability of every member and employee is taken into account to carry out the tasks allotted to them in accordance with the requirements of the *Safety Health and Welfare at Work Act 2005 (Section 10)*

### **3.2.6 ASSESSMENTS**

Written hazard identification and risk assessments relating to day-to-day operations are carried out on Blackrock Bowling and Tennis Club activities. The Management Committee will carry out these supported

by the Facilities Manager / Health & Safety Officer when required.

These assessments relate to inter alia the following:

- Housekeeping, including floor, walkways, stairs
- Machinery guarding, including testing of interlocks
- Fire
- Suitability of personal protective equipment
- Hand tools
- Electrics, including the test of R.C.D's (E.L.C.B s)
- Chemical Agents
- Special Hazards of Maintenance
- Any accidents in the area since the previous assessments •
- Risks to pregnant, postnatal and breastfeeding employees •
- Young persons and children
  - Noise
  - Vibration
  - Radiation
  - Biological Agents
  - Place of Work Safety Including Access and Egress and Working at Heights.
  - Manual Handling
  - Display Screen Equipment
  - Contractors activities
  - Risks to members and visitors
  - Any other Hazards

### **3.2.7 INVESTIGATION (ACCIDENT / INCIDENT)**

Accident / Incident report forms can be obtained from the Management Committee or the Health and Safety Officer.

The Management of Blackrock Bowling and Tennis Club will comply with statutory obligations under *the Safety Health and Welfare at Work (General Application) Regulations 1993, SI. 44 of 1993 Part X – Notification of Accidents and Dangerous Occurrences* to report accidents/incidents / dangerous occurrences resulting in absence of more than 3 consecutive days to the Health & Safety Authority on Form IR1.

Any dangerous occurrence will be reported to the Health & Safety Authority on form IR3. This will be the Facilities Manager / Health & Safety Officer's responsibility. Records of all accidents/incidents / dangerous occurrences will be held on file by the Safety Officer.

### **3.2.8 CONSULTATION**

Blackrock Bowling and Tennis Club is committed to meeting its obligations under *Sections 25 & 26 of the Safety, Health and Welfare at Work Act 2005* on safety representatives and consultation. Blackrock Bowling and Tennis Club is committed to taking account of any representations made by the employees, so far as is reasonably practicable.

#### **3.2.8.1 SAFETY REPRESENTATIVES**

Blackrock Bowling and Tennis Club recognises the member's and employee's right to appoint representatives to represent them in consultations on safety with the Club. It also recognises the statutory rights of Safety Representatives as set out in Section 25 of the Safety Health and Welfare At Work Act, 2005. The Club also supports the selection by all members and employees of Safety Representatives and will cooperate with those selected

and ensure that proper training and support is provided as necessary in accordance with legislation.

The functions of Safety Representatives include the following:

- To inspect the place of work;
- To investigate accidents and dangerous occurrences;
- To investigate complaints by any employee he/she represents relating to that employee's health, safety, or welfare at work;
- At the discretion of the H.S.A Inspector to accompany him/her when investigating an accident or dangerous occurrence and to be present for employee interviews (if the employee so requests).
- To make representations to the Club (Management Committee) on matters arising out of the above;
- To liaise with HSA Inspectors as necessary and the Health and Safety Officer as required;
- To attend meetings of the safety committee;
- Any other functions as deemed necessary by the regulations.

### **3.2.8.2 SAFETY COMMITTEE**

In compliance with Section 26 of the Safety Health and Welfare at Work Act, 2005 Blackrock Bowling and Tennis Club has a safety committee representing all members and employees. All Safety Representatives are members of this committee, as is the Health and Safety Officer. This committee meets on a regular basis and considers amongst others, Sections 26(1) and 26(2) of the Act relating to the consultation and participation of members and employees.

The Safety Committee meets to discuss items such as the following:

- Any representations made to the Club on any matters relating to safety, health and welfare.

- The review of safety and health audits including feedback from an inspector.
- Seeking solutions to safety and health issues that arise. The study of information relating to accidents, dangerous occurrences and instances of occupational ill-health at the place of work.
- Developing and implementing safe systems of work.
- Reviewing communication and member/employee training relating to safety and health.
- Considering reports presented by a safety representative.
- A progress report on implementing risk assessments and the safety statement.
- The provision and use of personal protective equipment.
- Special promotional activities on safety and health at work.
- Safety and health training needs and reports on safety training courses attended by the Management Committee and employees.

### **3.2.9 HEALTH SURVEILLANCE**

Blackrock Bowling and Tennis Club will ensure that health surveillance is made available to every employee (casual and volunteer) appropriate to the Health & Safety risks that may be incurred at the place of work. This will be made available at regular intervals in accordance with legal requirements. These include eye and eyesight, audiometry, vaccinations as required by risk assessments. Blackrock Bowling and Tennis Club offer Health Surveillance schemes in line with the requirements of the legislation.

#### **3.2.9.1 NO SMOKING POLICY**

Blackrock Bowling and Tennis Club is committed to providing a safe

and comfortable working environment in line with the requirements of the *Public Health (Tobacco) Act 2002 No. 6 of 2002 and the Public Health*

*(Tobacco)(Amendment) Number 6 of 2004*. To this end tobacco smoking is prohibited in all buildings and workplaces. The Club Smoke-Free Workplace Policy outlines the responsibility of the Management Committee and the cooperation required from members and employees. The Management Committee is responsible for ensuring that this policy is implemented. Smoking is prohibited in all work areas to which the public have access and all enclosed workplaces as required by the *Public Health (Tobacco) Act 2002 No. 6 of 2002 and the Public Health (Tobacco)(Amendment) Number 6 of 2004*.

### **3.2.9.2 FIRST AID**

Blackrock Bowling and Tennis Club ensure that an appropriate number of persons are trained and qualified in first aid by an approved body. All qualified First Aiders will receive additional training for ongoing re-certification as necessary. First Aid Facilities are available in agreed areas.

A Defibrillator is also available outside the Tennis Pavilion and the Main Club House. Blackrock Bowling and Tennis Club is committed to providing first aid to the standards of *Safety, Health and Welfare at Work (General Application) Regulations 2007 SI: 299 Chapter 2 Part 7: First-Aid*.

## **3.2.10 WELFARE FACILITIES**

### **3.2.10.1 DRINKING WATER**

Adequate supplies of drinking water are provided in working areas throughout the Tennis Club in accordance with the European Communities (Drinking Water) Regulations, 2000 (SI 439 / 2000) and *EC (Drinking Water)(No. 2) Regulations, 2007 ( SI 278/2007)*

### **3.2.10.2 TOILETS**

Toilets are maintained in good order, cleaned and adequately equipped in accordance with the provisions of *Safety, Health and Welfare at Work (General Application) Regulations 2007*.

### **3.2.10.3 SANITARY FACILITIES**

Hot and cold water, soap or approved cleaning agents, and adequate facilities for hand drying are provided for employees, members and visitors at convenient locations at all times. Shower facilities are also provided as required.

### **3.2.10.4 CHANGING ROOMS**

Changing room facilities are provided in the Main Club House and the Tennis Pavilion.

### **3.2.10.5 RESTROOMS**

Rest Rooms are provided and maintained as required.

## **3.2.11 AUDIT**

Blackrock Bowling and Tennis Club carry out regular audits of all its Health and Safety systems in order to ensure standards are maintained. In particular, any areas where accident levels are above average will be subject to a detailed audit of all safety management systems to discover the root cause and take appropriate remedial action.

### **3.2.12 REVIEW**

The President and Management Committee in conjunction with the Safety Committee undertake to oversee the development and implementation of the safety programme. The Safety Statement is reviewed annually and revised as necessary. It will also be revised on direction from an HSA Inspector.

## **3.3 SPECIFIC HEALTH & SAFETY DUTIES**

The President in conjunction with the Management Committee has the following functions:

- To ensure that the obligations of the Management Committee and its members in respect of Health & Safety are met in accordance with legal and best practice requirements.
- To report to the Management Committee on the general activities of the Club in meeting Health & Safety Requirements.
- To propose to the Management Committee any changes that may be required to ensure the continued effectiveness of Health & Safety activities.

### **3.3.1 MANAGEMENT COMMITTEE**

*Section 80 (Subsection 1 & 2) of the Safety Health & Welfare At Work Act 2005 requires all management to accept all responsibilities assigned by the safety statement. Failure to do so is a criminal offence and can result in fines and/or imprisonment.* This requires the Management Committee to manage Health & Safety in the same way as the quality of service and operational efficiency. They are also responsible for ensuring that adequate funding is sought for Health and Safety development.

### **3.3.2 FACILITIES MANAGER / HEALTH & SAFETY OFFICER**

The Facilities Manager / Health & Safety Officer has been designated as the Health & Safety Coordinator under *Sections 11 and 18 of the Safety Health and Welfare at Work Act 2005.*

This involves the following functions:

- To review the Safety Statement annually and also in the event of changes in Legislation.
- To keep the Management Committee abreast of current legislation in the safety field including legal responsibilities
- To advise the President and Management Committee on a regular basis of the development of the safety programme.
- To support members and employees in addressing health and safety issues.
- To carry out Risk Assessments.
- To seek where necessary the services of a competent person for the purpose of ensuring the health, safety and welfare of members and employees.
- To support the Management Committee in the setting of internal safety standards
- To liaise with the Health and Safety Authority on any requests or demands.
- To accompany safety representatives on any inspection tour carried out by them as necessary.
- To maintain records and analyse trends of all reports/assessments.
- To support the Management Committee in the investigation of

accidents and analyse reports to prevent reoccurrence.

- To periodically review and evaluate the Safety Programme.
- To continue the development of Malahide Tennis Club's Safety Programme.
- To manage and facilitate the consultation process with the member and employee representatives.

### **3.3.3 CONSTRUCTION PROJECTS**

Assess competency of persons or organisations who apply for appointment as Project Supervisors, Designers and Contractors.

Appoint in writing the Project Supervisor Design Process (PSDP), Project Supervisor Construction Stage (PSCS), Designers and Contractor for the purpose of ensuring that projects are designed, constructed and can be maintained safely during use in accordance with Section 17 of the Safety Health and Welfare at Work Act 2005.

These obligations have been amplified by the Safety, Health and Welfare at Work (Construction) Regulations 2006, SI 504 of 2006

For all construction projects falling within the terms of the *Safety Health and Welfare at Work (Construction) Regulations 2006, SI 504 of 2006*

- Blackrock Bowling and Tennis Club will ensure the appointment of all necessary Project Supervisors.
- Notify the Health & Safety Authority of the appointments (AF1 Form)
- Competence must be ensured under the following items
  - Safety Management
  - Safety Statement
  - Safety management system
  - Risk Assessments
  - Take account of the general principles of prevention
  - Design out hazards
  - Assess competency of staff
  - Assess health and safety resources required
  - Corrective actions and issue directions
  - Details of similar Projects
  - Previous PSDP / PSDS appointments
  - Experience of staff
  - Relevant qualifications and/or safety training
  - Membership of professional bodies
  - Communication and coordination of design safety
  - Example of previous Safety and Health Plan
  - Process for preparing a Safety File
  - Details of Accidents / incidents
  - Details of previous convictions/enforcement action by the Health & Safety Authority

Blackrock Bowling and Tennis Club staff involved in contract administration and management will receive the appropriate training in their obligations under the *Safety Health and Welfare at Work (Construction) Regulations 2006, SI 504 of 2006*.

### **3.3.4 MEMBER / EMPLOYEE CO-OPERATION**

An essential ingredient in Blackrock Bowling and Tennis Club's Safety



Policy is the commitment of its members, employees (including Casual and Voluntary Staff) to the principles of safety outlined in this Statement. This commitment, when translated into action, means that each member/employee will:

1. Comply with the relevant statutory provisions as appropriate.
2. Take reasonable care for his/her own safety and the safety of anyone affected by his/her actions.
3. Not to be under the influence of Intoxicants as to endanger their own safety or that of others.
4. Cooperate with Blackrock Bowling and Tennis Club so that the Club will comply with legislation on safety.
5. Not engage in improper conduct or other behavior that would endanger safety.
6. Attend training and undergo assessment as required.
7. Make correct use of any article or substance (including PPE) at place of work.
8. Report
  - Any work being carried out that may endanger safety.
  - Any defects in the place of work, systems of work.
  - Any contraventions of which they are aware.
9. Not misrepresent their level of training as may be prescribed.
10. Not misuse anything provided for securing safety and/or place at risk the safety of persons
11. Actively participate in fire safety including drills and fire fighting training.
12. Report all accidents/incidents to the Management Committee immediately.

For Blackrock Bowling and Tennis Club's safety policy to be successful and for the avoidance of accidents, it is essential that the members and employees co operate as required by *Section 13 of the Safety, Health and Welfare at Work Act of 2005*.

# PART 4

## HAZARD & RISK GUIDELINES

### 4.0 HAZARDS AND RISKS

#### 4.1 INTRODUCTION:

This section outlines a general method for identifying the hazards with their associated risks and the implementation of Controls on Blackrock Bowling and Tennis Club property. Hazards will be identified, the associated risks assessed and listed together with the appropriate control measures put in place to reduce the risks to staff and clientele.

#### 4.2 HAZARD IDENTIFICATION & RISK ASSESSMENT

The Safety Health & Welfare at Work Act 2005 (S.I. No. 7 of 2005) Section 19 requires the identification of hazards and an assessment of the risks to safety and health in the workplace.

A **Hazard** is defined as any substance, article, material or practice, which has the potential to cause harm.

A **Risk** is the likelihood of a specified undesired event (accident, incident, dangerous occurrence, near miss, etc.) occurring in specified circumstances.

Members and employees who detect a hazard are required to report it without unreasonable delay to the Management Committee and the Club Safety Officer.

#### 4.3 RANKING OF RISKS.

When all-hazard control strategies are in place there will be residual risk present. This residual risk is ranked according to its hazard potential in the following manner: **High, Medium or Low.**

Risk	Characteristics
High	Possibility of Fatal or serious injury or minor injury to a number of persons. Possibility of significant material loss.
Medium	Possibility of minor injury, Risk of some material loss.
Low	The risk of injury or material loss is possible though unlikely

#### 4.4 CONTROL OF HAZARDS.

Blackrock Bowling and Tennis Club commits itself where reasonably practicable to control the risks from the hazards identified in accordance with the *Third Schedule of the Safety Health and Welfare at Work Act 2005*. This approach takes into account normal practices in Blackrock Bowling and Tennis Club activities, the expert advice available and the objective standards or guidelines where applicable and available. The person(s) responsible for the area of safety shall examine the options

available for dealing with the particular problems, which have been identified and will take account of the potential extent of the problem and the capacity for potential injury. In accordance with Section 11 of *the Safety Health and Welfare at Work Act 2005*, the Manager of each activity will take such action and give such instruction as will enable members and employees in the event of serious imminent and unavoidable danger to stop work and to proceed to a place of safety. The following pages outline hazards identified with their associated risks and control strategies.

# Part 5

# GENERAL HAZARD IDENTIFICATION

## ACCESS

### 5.1 Hazard:

ACCESS/EGRESS AND PLACE OF WORK HAZARDS

#### **RISK:**

Risk of Slips, Trips, Falls, Collisions, Falling objects.

#### **CONTROLS:**

1. Compliance with the *Safety Health & Welfare at Work Act 2005 section 8* in regard to the provision of safe access and egress to the place of work.
2. Cleaning programme for floors.
3. Provision of adequate and suitable floors and floor coverings including drainage.
4. Housekeeping programme.
5. Personal protective equipment to be worn as required.
6. Protection against falling provided for all operations.
7. Employee Training programme.
8. Procedure for reporting defects in place, plant or procedure.
9. All places of work designed and laid out to ensure safety.
10. Adequate temperature, lighting and ventilation of all workplaces based on National and International Standards.
11. Safety signs

#### **RESOURCES:**

1. Preventive Maintenance programme including housekeeping in place.
2. Spillages cleaned up immediately.
3. Employee Training Programme.
4. Provision of personal protective equipment.
5. Provision of Fall Arrest Equipment
6. Provision of suitable safety signs/segregation barriers.

# FIRE

## 6.1 HAZARD:

FIRE

## RISK:

Risk of being burned or asphyxiated, Risk of explosion.

## CONTROLS:

1. Fire safety programme developed by Blackrock Bowling and Tennis Club.
2. A fire safety register is maintained by the Club Safety Officer
3. Fire Evacuation drills carried out on a regular basis. Written records to be maintained in the Fire Safety Register.
4. Means of escape in case of fire is maintained clear and available for use at all times.
5. Fire Detection and Fire Alarm Systems in place as per the relevant standards and codes of practice for installation and servicing, written reports of inspections, maintenance and testing are maintained in the Fire Safety Register.
6. Emergency Lighting provided conforming to the appropriate standards, these include I.S. 3217:1989 - Code of Practice for Emergency Lighting or B.S. 5266: Part 1 - Emergency Lighting- Code of Practice for Emergency Lighting of Premises etc. with additional guidance provided in the L.P.C. Recommendations -RC1- Emergency Power, Heating and Lighting and the CIBSE technical memorandum TM12 - Emergency Lighting.
7. Fire Fighting Equipment.
8. Responsible staff trained in the safe use of basic fire fighting equipment.

### Emergency Telephone Number

**Fire and Ambulance service is: (01) 112 or 999**

## Resources

1. Provision of Local Authority Response (DFB).
2. Maintenance of access for the Fire Brigade.
3. Provision and maintenance of fire extinguishers
4. Provision and maintenance of emergency lighting and alarm systems.
5. Provision of adequate supervision.
6. Employee Training Programme.
7. Emergency Plan
8. Fire Insurance Surveys

**Residual Risk:** Medium

## 6.2 HAZARD:

HOT WORK (Note: Hot Work is defined as Cutting, Grinding, Welding, Torching, Burning or Soldering. Outside a dedicated workshop area – Permit Required)

## RISK:

Risk of fire Risk of Eye Damage; Body Damage from a Burst wheel Risk of arc-eye and welding fume poisoning

**CONTROLS:**

1. Strict procedure laid down on controlling the risk of fire from hot work.
2. Hot work Permit to be filled in and signed by the Club Safety Officer
3. Correct use of screens.
4. Ventilation of area.
5. Removal of Flammable Materials from Area
6. Fume extraction provided and maintained.
7. Employee training in the correct operating procedures.
8. Earthing of a workpiece.
9. Correct procedures to be followed.
10. Guarding to the standard laid down in Abrasive Wheels Regulations.
11. Eye and Ear protection to be worn.
12. All equipment well maintained to ensure safety.
13. Signage.
14. Supervision to ensure safety

**RESOURCES:**

1. Hot Work Permit.
2. Employee Training Programme.
3. Provision of adequate supervision.
4. Provision of Personal Protective Equipment.
5. Preventive Maintenance Programme.
6. Provision of screens.

**6.3 HAZARD:****FLAMMABLE LIQUIDS – STORAGE**

Petrol, Diesel, LPG, Acetone, Thinners, Paints.

**RISK:** Risk of fire and explosion Risk due to contact with oil Risk due to contact with paints

**CONTROLS:**

1. Flammables stored in adequate and suitable tanks or containers – bunds to be provided where necessary.
2. All oil/diesel spillages to be soaked up with inert absorbent material.
3. All usage of flammables in accordance with Safety Data Sheets.
4. Supervision to ensure safety.
5. Employees trained in hazards of flammable liquids.
6. Well-maintained equipment.
7. Personal protective equipment to be worn as required.

**RESOURCES:**

1. Provision of adequate and suitable storage facilities.
2. Provision of cleaning up facilities and materials
3. Safety Data Sheets.
4. Provision of adequate supervision.
5. Preventive Maintenance Programme.
6. Provision of personal protective equipment.
7. Employee Training programme.

# CATERING EQUIPMENT

## 7.1 HAZARD:

HOT SURFACES / SUBSTANCES (Catering equipment)

**RISK:** Risk of fire Risk of burns

## CONTROLS:

1. Use of catering equipment restricted to trained personnel.
2. Maintenance of filters, thermostats and electrical connections.
3. Regular cleaning of ovens, fryers and grills.
4. Safe Work Procedures followed.
5. Supervision to ensure safety.
6. Proper housekeeping programme.
7. Hot Surfaces insulated/guarded where practicable.
8. Personal protection to be worn.
9. Unauthorised electrical equipment not permitted.

## RESOURCES:

1. Employee Training programme.
2. Preventive Maintenance Programme.
3. Cleaning Programme.
4. Provision of adequate supervision.
5. Provision of Personal Protective Equipment.

**Residual Risk:** Medium

## 7.2 HAZARDS

Deep Fat Fryer - Faulty Thermostats, Incorrect control of temperature gauge, Hot Oil

## RISKS

Personal Injury – serious burns

Fire

## CONTROLS

1. The operator must be aware and familiar with the temperature controls of the equipment
2. Dry foods thoroughly before frying, otherwise they will splutter and cause burns Move free-standing fryers with great care so as not to jar them and spill oil
3. Ensure staff are aware and trained in the use of correct fire prevention equipment related to burning oil /fat
4. Allow the fat to cool before straining
5. Use clean, dry, thick cloths when handling fryers
6. Keep sleeves rolled down at all times when using fat fryer
7. Ensure fat fryer is turned off after use
8. Ensure the machine is switched off before cleaning.
9. The Chef should ensure that defects are reported and remedied immediately

**RESOURCES:**

1. Staff Training Programme
2. Machinery maintained in safe working order
3. Machinery maintained in accordance with the manufacturer's instructions

**7.3 HAZARDS**

Salamanders – Hot salamander bars

**Risk**

Serious burns

**CONTROLS**

1. Operators are trained in the correct use of the equipment and given appropriate supervision when operating or cleaning the equipment.
2. Operators must take care when removing foods from all salamanders.
3. Always use tongs for handling and turning grilled foods
4. Salamanders must be kept free from fat at all times
5. Salamanders should be switched off when not in use
6. Only trained persons should clean the salamander
7. Ensure that the salamander is turned off and cold prior to cleaning.
8. The Chef should ensure that defects are reported and remedied immediately

**RESOURCES:**

1. Staff Training Programme
2. Machinery maintained in safe working order
3. Machinery maintained in accordance with the manufacturer's instruction

**7.4 HAZARDS**

Water Boilers – Faulty wiring, Faulty temperature controls, Drain off tap left open, Standing directly over hot boiler when the lid is lifted, Boiling water and escaping steam

**RISKS**

Serious burns and scalding, Slips and falls, Electrical shock

**CONTROLS**

1. Kitchen staff must ensure:
  - the boiler is sufficiently filled with water
  - the correct temperature is set
  - the drain off tap is closed
  - the boiler is placed in a stable position
  - the power supply is isolated when cleaning
2. All machinery must be maintained in safe working order in accordance with the manufacturer's instructions
3. The Chef should ensure that defects are reported and remedied immediately

**RESOURCES:**

1. Staff Training Programme
2. Machinery maintained in safe working order
3. Machinery maintained in accordance with the manufacturer's instructions



## **7.5 HAZARDS**

Bain-Maries – allowed to burn dry, Drain off tap Left Open, Faulty wiring

### **RISKS**

Electrical shock, Scalding and burning

### **CONTROL MEASURES**

1. Ensure connections to plug are secure
2. Ensure that bain-marie is never allowed to run dry
3. Ensure side doors are secure
4. All casters should be regularly cleaned, oiled and maintained (If mobile).
5. Locking system on casters working (If mobile)
6. Ensure equipment is properly earthed
7. Ensure power is isolated before cleaning or moving.
8. The Chef should ensure that defects are reported and remedied Immediately

### **RESOURCES**

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme in accordance with the manufacturers instructions.
3. Employee Training Programme.

## **7.6 HAZARDS**

Ranges / Cookers – Leakage of gas (pilot lights not functioning properly), Control knobs missing on cookers, Thermostat not working correctly, Naked flames - fire

### **RISKS**

Burns - scalding

### **CONTROLS**

1. Oven doors should not be slammed as it is liable to cause damage
2. Ensure equipment is properly earthed
3. Ensure pilot lights are switched on and working
4. When ranges/cookers are not in use, check all gas is switched off at the mains
5. Staff should be made aware of the gas shut off points in the event of a fire.
6. In case of extreme dirt or grease being baked on to the ranges/cooker, a caustic jelly may be used.
7. Plastic/rubber gloves and safety goggles must be used and thorough rinsing must take place afterward.

The following checks should be made on a regular basis by the Chef or nominated person;

- All surfaces should be checked for baked-on soils and these should be scraped off
- Check gas burner for proper combustion as indicated by the blue flame and for contact with the surfaces to be heated
- Check burners for clogged burner holes
- Check for broken grates
- If electric - check heating elements for loose connections
- Check for loose and faulty connections, leaking gas pipes, frayed wires, loose door handles or control knobs and indicator lights that have

failed

- Ranges/cookers should be checked at least once a year by a suitably qualified maintenance technician.

## **RESOURCES**

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme in accordance with the manufacturers instructions.
3. Employee Training Programme.

## **7.7 HAZARDS**

Bratt Pan – Cover not counterbalanced, lifting handle not secured to the center of the front cover, Hot Oil – incorrect hygiene practices

## **RISKS**

Personal Injuries – Broken bones, Cuts, Scalds due to hot oil or steam, Cross-contamination resulting in food poisoning,

## **CONTROLS**

1. Tilting the pan – turn the hand-wheel clockwise
2. Lowering the pan – turn the hand-wheel counterclockwise.

### ***Fault Conditions***

1. Shut off the gas at the main inlet valve
2. Turn off electric power at the main switch
3. Contact the relevant maintenance provider.

## **RESOURCES**

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme in accordance with the manufacturers instructions.
3. Employee Training Programme.

## **7.8 HAZARDS**

Gravity Feed Slicers – Sharp circular blade, Lack of adequate guarding, Trapping between the moving carriage and the machine frame, Electric Shock, Hygiene.

## **RISKS**

Personal Injuries – Amputations and cuts, Cross-contamination resulting in food poisoning,

## **CONTROLS**

1. Machine sited to ensure the operator is not pushed or bumped.
2. The blade is guarded so far as is practicable
3. The guard is interlocked to the power supply to the motor to ensure that when it is removed the blade will not operate.
4. A suitable carriage guard has been fitted to prevent contact with the blade.
5. A thumb guard is provided to cover the blade at the end of each cut.
6. The slice thickness plate is shaped to the edge of the blade to prevent injury at the cutting section.

### **Operation**

1. Only trained persons are permitted to operate the machine.
2. The blade must be kept sharp – A blunt blade requires more force and increases the risk of slipping on the blade
3. When sharpening the blade all guards must be in place
4. Slippery, small or unevenly shaped food that cannot be held securely

on the carriage must never be sliced.

5. The carriage must always be pushed by the handle, never by the last slice device or the food
6. Only trained persons are permitted to clean the machine
7. The machine must be isolated and unplugged before cleaning.
8. When the blade is removed for cleaning a blade carrier should be used to remove the blade safely.
9. After cleaning all guards must be put back in place
10. Suitable warning notices to be placed beside the machine.

## **RESOURCES**

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme in accordance with the manufacturers' instructions.
3. Employee Training Programme.

## **7.9 HAZARDS**

Slicers: Lack of adequate guarding, Faulty wiring, Slicers being left running when not in use, Slicers not being cleaned after use - hygiene

## **RISKS**

Serious cuts and amputations, Electrical shocks

## **CONTROLS**

1. Make sure that the guard is in place prior to using the machine
2. Ensure correct operating procedures are in place
3. Make sure that all switches are "off" before you plug in the machine
4. Keep hair tied back when using slicers
5. Remove any jewelry or clothing that could become caught in the machine
6. Ensure that food is properly trapped onto the food carriage before you switch on the machine
7. Slice only when the spiked pressure plate is in position
8. Never push the food towards the blade by hand
9. Do not catch food in your hand. Allow food to drop on tray
10. Allow machine to stop before removing food

## **RESOURCES**

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme in accordance with the manufacturers' instructions.
3. Employee Training Programme.

## **7.10 HAZARDS**

Microwave Ovens: Electrical shock, Microwave radiation if mesh shield is not in place.

## **RISKS**

Electrical injury, Exposure to microwave radiation, Burns / Scalds from contact with hot food or steam, Food poisoning as a result of failure to clean the microwave, not thoroughly de-frosting or re-heating, cooked food.

## **CONTROLS**

1. Ensure that the Microwave Oven is not switched on when empty.
2. Ensure that the Microwave Oven is clean.
3. Ensure no metal or tin foil is used in Microwave Oven when in operation.
4. Ensure correct temperature controls are in place prior to de-frosting, reheating or cooking
5. If food is covered, be careful when removing the covering, as steam burns can occur.
6. Defects are reported

## **RESOURCES**

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme in accordance with the manufacturers' instructions.
3. Employee Training Programme.

### **7.11 HAZARDS**

Dishwasher - Blockage of machines, due to irregular cleaning of filters, Spillages due to incorrect amounts of Detergent (some machines add detergent automatically during the wash cycle), Chemical leaks

### **RISKS**

Spillage of large amounts of water onto floor, Slips and falls, Chemical Burns

## **CONTROLS**

1. It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment
2. Operators must be made aware of the hazards associated with cleaning chemicals
3. Safety Data Sheets available for all cleaning chemicals)
4. Faults in the machine should be reported to the Chef and action taken immediately
5. The Club will ensure that the machine is earthed.

## **RESOURCES:**

1. Staff Training Programme
2. Machinery maintained in safe working order
3. Machinery maintained in accordance with the manufacturer's instructions

### **7.12 HAZARDS**

Knives – Left with cutting edge exposed, Left in sinks, Carrying unsheathed knives, Cross-contamination

### **RISKS**

Personal Injuries – Amputations and cuts, Cross-contamination resulting in food poisoning,

## **CONTROLS**

1. Keep knives sharp and clean.
2. Always keep knives in guards when not in use.
3. Do not leave knives in sinks or where they cannot be seen easily.
4. Do not leave knives where they can be picked up by the blade.
5. Always use the right knife for the job.

Remember a sharp knife cuts easily with less pressure and is less likely to slip.

## **RESOURCES**

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme in accordance with the manufacturers' instructions.
3. Employee Training Programme.

# COMPRESSED GASES

## 8.1 HAZARD:

### FLAMMABLE COMPRESSED GASES

**RISK:** Risk of fire/explosion, Risk of damage to feet from falling bottles, Risk of Noise

### CONTROLS:

1. Implementation and supervision of a Hot Work Permit System.
2. Strict handling procedures printed on gas bottles.
3. Flame arrestors fitted to bottles to prevent flashback.
4. Bottles should always be strapped and never free-standing.
5. Employees trained in correct procedures for opening valves and using gases.
6. Personal protection (safety glasses, safety boots, overalls) to be worn as required.
7. Adequate and suitable storage facilities for gas bottles.
8. Oxygen to be kept away from oils/greases.
9. Acetylene draw-off to be within safety limits.
10. Supervision to ensure safety.
11. All equipment well maintained.

### RESOURCES:

1. Employee training programme.
2. Provision of adequate and suitable storage facilities for gas bottles.
3. Provision of personal protective equipment.
4. Safety in the use of compressed gas cylinders – booklet from suppliers.
5. Adequate and suitable spanners.
6. Trolleys for transporting cylinders.
7. HSC Code of Practice for Safety of Transportable Gas Cylinders.
8. Provision of adequate supervision.

## 8.2 HAZARD:

### STORAGE AND USE OF LPG

**RISK:** Risk of damage from fire, explosion

### CONTROLS:

1. Stored in a caged, locked compound in accordance with Code of Practice I.S. 3216.
2. Contract with supplier for preventive maintenance including testing of the system on a regular basis.
3. All valves, ovens, water heaters and lines checked regularly.
4. Safe Work Procedures followed in the use of L.P.G.
5. Employees trained in Safe Work Practices.
6. Personal protective equipment to be worn as required.
7. Supervision to ensure safety.
8. Permit to work system.

### RESOURCES:

1. Adequate and suitable storage facilities provided.
2. Provision of personal protective equipment.
3. Preventive maintenance programme for all systems, lines, valves, equipment.
4. Employee Training Programme.

5. Provision of adequate supervision.

### **8.3 HAZARD:**

NON-FLAMMABLE COMPRESSED GASES (e.g. Nitrogen, Carbon Dioxide, and Refrigerant Gases)

#### **RISK:**

Risk of asphyxiation in high concentrations. Risk of damage to feet from cylinders. Risk of explosion, Risk of Noise-Induced Hearing Loss

#### **CONTROLS:**

1. Cylinders/Bottles should always be strapped and never free-standing.
2. Employees trained in the correct procedures for opening valves and using gases.
3. Personal protection (safety glasses, safety boots, overalls) to be worn as required.
4. Adequate and suitable storage facilities for gas bottles.
5. Supervision to ensure safety.
6. All equipment well maintained.
7. Signage on all cylinders.

#### **RESOURCES:**

1. Employee Training Programme.
2. Provision of adequate and suitable storage facilities for gas bottles.
3. Provision of personal protective equipment.
4. Safety in the use of compressed gas cylinders – booklet from suppliers.
5. Adequate and suitable spanners.
6. Trolleys for transporting cylinders.
7. HSC Code of Practice for Safety of Transportable Gas Cylinders.
8. Provision of adequate supervision.

### **8.4 HAZARD:**

COMPRESSED AIR

#### **RISK:**

Risk of puncturing the skin and entering body Risk of explosion Risk of Noise

#### **CONTROLS:**

1. Reduced jet velocity safety nozzles or air curtain safety nozzles.
2. All equipment well maintained.
3. Employee's trained in the correct use of Compressed Air.
4. Correct procedures to be followed.
5. Air Receivers examined by Insurance Company Engineer every 26 months.
6. Personal protective equipment to be worn as required.
7. Supervision to ensure safety.
8. Silencers on Exhaust lines / Vents.

#### **RESOURCES:**

1. Correct nozzles.
2. Provision of personal protective equipment.
3. Employee Training Programme.
4. HSE Guidance Note on the Use of Compressed air.

5. Provision of adequate supervision.
6. Preventive Maintenance Programme.



# WORKING AT HEIGHTS

## 9.1 HAZARD:

WORKING AT HEIGHTS E.g. Window Cleaning, Scaffolding, Ladders and Mobile Elevated Work Platforms, Excavations

## RISK:

Persons / Materials falling from height. Equipment toppling over

## CONTROLS:

1. Compliance with the *Safety Health And Welfare at Work (Construction) Regulations 2006* and the *Safety Health And Welfare at Work (General Application) Regulations 2007 Part 4 Work at Height S.I. No.299 of 2007*
2. Only trained personnel to carry out these tasks.
3. Correct procedures to be followed.
4. All equipment to be properly serviced and free from defects.
5. Equipment used to be suitable for the task.
6. Personal protective equipment to be worn as required.
7. Supervision to ensure safety.
8. Terms of Codes of Practice for Access & Working Scaffolds and roof work to be followed.
9. Permit to Work at Heights, as appropriate.

## RESOURCES:

1. Employee Training Programme.
2. Preventative maintenance programme.
3. Provision of Fall Arrest Equipment and anchor points
4. Provision of personal protective equipment.
5. Provision of suitable hoist equipment and scaffolding
6. Provision of adequate supervision.

## 9.2 HAZARDS

Ladders: Falls from Height, equipment falling

## RISKS

Personal Injury

## CONTROLS

1. Ladders checked for defects before use.
2. Defective ladders removed from use for repair or disposal. (Painting of timber ladders could hide defects).
3. Ladders are not used unless a risk assessment is carried out.
4. Ladders are placed on a solid base.
5. Ladders extend one meter above the stepping-off point.
6. Ladders are securely tied to prevent them from slipping.
7. Ladders are footed while being secured or when it is not possible to secure them
8. Ladders are placed at a suitable angle 1: 4 (for every 4-meter rise 1 meter out, a 70-degree angle)
9. Ladders are not used in the vicinity of over power lines
10. Timber ladders must not be painted (Painting hides defects)

## RESOURCES

1. Work at height Risk Assessment to be carried out
2. Provision of personal protective equipment.
3. Preventive Maintenance Programme in accordance with the

- manufacturers' instructions.
4. Employee Training Programme.

**Residual Risk:** Medium

# Equipment

## 10.2 Hazard: Hand Tools

Risk of damage to hands, eyes, hearing, body

### CONTROLS:

1. All hand tools maintained in good condition.
2. Correct usage procedures to be followed.
3. Employee training in the correct use of hand tools.
4. Personal protection to be worn where required.
5. Supervision to ensure safety.
6. Standard specification for hand tools to apply.
7. Inspection of hand tools.

### RESOURCES:

1. Well-maintained tools.
2. Employee Training Programme.
3. Safe Work Procedures Manual
4. Provision of Protective Equipment.
5. Provision of adequate supervision
6. Regular check of hand tools to be carried out.

## 10.3 HAZARDS

Portable Electrical Tools

### RISKS

Electric shock, Cuts to hands, legs, etc., Injuries from flying particles, Noise.

### CONTROLS

1. No power tools or electrical equipment of greater voltage than 110 volts shall be used in external locations unless special arrangements have been made.
2. Lower voltage tools and lighting may be required in damp or confined situations.
3. Where power tools have to be used off the main supply the source of supply must be fitted with residual current devices (ELCB) rated at 30 mAmps at 30 msec.
4. All contractors must be informed of the Bowling and Tennis Club's Policy on the use of electricity and will be expected to comply with these requirements.
5. Only authorised persons are permitted to repair or alter electrical equipment.
6. Any defects noted in electrical equipment must be reported to a supervisor so that immediate steps can be taken to have defects remedied by the electrician.
7. All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension.
8. Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

### RESOURCES

1. Preventive Maintenance programme in place.
2. Regular inspections of all electrical equipment are carried out by a competent electrician.

3. Employee Training Programme.
4. Provision of personal protective equipment.
5. Provision of suitable safety signs/segregation barriers.

# Storage

## 5.2.5 Hazard: Storage

**Risk:** Risk of being hit by falling objects Risk of collisions from poor storage Risk of the collapse of racking systems

### **CONTROLS:**

1. All goods stored in a satisfactory manner.
2. Access to storage areas restricted to trained personnel.
3. Safe Work Procedures followed.
4. Housekeeping programme.
5. Hazardous Material segregated in accordance with good practice and legislation
6. Supervision to ensure safety.
7. Training to ensure safety.

### **RESOURCES:**

1. Adequate and suitable storage facilities
2. Provision of personal protective equipment.
3. Special storage area for hazardous material.
4. Provision of adequate supervision.

# Ground Maintenance

## 12.4 Hazard: Battery Charging

Risk of injury from acid, explosion.

### CONTROLS:

1. Charging areas in compliance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No. 299 of 2007 Part 3 Electricity as amended by the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 SI No 732 of 2007* and the Electro-Technical Management Committee of Ireland "Rules for Electrical Installations.
2. Well-ventilated and secure area for battery charging.
3. Automatic protection against overcharging.
4. Control on all sources of ignition.
5. Personal protective equipment to be worn as required.
6. Eyewash facilities to be provided.
7. Safe Work Procedures followed.
8. All equipment maintained to ensure Safety.
9. All employees trained in work practices.
10. Supervision to ensure safety.

### RESOURCES:

1. Provision of adequate and suitable facilities for battery charging.
2. Provision of eyewash and personal protective equipment.
3. Preventive Maintenance Programme.
4. Employee Training Programme.
5. Provision of adequate supervision

### HAZARDS

Grass Cutting Equipment: Entanglement, Rotating Blades and Moving Parts  
Clearing Blockages, Maintaining Equipment.

### CONTROLS

1. Only trained staff authorised to operate grass cutting equipment
2. Blades Adjusted by experienced operator/staff member only
3. Ensure area being cut is free from debris before commencing – Debris ejected can travel considerable distances
4. Maintenance or adjustment of cutters must not be carried out when the drive is connected and the motor running.
5. Mowers must not be used if any guards have been removed or are damaged.
6. Blockages can only be cleared when the engine is switched off, the blades have stopped rotating and the ignition key is removed.
7. Disengage all controls and remove the ignition key before leaving the tractor/mower seat.
8. Exercise caution when working on steep ground particularly when turning.
9. Grass cutting equipment is serviced regularly.
10. Maintenance work should not be carried out beneath a mower unless it is supported with a purpose-made prop or stands.
11. When changing blades or carrying out adjustments extreme care should be taken. Wearing suitable protective gloves should be considered.

### RESOURCES

1. Maintenance programme in place
1. Employee Training Programme.

**RESIDUAL RISK:** Medium – Low

# Emergency

## 13.1 Hazard: Electricity

Risk of electrocution, Risk of fire, Risk of Static Shock

### CONTROLS:

1. Safe Work Practices followed.
2. Personal protective equipment to be worn as required.
3. Only qualified electricians will attempt to install or repair any electrical equipment on the premises.
4. All equipment well maintained.
5. Flexible cables will also be adequately protected against external mechanical damage.
6. Flexible cables should not be run across floors.
7. Safety signs to be provided where necessary.
8. Low voltage hand tools (110v) and handlamps (24v) used in damp or confined situations and in the open.
9. Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
10. Isolation systems
11. Access to High Voltage Rooms, Distribution Management etc. restricted.
12. Portable 220 volt AC power tools and equipment (e.g. pressure washers, battery chargers, etc.). If used out of doors (preference is to be given to 110 volt AC equipment to avoid this), they must only be used in conjunction with a 30mA residual current device.
13. Where appropriate all equipment not in use to be switched off.
14. Inspection and Testing of Electrical Appliances
15. All electrical equipment will be inspected regularly for the following;
  - Cable insulation stripped back too far exposing bare conductors which may come into contact.
  - Loose, protruding wire strands.
  - Incorrect connections.
  - Loose terminal screws or nuts.
  - Detached earth conductor, with the possibility of coming into contact with the phase conductor.
  - Incorrect fuse link fitted.
  - Broken molding.
  - Signs of overheating.

### Wiring Standards - Equipment & Machinery

1. All electrical wiring in accordance with standards laid down in the *Safety, Health and Welfare at Work (General Application) Regulations, 2007 S.I. No. 299 of 2007, Part 3 – Electricity as amended by Safety, Health and Welfare at Work (General Application) (Amendment) Regulations, 2007 S.I. No. 732 of 2007.* and E.T.C.I. Codes of Practice.
2. 30mA R.C.D. provided on all socket outlets over 125v AC.
3. Testing of circuits for insulation and earth continuity.



4. Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.
5. Flexible cables will also be adequately protected against external mechanical damage.
6. Cables used for outdoor equipment will be to a heavy-duty protected or armoured design.
7. Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
8. Portable 220 volt AC power tools and equipment if used out of doors (preference is to be given to 110 volt AC equipment to avoid this), must only be used in conjunction with a 30mA residual current device.
9. It is essential that all accessible metalwork is earthed.
10. Sufficient sockets shall be provided to prevent overloading by the use of adaptors.
11. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
12. Frayed and damaged cables shall be replaced immediately.
13. Flexible cables should not be run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring must be used.

**RESOURCES:**

1. Adequate and suitable electrical layout.
2. Preventive Maintenance Programme.
3. Provision of safety signs.
4. Only suitably trained and authorised electricians permitted to work on electrical equipment and systems.
5. Provision of personal protective equipment

**Residual Risk – Medium**

# ATMOSPHERIC HAZARDS

## 14.1 HAZARD:

ATMOSPHERIC HAZARDS / DUST, FUMES, GASES

### RISK:

Risk of lung/eye/body damage

### CONTROLS:

1. Control of dust generating operations indoors.
2. Safe Work procedures to be followed
3. All employees trained in safe work practices.
4. Monitoring of atmospheres as required in compliance with the Chemical Agents Regulations
5. Permit to Work System in place.
6. Maintenance of equipment to ensure safety.
7. Personal protective equipment to be worn as required.

### RESOURCES:

1. Provision of personal protective equipment.
2. Preventive Maintenance Programme.
3. Employee Training Programme.
4. Gas Detection Monitors

## 14.2 HAZARD:

EXPOSURE TO RESPIRABLE ASBESTOS DUST (Inhalation)

### RISK:

Low in general terms, high if involved in Asbestos removal.

### CONTROLS:

1. Standards in Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 S.I. No. 386 to be followed.
2. Areas containing asbestos identified and a register being compiled.
3. All identified asbestos encapsulated.
4. Programme in place for removal of damaged asbestos.
5. Suitably qualified licensed removal contractor's personnel to remove asbestos as required.
6. Asbestos management programme.
7. Programme of removal if necessary.

### RESOURCES:

1. Specialist / Licensed removal Contractors employed where necessary
2. Monitoring Programme.

## 14.3 HAZARD:

SMOKING

**RISK:** Fire Health effects

### CONTROLS:

1. Smoking not permitted in accordance with the *Public Health (Tobacco) Acts 2002 & 2004*.
2. Signage.
3. No Smoking Policy.

**RESOURCES:**

1. Smoke-Free Workplace policy.
2. Provision of designated smoking areas.
3. *Public Health (Tobacco) Acts 2002 & 2004.*
4. No Smoking policy in accordance with legislation

# PHYSICAL HAZARDS

## 15.1 HAZARD:

NOISE

**RISK:** Risk of Noise-Induced hearing loss

### CONTROLS:

1. Noise measurement of all potential problem areas to be carried out in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 SI No 299 of 2007 Part 5 Physical Agents Chapter 1 Control of Noise at Work.*
2. Over 80dBA LEX8h
  - Provision of Personal Protection
  - Provision of Audiometry
  - Provision of Training
3. Over 85dBA LEX8h
  - Enforcement of PPE
  - Demarcation of areas over 85dBA
4. Restriction of personnel in noise zones.
5. Personal protective equipment to be worn as required.
6. Safe Work Practices to be followed.
7. Safety Signs to be provided.
8. Supervision to ensure safety.

### RESOURCES:

1. Provision of personal protective equipment.
2. Employee Training programme.
3. Provision of Safety Signs.
4. Noise Assessment of the workplace.

# Confined Spaces

## **16.1 Hazard:** Confined Spaces

**Risk:** Risk of asphyxiation Risk of Leptospirosis (Weil's Disease)

### **CONTROLS:**

1. Compliance with the requirements of the Safety, Health and Welfare at Work (Confined Spaces) Regulations, 2001 SI No 218 of 2001 and the HSA Code of Practice for working in Confined Spaces – Safe Work in Confined Spaces.
2. All confined spaces on the premises to be identified.
3. Compliance with the Health and Safety Authorities approved Code of Practice for Confined Space Entry.
4. Safe Work procedures and permit to work systems to be followed.
5. Personal protective equipment to be worn as required.

### **RESOURCES:**

1. Entry to confined spaces restricted.
2. Entry Permit system in place
3. Entry prohibited unless a standby person in attendance
4. Employee Training Programme.
5. Provision of Personal Protective Equipment.

# Water

## 17.1 Hazard: Tanks

**Risk:** Risk of drowning, Risk of Leptospirosis (Weil's Disease)

### CONTROLS:

1. All employees trained in Safe Work Procedures.
2. Supervision to ensure safety.
3. Safe Work Procedures to be followed.
4. Personal protective equipment to be worn as required.
5. Maintenance of equipment to ensure safety
6. Flotation Devices provided as required

### RESOURCES

1. Provision of adequate and suitable equipment.
2. Provision of personal protective equipment.
3. Employee Training Programme.
4. Preventive Maintenance Programme.
5. Provision of adequate supervision.

Residual Risk Medium

# Ergonomic

## 18.1 Hazard: MANUAL HANDLING HAZARDS / PUSHING, PULLING, CARRYING & LIFTING

**Risk:** Personal Injuries – Risk of musculoskeletal problems (Back strain, slipped disc, Hernias, Repetitive Strain Injury), Lacerations, crushing of hands or fingers, Bruised or broken toes or feet, sprains, strains, etc.

### CONTROLS:

1. Materials required will be sourced in the smallest packs practicable
2. Manual Handling training provided for staff
3. Manual handling risk assessments carried out.
4. Mechanical aids provided and used.
5. Heavy items stored at a low level.
6. Loads that must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc.
7. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.
8. Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used insofar as is reasonably practicable.
9. All appropriate staff shall be trained in safe manual handling techniques.
10. The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age and physical build.
11. Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.
12. The Management Committee will ensure that suitable gloves are available for the handling of materials that could cause injuries to the hands.
13. Personal protective equipment to be worn as required.
14. Adequate supervision provided.

15. Refresher training to be given to staff following lost time through Manual Handling Injury.
16. All equipment used for handling loads, well maintained.

**RESOURCES:**

1. Employee Training Programme.
2. Provision of mechanical aids.
3. Provision of Personal Protective Equipment.
4. Preventative Maintenance Programme.
5. Provision of adequate supervision.

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**RESIDUAL RISK - Medium**

**18.2 HAZARD:**

**ERGONOMIC HAZARDS**

**RISK:**

Risk of musculoskeletal problems. Risk of repetitive strain injury. Visual discomfort

**CONTROLS:**

1. Ergonomic design of all workplaces with a view to limiting damage to the body.
2. Analysis including VDU and postural assessments in compliance with The Safety, Health and Welfare at Work, (General Application) Regulations 2007, Chapter 5 of Part 2 Display Screen Equipment.
3. Rotation of work between employees.
4. Adequate chairs, desks, lighting, temperature, humidity.
5. All equipment well maintained to industry standards.
6. Employees trained in postural risk.
7. Supervision to ensure safety

**RESOURCES:**

1. Training programme for VDU Assessors.
2. Adequate and suitable office equipment to industry standards.
3. Preventive Maintenance Programme.
4. Eye examination and tests provided for habitual users.

# Office

**19.1 Hazards:** Display Screen Equipment (VDU's): Visual Discomfort, Posture, Radiation, Stress

## CONTROLS

1. Risk Assessment of VDU Workstations to be carried out.
2. Work activities planned to ensure daily work on display screens is periodically interrupted by breaks or changes of activity.
3. Ensure appropriate eye and eyesight tests are carried out by a competent person on employees who habitually use display screen equipment.
  - (i) before commencing display screen work
  - (ii) at regular intervals thereafter and
  - (iii) if an employee experiences visual difficulties which may be due to display screen work,
4. If the results of a test under (3) show that it is necessary, an ophthalmological examination should be carried out on the employee concerned.
5. Where the results under (4) show that it is necessary and if normal corrective appliances cannot be used, provide the employee concerned with special corrective appliances appropriate to his/her work.

## RESOURCES

1. Provision of personal protective equipment.
2. Employee Training Programme.

## 19.2 HAZARD:

OFFICE EQUIPMENT HAZARDS – Shredders, Kardex, Printing Machines, Stitcher and Puncher.

## RISK:

Risk of entrapment entanglement, shear injury, back strain

## CONTROLS:

1. All equipment guarded to standards laid down in *Safety, Health and Welfare at Work (General Application) Regulations, 2007 S.I. No. 299 of 2007, Part 2 Workplace and Work Equipment Chapter 2 – Use of Work Equipment, as amended by Safety, Health and Welfare at Work (General Application) (Amendment) Regulations, 7 S.I. No. 732 of 2007.* and Code of Practice E.N. 292 and E.N. 294.
2. Safe Work Practices followed.
3. All equipment adequately maintained to ensure safety.
4. All employees trained in the use of equipment.
5. Supervision to ensure safety.
6. Correct workplace equipment.

## RESOURCES:

1. Adequate and suitable guarding of equipment
2. Preventive Maintenance Programme.
3. Employee Training Programme.
4. Provision of adequate supervision.
5. Manual handling training

## 19.3 HAZARDS

Cash Handling: Personal Injuries sustained in robberies, or attempted



robberies.

## **CONTROLS**

1. Minimising the amount, and frequency, with which employees will be involved in cash handling.
2. Employees shall be trained to deal with robberies in the following manner: -
  - Do not offer any resistance to thieves,
  - Cooperate with the thieves and comply with any directions given by them.
  - Hand over cash to the thieves without question or undue delay.
3. If you, or any other person(s), are injured as a result of an attack call for help in the following order:-
  - Ambulance,
  - Gardai, and
  - The Club Office.
4. In all cases of robbery or attempted robbery, the Gardai must be summoned, and the matter reported.

## **RESOURCES**

1. Employee Training Programme.

**RESIDUAL RISK:** Low

## **19.4 HAZARDS**

Cash Registers

### **RISKS**

Bruised or Broken Fingers, electrocution (low risk).

## **CONTROLS**

1. Cash registers are only opened during transactions.
2. Keep your fingers clear of the till drawer when closing it.
3. Report any
  - Frayed leads
  - Sticking drawer
  - Any other defects

## **RESOURCES**

1. Employee Training Programme.

**RESIDUAL RISK:** Low

# Behavioural

**20.1 Hazard:** Assault

**Risk:** Risk of bodily injuries

**Controls:**

1. Regular reviews of incidents.
2. Security system in places where risk is high, such as involving the handling of money.
3. Alerting Gardai

**RESOURCES:**

1. Employee Training Programme.
2. Incident Review.
3. Provision of security systems.
4. Provision of personal protective equipment.

Residual Risk Medium

**5.3.26 HAZARD:**

BEHAVIOURAL HAZARDS – STRESS, FATIGUE, BULLYING.

**RISK:** Risk of health damage.

**CONTROLS:**

1. Competent Trained Supervisors
2. Control on maximum working hours.
3. Health surveillance provided.
4. Policy on Respect & Dignity in the Workplace.

**RESOURCES:**

1. *Organisation of Working Time Act 1997 and Associated Regulations*
2. Policy on Respect & Dignity in the Workplace.
3. Code of Practice on the Prevention of Workplace Bullying

### **20.3 Hazard**

#### **Bullying**

Bullying in the workplace is repeated inappropriate behaviour direct or indirect whether verbal, physical or otherwise conducted by one or more persons against another or others at the place of work and/or in the course of employment which could reasonably be recorded as undermining the individual's right to dignity at work.

#### **Effects of Bullying**

The effects of bullying on the person can be manifested by any or all of the following:

- Emotional effects (severe anxiety)
- Cognitive (concentration) effects (making mistakes, having accidents)
- Behavioral effects (smoking, excess drinking, overeating)
- Physiological effects (contributing to raised blood pressure, heart disease)
- Reduced resistance to infection, stomach and bowel problems
- Skin problems.

The most serious effects remain fear, anxiety and depression, which can lead (and have led) to suicide. To these may be added severe loss of confidence and low self-esteem.

#### **Forms of Bullying**

The form, which any of these kinds of bullying may take, is:

- Physical contact
- Verbal abuse
- Implied threats
- Jokes, offensive language, gossip, slander, offensive songs
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems
- Isolation or non-co-operation or exclusion from social activities
- Coercion for sexual favours
- Intrusion by pestering, spying and stalking
- Repeated requests giving impossible deadlines or impossible tasks.
- Repeated unreasonable assignments to duties that are obviously unfavourable to one individual.
- Vandalism of personal property (destroying clothing, scratching paintwork on cars).

#### ***Anti-Bullying Policy***

Blackrock Bowling and Tennis Club will not tolerate bullying behaviour and sanctions will be taken against those found to be in breach of the policy. Staff who are suffering from bullying should speak in confidence to the Manager.