






Bruff RFC

SAFETY STATEMENT

Including Risk Assessment

SAFETY STATEMENT INCLUDING RISK ASSESSMENTS

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PART A – SAFETY STATEMENT AND APPENDICES

SECTION 1 – HEALTH AND SAFETY POLICY

WE WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. WE WILL MAKE SURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF OUR.



1.0 – HEALTH AND SAFETY POLICY

KEY ACTIONS

As an employer we have the ultimate responsibility for the workplace and a direct influence on health and safety in our business. The health and safety policy below outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

HEALTH AND SAFETY POLICY

The management of Bruff RFC, being the general committee are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation and the requirements of this Safety Statement. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and ensuring, so as far as is reasonably practicable, that RFC will provide a safe system of operation through the provision of appropriate information, instruction, training and supervision. The co-operation of every our is expected and all our are reminded that statutory obligations are the minimum standard for which they are responsible:

- *Work activities are managed so as to ensure the safety, health and welfare of our members*
- *The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of all members at least annually*
- *Identified protective and preventive measures are implemented and maintained*
- *Improper conduct likely to put an member's safety and health at risk is prevented*
- *A safe place of work is provided, which is adequately designed and maintained*
- *A safe means of access and egress is provided*
- *Safe plant and equipment are provided*
- *Safe systems of work are provided*
- *Risks to health from any article or substance are prevented*
- *Appropriate information, instruction, training and supervision are provided*
- *Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury*
- *Emergency plans are prepared and revised*
- *Welfare facilities are provided and adequately maintained*
- *Competent personnel to advise and assist in securing the safety, health and welfare of our members are employed when required.*

Signed: _____ Date: _____

Position: _____

Club Secretary



1.1 – CLUB INFORMATION

KEY ACTIONS

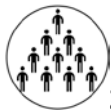
Input relevant details relating to the business/company name, address and any relevant contact details.

BUSINESS/COMPANY INFORMATION	
<i>Name</i>	
<i>Address</i>	
<i>CRO Number</i>	
<i>Club Hon. Secretary</i>	
<i>Phone Number</i>	
<i>Email</i>	
<i>Website</i>	
<i>Other Contact/Social Media</i>	

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES AND RESPONSIBILITIES
- COMPETENCE AND TRAINING REQUIREMENTS
- CONSULTATION AND PARTICIPATION
- THE SAFETY REPRESENTATIVE
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING AND INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- WELFARE FACILITIES AND WORKPLACE REQUIREMENTS
- PERSONAL PROTECTIVE EQUIPMENT
- PREGNANCY AT WORK
- YOUNG PERSONS
- WORK-RELATED STRESS AND DIGNITY AT WORK



2.0 – ROLES AND RESPONSIBILITIES

KEY ACTIONS

While the responsibility for managing health and safety in the workplace rests mainly with the committee it is important to note that both the committee, our and members have responsibilities.

(a) Chairman

He will ensure that:

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

(b) General Committee

They will ensure that:

- *Safe systems and practises are incorporated into all activities in the club*
- *All activities are continually monitored and that any potential unhealthy or dangerous practices are reported and eradicated*
- *Any specialist or H&S training, if required, is discussed, authorised and put into practise*
- *Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary*

(c) Secretary

He will ensure that:

- *The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc.*
- *Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible*
- *Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned*
- *Any Accident Reports, Hazard I.D. Reports, H&S Audits etc. are retained as club records and reported outside the club as decided by the General Committee*
- *Any correspondence relating to Health and Safety is brought to the attention of the General Committee and any subsequent actions are recorded*

(d) Grounds Chairman

He will ensure that:

- *Machinery such as grass mowers are used only by authorised and experienced personnel*
- *All equipment and machinery is securely locked away when not in use*
- *The premises are properly secured when not in use and not available for any ad hoc activities*
- *Third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming.*
- *In his absence the Grounds Chairman will request a member of the General Committee to deputise*
- *Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to An Garda Síochána*

- *A fully-equipped First Aid Kit is available on site at all times*
- *Waste and refuse are managed and collected by the appropriate agency*

(e) Bar Chairman

He will ensure that:

- *All functions in the clubhouse have the prior authorisation of the General Committee*
- *The documentation in relation to the booking of functions is properly completed prior to the function taking place*
- *A doorman is in place for all functions, with the exception of after match activities*
- *That all non-members entering the clubhouse for functions sign the guest book prior to entering the inner premises*
- *There is always a senior club member present to supervise the function*
- *The toilets and dance floor are inspected at least once per hour and that all spillages are immediately cleaned up*
- *Guests do not bring any items onto the premises which could endanger other guests*
- *All functions are closely supervised and that guests do not engage in 'horse play' of any kind*
- *Persons using disco or musical equipment comply with any instructions from the supervisor*
- *Non-members who are allowed to prepare functions do not climb above ground level*

(f) Coaches

They will ensure that:

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

(g) Members

They will ensure that:

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

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(h) Health and Safety Representative

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

He will:

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



2.1 – PERSONS RESPONSIBLE FOR PERFORMING TASKS

KEY ACTIONS

Bruff RFC are legally obliged to ensure that persons are nominated and made responsible for tasks assigned to them:

- *We shall identify responsible persons (where required) who will take responsibility for various tasks, e.g. induction, inspections and training*
- *We shall brief them on these tasks and their responsibilities*
- *We shall record the names of such nominated persons*
- *We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.*

We will review and follow up on a regular basis to ensure arrangements are put in place and that assigned persons are carrying out their roles effectively.



2.2 – CONSULTATION AND PARTICIPATION

KEY ACTIONS

We recognise that member participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all members on issues relating to health and safety.

TOP TIPS

We will consult with all relevant members:

- When new risk assessments are being carried out or revised
- When there is a change, update or modification to a particular work process
- When new machines or processes are introduced
- When new substances or materials are introduced.

Furthermore, should any of our members raise any matters relating to their health and safety that are connected in any way to our work activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.



2.3 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on our premises must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- *Be competent to carry out the work*
- *Have adequate resources to carry out the work*
- *Provide copies of their own:*
 - *Safety statement*
 - *Insurance*
- *Ensure that work activities do not affect the well-being of our members, visitors or customers. Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.*
- *Report to the designated person on arrival at our workplace.*

FURTHER INFORMATION

To ensure compliance with the legislation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards in our premises

***Form 1.5 – Responsible Persons Task Register in Appendix 1** can be used to identify members who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.*



2.4 – VISITORS

Definition: A visitor is a person other than a member or contractor.

KEY ACTIONS

Visitors may not be aware of the potential hazards associated with our premises. To minimise the risk of injury to visitors, we will:

- *Practice good housekeeping, including:*
 - *Keeping walkways clear*
 - *Cleaning up spills immediately*
- *Restrict access to hazardous areas*
- *Prevent visitors from using equipment or machinery*
- *Ensure appropriate safety signs and notices are displayed*
- *Ensure safe walkways and access routes are maintained*
- *Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.*

Visitors are required to:

- *Conduct themselves in a safe manner at all times*
- *Observe the fire policy and, in the event of an emergency, to identify themselves to an member and be escorted to the designated assembly point.*



2.5 – ACCIDENT REPORTING AND INVESTIGATION

KEY ACTIONS

If an accident or incident occurs in our place of work or in the course of our work activities which has affected members or a third party, we will:

- *Ensure details of the accident are recorded*
- *Promptly investigate the accident so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence*
- *Ensure that accidents are reported to the Health & Safety Authority on the Form of Notice of Accident (IR1) where:*
 - *Members are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties*
 - *Our of the public are injured by a workplace activity and require medical treatment*
 - *A fatal accident has occurred.*

FURTHER INFORMATION

The employer of the injured party is responsible for the reporting of accidents on Form IR1 when required.

*Any report to the Health & Safety Authority can be made, online, via the HSA's website, www.hsa.ie, or alternatively by hard copy, i.e. completing the **Form of Notice of Accident (IR1)** available from the HSA, and posting the completed form to:*

*Workplace Contact Unit,
Health & Safety Authority,
Metropolitan Building,
James Joyce Street,
Dublin 1.*



2.6 – EMERGENCY PROCEDURES

KEY ACTIONS

We will ensure appropriate plans and procedures are in place to deal with emergencies and imminent dangers by:

- *Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.*
 - o *Fire*
 - o *Explosion*
 - o *Accidents/injuries*
 - o *Robbery*
 - o *Chemical spills*
- *Ensuring that members are trained in the specific plans and procedures we have in place to deal with emergencies at our workplace*
- *Ensuring that emergency procedures are included in the workplace induction training*
- *Designating where members are needed to implement our emergency plans and procedures*
- *Providing the equipment and training needed*
- *Completing **Form 2.1 Emergency Contact Information in Appendix 2.***

FIRE AND EVACUATION

We will ensure appropriate plans and procedures are in place for dealing with fire, and that members are trained, including:

- *Location of fire fighting equipment and means to raise the alarm*
- *Location of assembly point(s)*
- *Evacuation drills and fire warden(s)*
- *Location of emergency shut-off points where relevant (e.g. gas) shut off.*

Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the workplace. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All members and visitors must follow the procedures below for evacuation:

- **GO IMMEDIATELY TO THE NEAREST EXIT**
- **DO NOT WAIT TO FIND OUT WHAT IS HAPPENING**
- **DO NOT STOP TO COLLECT PERSONAL ITEMS**
- **GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION**
- **DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.**

FIRST AID

- **At least one adequately stocked and accessible first-aid kit will be provided in the clubhouse and for each team**
- **We will ensure first-aid equipment is prominently placed, that members are aware of its location and that it is accessible to all members**
- **We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)**
- **Contact details and directions to the nearest doctor or hospital will be available/displayed**

EMERGENCY CHECKLIST (NON-EXHAUSTIVE)		YES	NO	N/A
	<i>Have you and your members identified the types of emergency situations that your business could be exposed to (e.g. fire, explosion, chemical spill etc.)?</i>			
	<i>Are members aware of the plans and procedures?</i>			
	<i>Have members been appointed and trained in specific tasks, e.g. first aid, fire warden?</i>			
	<i>Are evacuation plans and emergency contact information on display?</i>			
	<i>Are exits well marked, kept clear at all times and emergency lighting/signage in place?</i>			
	<i>Have you held an evacuation drill in the last six months and kept a record of this?</i>			
	<i>Do you and your staff regularly check and maintain the emergency equipment in place (e.g. smoke detectors, fire extinguishers, gas/carbon monoxide detectors, sprinkler systems, emergency lighting)?</i>			

VIOLENCE/ROBBERY

Where there is a risk of robbery or violence in the workplace, we will ensure that we have completed a risk assessment for violence/aggression/theft and that adequate plans and procedures are put in place. We will train staff on how to deal with the threat of robbery/violence, for example:

- *Keep calm and make no sudden movements*
- *Do what the offender asks*
- *Memorise as many details about the offender as possible, e.g. height, clothing, features*
- *Note the direction and method of escape, e.g. car, motorbike, on foot*
- *Notify the Gardaí as soon as it is safe to do so*
- *Provide first aid to victims*
- *Lock outside doors until emergency services arrive.*

FURTHER INFORMATION:

- *A 'Fire Safety Checklist' is available in the 'Learn More' section of BeSMART.ie which can be used to develop a specific fire safety management policy for the workplace*
- *'Guidelines on First Aid at Places of Work' is available in the 'Learn More' section of BeSMART.ie*
- *A copy of the procedures for specific emergencies in the workplace could be included in this section of the safety statement, or reference made to where they can be found.*



2.8 – WELFARE FACILITIES AND WORKPLACE REQUIREMENTS

KEY ACTIONS

Where required, we will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our members and visitors, including but not limited to:

- Toilet facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

WELFARE FACILITIES	DETAIL AS NECESSARY
<i>Toilet facilities (separate male and female if required)</i>	
<i>Washbasins and washing facilities (hot and cold water and soap)</i>	
<i>Accommodation to take meals. Ability to boil water, clean surfaces, seating with backs, adequate lighting and heat</i>	
<i>Potable drinking water</i>	
<i>Facilities to take shelter from the elements</i>	
<i>Facilities to dry clothing and suitable changing areas for nature of the work</i>	



2.9 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Appropriate personal protective equipment (PPE), as identified in our risk assessments, is provided and must be worn by our members. Where required, typical PPE could include:

- *Eye protection*
- *Hearing protection*
- *Gloves*
- *Safety footwear*
- *High-visibility clothing*
- *Respiratory protection, e.g. mask.*

We will ensure that:

- *Adequate and suitable PPE is provided*
- *The suitability of the PPE for the job is assessed*
- *PPE is maintained, used and replaced as recommended by the manufacturer's instructions*
- *Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk*
- *Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in our risk assessments will be used*
- *We will record details of the supply and training in the use of PPE as required using **Form 1.4 PPE Register** in **Appendix 1**.*

We expect our members to:

- *Use PPE correctly*
- *Report any defects or damage to PPE immediately*
- *Participate in any training or instruction provided on PPE*
- *Inform us of any medical conditions they have that might be affected by the use of the PPE provided to them.*

FURTHER INFORMATION

The Health & Safety Authority has produced a Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 3 of Part 2: Personal Protective Equipment.

Section 3 – Implementation and Operation

Key Actions

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

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

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

APPENDICES

APPENDIX 1 – FORMS AND RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING AND INVESTIGATION

APPENDIX 4 – SAFETY DATA SHEETS

APPENDIX 1 – FORMS AND RECORDS

FORM 1.1 – INDUCTION REGISTER

INDUCTION REGISTER

NO.	NAME	DATE INDUCTED	SIGNATURE

TYPICAL INDUCTION TOPICS				
PURPOSE	TO FAMILIARISE MEMBERS WITH THE HEALTH AND SAFETY RULES AND PROCEDURES BEFORE THEY START WORK.			
NO.	RECOMMENDED TOPICS TO BE DISCUSSED	YES	NO	N/A
1.	<i>The qualifications and experience of workers to be inducted have been checked (where required)</i>			
2.	<i>Members have been briefed on equipment in the workplace</i>			
3.	<i>PPE is available and worn as required:</i> <ul style="list-style-type: none"> • <i>Safety glasses</i> • <i>Safety footwear</i> • <i>High-visibility clothing</i> • <i>Ear protection</i> • <i>Other.....</i> 			
4.	<i>Emergency procedures and location of:</i> <ul style="list-style-type: none"> • <i>Assembly point and evacuation route</i> • <i>Closest medical facility</i> • <i>Contact details of emergency services</i> • <i>Provisions for emergency communications</i> 			
5.	<ul style="list-style-type: none"> • <i>The location of the first-aid facilities/kits</i> • <i>Names of the first aiders and where to obtain treatment</i> 			
6.	<i>Location of firefighting equipment, e.g. fire extinguishers and hose reels</i>			
7.	<i>Names and contact details of the Health and Safety representative(s)</i>			
8.	<i>Location of welfare facilities (including toilets and drinking water)</i>			
9.	<i>Accident reporting procedures</i>			
10.	<i>Question and answer session</i>			
NOTE: ENSURE TRAINING IS PROVIDED IN A FORM, MANNER AND LANGUAGE THAT IS REASONABLY LIKELY TO BE UNDERSTOOD BY THE MEMBER				
PERSON RESPONSIBLE FOR CARRYING OUT INDUCTION TRAINING:				

PERSONAL PROTECTIVE EQUIPMENT REGISTER

NAME	COMPANY	TYPE OF PPE RECEIVED	TRAINING RECEIVED	SIGNATURE	DATE

RESPONSIBLE PERSONS TASK REGISTER			
NO.	TASKS (NON-EXHAUSTIVE)	RESPONSIBLE PERSON (WHERE REQUIRED)	SIGNATURE
1.	Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all	<i>Ed Hayes</i>	
2.	Person responsible for managing and co-ordinating work activities		
3.	Ensuring records are maintained		
4.	Ensuring forms and registers are collected and filled out as required		
5.	Ensuring safety data sheets are available and appropriate control measures are in place		
6.	Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence	<i>Ed Hayes</i>	
7.	Ensuring risk assessments are carried out and updated as necessary	<i>Ed Hayes</i>	
8.	Ensuring the upkeep and maintenance of welfare facilities		
9.	Ensuring the upkeep of the first-aid box and ordering of first-aid supplies		
10.	Co-ordinating and managing training requirements		
11.	Ensuring the upkeep and maintenance of the premises and co-ordination of contractors' activities		
12.	Ensuring young persons risk assessments are carried out when necessary	<i>Ed Hayes</i>	
13.	Ensuring pregnancy-at-work risk assessments are carried out when necessary	<i>Ed Hayes</i>	
14.	Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, fire drill, evacuation planning, etc.	<i>Ed Hayes</i>	

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION			
CLUB NAME	Bruff RFC		
ADDRESS	Kilballyowen Bruff Co. Limerick		
PREMISES CO-ORDINATES		N	W
CONTACT DETAILS			
NAME	ROLE	PHONE NUMBER	
EMERGENCY SERVICES CONTACT DETAILS			
SERVICE	ADDRESS	PHONE NUMBER	
DOCTOR			
FIRE/GARDAÍ/AMBULANCE		999 OR 112	
UTILITY AND SERVICE PROVIDERS			
ELECTRICITY (ESB NETWORKS)	1850 372 999 (24HR)		
GAS NETWORKS IRELAND	1850 20 50 50 (24HR)		
IRISH WATER	1890 278 278		
HEALTH & SAFETY AUTHORITY	1890 289 389		
ASSEMBLY AREA	INSERT		
EMERGENCY CO-ORDINATOR(S)	NAME	PHONE	

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM				
PART A – DETAILS OF INJURED PERSON				
NAME		PHONE		
ADDRESS	EMAIL			
	PPS NUMBER			
	DATE OF BIRTH			
	AGE			
	POSITION			
EMPLOYMENT TYPE		FULL TIME	PART TIME	OTHER
OCCUPATION	MEMBER	CONTRACTOR	OUR OF THE PUBLIC	OTHER
OUTCOME	INJURY	NEAR MISS	FATALITY	OTHER
PART B – DETAILS OF INJURY AND TREATMENT				
TYPE OF INJURY (E.G. BURN, CUT, SPRAIN)				
CAUSE OF INJURY (E.G. FALL, MACHINE)				
PART OF BODY INJURED				
AGENT (E.G. POOR LIGHT)				
FIRST AID	YES	NO	FIRST AIDER	
TREATED BY DOCTOR?	DOCTOR'S NAME		ADDRESS	
HOSPITALISED?	HOSPITAL NAME		ADDRESS	
TREATMENT RECEIVED?				
PART C – DETAILS OF ACCIDENT OR INCIDENT				
DATE		TIME		
LOCATION				
DESCRIPTION OF ACCIDENT/INCIDENT				
OTHER INFORMATION AVAILABLE?	WITNESS	CCTV	PHOTO/VIDEO	OTHER

PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?)				
NAME		PHONE		
ADDRESS	EMAIL			
	PPS NUMBER			
	DATE OF BIRTH			
	AGE			
	POSITION			
SAFE PASS NUMBER AND EXPIRY DATE		CSCS DETAILS		
WITNESS STATEMENT TAKEN?			YES	NO
PART E – KEY FINDINGS OF INVESTIGATION				
LIST				
PART F – ACTIONS TO PREVENT REOCCURRENCE				
ACTION		BY WHOM	DATE	
PART G - ITEMS ATTACHED				
SKETCHES	CERTIFICATION OF PLANT ETC.	PHOTOGRAPHS/VIDEO	RISK ASSESSMENTS	TRAINING RECORDS
YES NO	YES NO	YES NO	YES NO	YES NO
DETAIL OTHER ITEMS/USEFUL INFORMATION				
PART H – OTHER INFORMATION				
ACCIDENT INVESTIGATED BY		POSITION		
PHONE		EMAIL		
SIGNED		DATE		

APPENDIX 4 - SAFETY DATA SHEETS/REPORTS FOR HAZARDOUS SUBSTANCES

INSERT SAFETY DATA SHEETS OR REPORTS FOR HAZARDOUS SUBSTANCES

SAMPLE SAFETY DATA SHEET INFORMATION BRIEF

The safety data sheet (SDS) is provided to inform you of the hazards of the chemical you are using and the measures you need to take to protect your health and that of your members. It consists of 16 obligatory sections. Each section contains specific information relating to the chemical for which the SDS is prepared. You must have an SDS for each hazardous chemical you receive from a supplier. The following serves as an aid in helping you to understand what information you should be aware of and what information you need to take into account when completing the risk assessment for the chemicals you use.

Section 1 contains contact details of the person/company responsible for supplying the chemical as well as the emergency telephone number to contact in case of an emergency.

Section 2 gives details on the hazards of the chemical. This will help you assess the risk and what harm it can do to your health, the health of your members and the environment.

Section 3 If the chemical you are using is a preparation (mixture), this section will give you information on the hazards of each of the individual substances in the preparation.

Section 4 details the first-aid measures you need to take in case of an accident while using the chemical.

Section 5 gives specific information on fighting a fire caused by the chemical.

Section 6 details what actions need to be taken if there is an accidental release of the chemical, such as what protective equipment to wear and how to clean up the spill.

Section 7 contains details on how to handle and store the chemical safely. The information in this section should be used to help you put in place safe procedures for working with chemicals.

Section 8 gives you details of the steps you need to take to reduce exposure and of the personal protective equipment you need to wear when working with the chemical to protect yourself.

Sections 9, 11 and 12 provide detailed information on the physical/chemical, toxicological and ecological properties of the chemical.

Section 10 contains details of any hazardous reactions that may occur if the chemical is used under certain conditions.

Section 13 explains how the chemical should be disposed of correctly.

Section 14 contains information relating to the transportation of the chemical.

Section 15 contains the details of the classification of the chemical as given on the label.

Section 16 gives any other information relevant to the chemical, e.g. training advice.

PART B – RISK ASSESSMENT AND ACTION LIST

RISK ASSESSMENT

RISK ASSESSMENTS WILL BE CARRIED OUT IN CONSULTATION WITH MEMBERS, HAVING REVIEWED THE WORKPLACE AND WORK PRACTICES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED; OR
 - A NEW RISK ASSESSMENT WILL BE CARRIED OUT
 - THIS WILL BE DONE IN CONSULTATION WITH MEMBERS.

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENT, AN ACTION LIST WAS GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH IN OUR WORKPLACE.

YOU SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK?
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

YOU CAN COMPLETE THIS ACTION LIST BY PRINTING AND FILLING IT OUT BY HAND OR YOU CAN RETURN TO THE 'MANAGE ACTION LIST' AND COMPLETE IT ONLINE.

PART B1 - RISK ASSESSMENTS

<i>Hazard</i>	<i>Current Controls</i>	<i>Additional Controls (See Action List)</i>
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<p>Electricity</p> <p><i>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your members and/or visitors</i></p>	<p><i>All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician</i></p> <p><i>Electrical installations are checked regularly by a competent qualified electrician</i></p> <p><i>Damaged extension leads are repaired or removed from use</i></p> <p><i>Means of cutting off power to electrical installations and equipment are provided and members are aware of their locations</i></p> <p><i>Work on live electrical equipment is avoided where reasonably practicable</i></p> <p><i>All circuits supplying socket outlets are protected by an RCD</i></p> <p><i>Operation of the RCD is tested regularly in accordance with the manufacturer's instructions</i></p> <p><i>Electrical equipment and fittings are suitable for the work environment</i></p> <p><i>Where electrical portable appliances are subject to on-going wear and tear, they are inspected and tested</i></p>	<p><i>Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards</i></p> <p><i>Enclosures/covers are in place to prevent contact with live electrical equipment/parts</i></p> <p><i>Fire extinguishers that are suitable for fighting electrical fires are provided</i></p>
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<p>Fire</p> <p><i>Fire can cause smoke inhalation, burns and other serious injuries to you, your members and/or visitors</i></p>	<p><i>Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily</i></p> <p><i>Fire alarm, manual call points and smoke detectors are in place, kept in good working order and tested regularly</i></p>	<p><i>Emergency exits are clearly marked and kept clear</i></p> <p><i>Emergency lights are installed on escape routes and exits and are tested regularly</i></p> <p><i>Fire extinguishers are accessible, kept in good working order and inspected regularly</i></p> <p><i>Members are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers</i></p> <p><i>Emergency evacuation procedures are in place</i></p> <p><i>Fire drills are held regularly</i></p> <p><i>Appropriate signage is in place</i></p>
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<p>Maintenance</p> <p><i>Unsafe maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries to you, your members and/or visitors</i></p>	<p>Only trained and authorised members carry out maintenance work</p> <p><i>Where maintenance work may involve disturbing asbestos, all possible types and locations of asbestos are identified by a competent person and suitable control measures put in place before work commences</i></p> <p><i>Maintenance members are aware of all external gas, water and electricity cut off points</i></p> <p><i>Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work commences</i></p> <p><i>Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete</i></p> <p><i>Adjustments to machines when parts are moving are only carried out by maintenance members and only when machine is at slow speed or under hold-to-run control</i></p> <p><i>Work areas are cordoned off to exclude unauthorised access where necessary</i></p> <p><i>Tools used for maintenance are in good working order and properly guarded where necessary</i></p>	<p><i>Maintenance members are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate</i></p> <p><i>Workshop or storage areas used by maintenance members are adequately lit, free from trip hazards and items are stored properly</i></p> <p><i>Hazardous areas are locked when not in use e.g. high voltage switch room</i></p> <p><i>Appropriate Personal Protective Equipment is worn by maintenance members and they have received training in its use</i></p> <p><i>External maintenance workers report to designated person</i></p>
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<p>Manual Handling</p> <p><i>Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as:</i></p> <p><i>Load is too heavy, large, and awkward or is carried away from the body. Load is lifted too high or carried too far/too often or involves bending and/or twisting.</i></p> <p><i>Inadequate space, uneven floor or steps/ramps</i></p>	<p><i>Task is organised to allow the use of mechanical aids to avoid/reduce the need for manual handling</i></p> <p><i>Task is organised to ensure handling is carried out between waist and shoulder height</i></p> <p><i>Heavy or large/unwieldy loads are broken down into more manageable weights or are lifted by 2 people</i></p> <p><i>Work is planned to prevent handling over long distances or frequent repetitions</i></p> <p><i>Workplace is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture</i></p> <p><i>Each manual handling task has been assessed using the risk factors and where necessary, control(s) put in place.</i></p>	<p><i>Members receive relevant manual handling training where necessary</i></p>
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<p><i>Slips, Trips and Falls</i></p> <p><i>Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to you, your members and/or visitors</i></p>	<p><i>Spills are cleaned up immediately</i></p> <p><i>Mats are properly located, fitted and secured</i></p> <p><i>Slip resistant footwear is provided and worn where necessary</i></p>	<p><i>Clear, unobstructed, slip-resistant pedestrian routes are provided and maintained</i></p> <p><i>Adequate lighting is provided and is appropriate for the work being carried out</i></p> <p><i>Absorbent materials and warning signage are available for dealing with spills</i></p> <p><i>Trailing cables and leads are re-routed, removed or secured</i></p> <p><i>Good house-keeping practices are in place and are maintained</i></p> <p><i>Changes in levels are avoided if possible or are adequately highlighted where necessary</i></p>
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<p>Work at Height</p> <p><i>Work at height and falling objects can cause fractures, head injuries, death and other serious injuries to you, your members and/or visitors</i></p>	<p>Work at height is avoided where possible</p> <p><i>Appropriate work equipment e.g. scaffolding, mobile working platforms, scissors lifts, are used to prevent falls where work at height cannot be avoided</i></p> <p><i>Where falls cannot be prevented, work equipment e.g. safety nets, bean bags, airbags are used</i></p> <p><i>Equipment that protects all members who work at height is used instead of equipment that only protects one member at a time e.g. safety nets instead of safety harnesses</i></p> <p><i>Work at height activities are planned and supervised</i></p> <p><i>Training is provided for members who work at height</i></p> <p><i>Safe access to work at height area is provided</i></p> <p><i>Work equipment is inspected regularly and any defects found are repaired</i></p> <p>Work areas at height are stable, strong and have a 1m high parapet or double handrails</p>	<p><i>Heavy objects are stored on lower racks/shelves</i></p> <p><i>Materials stored at height are secured</i></p> <p><i>Racks/shelves are inspected regularly and any defects are dealt with promptly</i></p> <p><i>Racks/shelves are not overloaded with maximum safe working load displayed and supports are protected from impact</i></p>
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<p>Chemicals</p> <p><i>Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries to you, your members and/or visitors</i></p>	<p>Members are trained in the safe use of chemicals</p> <p><i>The number of members and the exposure to chemicals is assessed and minimised</i></p> <p><i>Less hazardous chemicals are used where possible</i></p> <p><i>Adequate ventilation is provided</i></p> <p><i>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations</i></p> <p><i>Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet</i></p>	<p><i>A list (inventory) of all chemicals used in the workplace has been prepared</i></p> <p><i>Chemical labels and Safety Data Sheets are available for each chemical and the associated hazards of each chemical has been identified</i></p> <p><i>A wash hand basin, soap and disposable towels/hand dryer are available</i></p>
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<p>Workplace Transport</p> <p><i>Contact between people/property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to you, your members and/or visitors</i></p>	<p>All routes are kept free of obstructions. Permanent obstructions are marked and protected as necessary</p> <p><i>Vehicle reversing is eliminated, where possible</i></p> <p><i>Loading and unloading is carried out in a designated area away from overhead obstructions</i></p>	<p>Entry to the workplace is directed and controlled</p> <p><i>All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted</i></p> <p><i>People and vehicles are kept apart</i></p> <p><i>All work areas are well lit</i></p> <p><i>High visibility vests/jackets are provided and worn by people who work near vehicles</i></p> <p><i>Visitors are accompanied and a safe area is provided for visiting drivers during loading and unloading</i></p> <p><i>Speed limits and speed ramps/rumble strips etc. are used to control speed, as needed</i></p> <p><i>A person is appointed to supervise vehicle activities on site</i></p>
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<p>Display Screen Equipment</p> <p><i>Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue to you and your members</i></p>	<p>An assessment of individual workstations is carried out</p> <p><i>Work tasks are varied to ensure that staff are not working at their computers for long periods of time</i></p> <p><i>Members are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards</i></p> <p><i>Members who use computers are made aware of their right to eye tests</i></p>	
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<p>Lone Working</p> <p><i>Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries to you, your members and/or visitors</i></p>	<p>Communication devices e.g. phones or 2-way radios are provided</p> <p><i>Contact numbers and alarm are provided for use in an emergency</i></p> <p><i>Physical barriers are provided where practical where there is an increased threat of violence</i></p> <p><i>Where relevant, lone workers are provided with a client history including any relevant background information</i></p>	<p><i>Members are trained on lone working procedures</i></p> <p><i>Procedures are in place should a lone worker fail to return or make contact at agreed time</i></p>
<p>Noise</p> <p><i>Exposure to noise can cause damage to you, your members and/or visitors hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage</i></p>	<p>Warning signs are in place beside noisy equipment and are visible</p> <p><i>Members are advised of the risks from exposure to noise</i></p> <p><i>Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment</i></p>	<p><i>Noise measurements are carried out where necessary by a competent person</i></p>

Power Hand Tools

Contact with a powered electrical/hydraulic/pneumatic hand tool, ejected materials or possible impact from machine or work piece movement can cause burns, entanglement, fractures, lacerations, amputation and serious injuries to you, your members and/or visitors

Safety guards are provided, used and maintained in accordance with the manufacturers manual and warning signs are in place

Machine is fitted with an emergency stop and in the event of power supply interruption, automatic restart is prevented

Machine adjustments are not made while moving parts are in motion

Machine is mounted securely and clamps are in place to ensure that work pieces are secured where necessary

Members are trained and supervised in the use of machinery and operators manual is available and sufficient work space is provided

Care is taken with loose clothing, dangling jewellery and unsecured long hair when using hand tools

Eye/face/hearing protection is provided and worn

Powered hand tools or electrical equipment of greater voltage than 110 volts are not used in external or damp locations

Before use a visual check is carried out

<p><i>Exhaust Fumes</i></p> <p><i>Exposure to exhaust fumes can cause irritation to eyes and nose, asthma and bronchitis to you, your members and/or visitors</i></p>	<p><i>Exposure to exhaust fumes is reduced as far as possible</i></p> <p><i>The number of members exposed to exhaust fumes is reduced as far as possible</i></p> <p><i>Members are informed of the risks associated with exhaust fumes</i></p> <p><i>Health surveillance is provided for members that may be exposed to exhaust fumes</i></p>	
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<p><i>Manually Operated Hand Tools</i></p> <p><i>Contact with manually operated hand tools can cause cuts, lacerations and other serious injuries to you, your members and/or visitors</i></p>	<p><i>Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>Members are informed of the possible risks when using the hand tools</i></p> <p><i>Adequate lighting is available</i></p> <p><i>Bench vice is provided and used in workshops as required</i></p> <p><i>PPE is provided and worn as required</i></p>	
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<p>Tractor</p> <p><i>Contact with a tractor can cause crush injuries and other serious injuries to you, your members and/or visitors</i></p>	<p><i>The tractor is used and maintained in accordance with the manufacturer's instructions</i></p> <p><i>Only trained and authorised members operate the tractor, and operator's manual is available</i></p> <p><i>The tractor is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>The PTO drive stub is guarded with a U-guard</i></p> <p><i>The steering, brakes and handbrake are kept in good working order</i></p> <p><i>Passengers are only carried where a passenger seat is fitted</i></p> <p><i>Pedestrians are kept clear of the tractor and checks are made for bystanders before moving the tractor</i></p> <p><i>The tractor is always operated at travel speeds suitable to the ground or road conditions</i></p> <p><i>The tractor is only started and operated from the driver's seat and is always parked safely</i></p> <p><i>The ignition key is removed when the tractor is left unattended</i></p>	
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Tractor-Mounted/Trailed Machinery

Contact with tractor-mounted or trailed machinery such as fertiliser spreaders, sprayers, ploughs and trailers can cause crush injuries and other serious injuries to you, your members and/or visitors

Tractor-mounted/trailed machinery is used and maintained in accordance with the manufacturer's instructions

Only trained and authorised members use tractor-mounted/trailed machinery, and operator's manual is available

Tractor-mounted/trailed machinery is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use

All guards and safety devices are in place and PTO drive and PTO drive shaft are properly guarded

Hydraulic systems and hoses are kept in good repair and hydraulic equipment is supported with an adequate prop during maintenance or repair

Care is taken during hitching and unhitching of tractor-mounted/trailed machinery, the tractor is safely stopped, the correct hitch system is used and the controls are only operated from the correct position

Mounted equipment is kept as low as possible

Passengers are not carried on machines unless they are designed to do so

<p>Outdoor Work</p> <p><i>Outdoor factors such as the sun, soil, plants and insects can cause skin damage, infections, allergies, bites and other serious illness to you, your members and/or visitors</i></p>	<p><i>Over-exposure to the sun is avoided, members are informed of the importance of protection from the sun and sun cream is available</i></p> <p><i>Suitable facilities are provided and maintained for cleansing of hands before eating, drinking or smoking</i></p> <p><i>Suitable gloves are provided and worn as required</i></p> <p><i>Cuts and abrasions are covered with waterproof dressings/plasters</i></p> <p><i>Dust is kept to a minimum and where this is not possible, suitable personal protective equipment is provided and worn</i></p> <p><i>A First Aid box is available</i></p> <p><i>Long sleeve clothing is recommended and worn where necessary</i></p> <p><i>A relevant vaccination programme is in place and is offered to members</i></p>	
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<p>Lawn Mower</p> <p><i>Contact with lawn mowers can cause cuts, amputations and other serious injuries to you, your members and/or visitors</i></p>	<p><i>The lawn mower is used and maintained in accordance with the manufacturer's instructions</i></p> <p><i>Members are trained to operate the lawn mower and the operator's manual is available</i></p> <p><i>The lawn mower is maintained in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>Fuel for the lawn mower is properly stored, only approved containers are used and care is taken when adding fuel to the lawn mower</i></p> <p><i>The mower is only used in suitable conditions and suitable precautions are taken depending on the work area</i></p> <p><i>Machine adjustments or repairs are never carried out while the engine is running</i></p> <p><i>Eye, hearing and foot protection is provided and worn where necessary</i></p> <p><i>People are kept clear of the lawn mower and passengers are not carried on ride-on mower(s)</i></p> <p><i>Moving the mower in a backwards direction is avoided wherever possible and if done, blades are disengaged where possible</i></p> <p><i>The blade(s) of ride-on mowers are allowed to stop completely before the operator dismounts and the mower is stored safely with keys removed</i></p>	
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<p>Strimmer/Brushcutter</p> <p><i>Contact with a strimmer or brushcutter can cause cuts, amputations and other serious injuries to you, your members and/or visitors</i></p>	<p><i>The strimmer/brushcutter is used and maintained in accordance with the manufacturer's instructions</i></p> <p><i>Members are trained to operate the strimmer/brushcutter and the operator's manual is available</i></p> <p><i>The strimmer/brushcutter is checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p><i>Adjustments, repairs or clearing of blockages are never done with the engine running</i></p> <p><i>The strimmer/brushcutter is only used in suitable conditions and the area to be cut is checked for objects before use</i></p> <p><i>Personal protective equipment and clothing is provided and worn as required</i></p> <p><i>People are kept clear of the operating area of strimmer / brushcutter</i></p> <p><i>Fuel for the strimmer/brushcutter is properly stored, only approved containers are used and care is taken when adding fuel to the machine</i></p>	
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<p>Sharp Objects</p> <p>Contact with sharp objects can cause cuts, lacerations and amputations to members and/or visitors</p>	<p>Use of sharp objects is minimised and they are stored safely after use</p> <p>Safe procedures for the use and cleaning of sharp objects are in place and members are trained in these procedures</p>	
<p>Custom Control</p>		

<p>Custom Control</p>		
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Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Broken Glass/Crockery</p> <p>Contact with broken glass and crockery can cause cuts, lacerations and other serious injuries to you, your members and/or visitors</p>	<p>A bin is designated and labelled for broken glass and crockery</p> <p>Broken glass and crockery are immediately placed in bin</p> <p>Protective gloves are provided and worn</p>	

<i>Custom Control</i>	
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Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 416 236">Cellar / Keg store</p> <p data-bbox="203 272 533 488"><i>Cylinders and kegs can fall over, leak or explode causing crush injury, suffocation and other serious injuries to you, your members and/or visitors</i></p>	<p data-bbox="555 209 1424 272"><i>Gas cylinders are checked regularly for leakage (e.g. frosted from bottom upwards or a hissing noise)</i></p> <p data-bbox="555 376 920 403"><i>Storage area is well ventilated</i></p> <p data-bbox="555 507 1397 571"><i>A suitable gas leak detection/alarm system is installed with emergency procedures in place</i></p> <p data-bbox="555 675 1440 702"><i>Only trained members make adjustments and connections to gas cylinders</i></p> <p data-bbox="555 805 1464 833"><i>Cylinders are handled with care and kept away from heat and direct sunlight</i></p> <p data-bbox="555 936 1406 963"><i>Unconnected cylinders are stored horizontally and secured with wedges</i></p> <p data-bbox="555 1067 1279 1094"><i>Gas cylinders standing upright are secured (e.g. with a chain)</i></p> <p data-bbox="555 1198 1487 1262"><i>Mechanical lifting aids are used to lift and place kegs for storage (Full kegs are not stacked more than 2 high)</i></p> <p data-bbox="555 1366 1155 1393"><i>Empty kegs are not stacked above shoulder height</i></p>	

<i>Custom Control</i>	
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Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="183 311 544 375">Coffee Machine / Café Boiler</p> <p data-bbox="183 406 544 662"><i>The use of a coffee machine/café boiler may result in steam explosions which may cause burns, scalds and other serious injuries to you, your members and/or visitors</i></p>	<p data-bbox="544 311 1505 414"><i>Machine is installed, used and maintained by a competent (having the knowledge, skills and experience needed) person in accordance with the manufacturer's instructions and manufacturer's manual is available</i></p> <p data-bbox="544 510 1505 614"><i>Suitable protective devices (e.g. safety valves, pressure and temperature guages) are fitted to steam generating machines and adjusted by a competent person and kept in good condition</i></p> <p data-bbox="544 710 1505 790"><i>Members are trained in the use of the machine and operator's manual is available</i></p> <p data-bbox="544 885 1505 949"><i>Power to the machine is switched off before any maintenance work is carried out</i></p> <p data-bbox="544 1045 1505 1125"><i>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p data-bbox="544 1220 1505 1284"><i>Machines with steam generation are examined at least every 14 months by a competent person and records are kept</i></p>	

<i>Custom Control</i>	
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Hazard Name	Current Controls	Additional Controls (See Action List)
<p>Contaminated Waste Disposal</p> <p><i>Exposure to or contact with contaminated waste can cause infection and other serious injuries to you, your members and/or visitors</i></p>	<p><i>All materials used for cleaning potentially contaminated areas, are confined for use to that area</i></p> <p><i>Bins with foot pedals are used and disposable gloves are provided and worn</i></p> <p><i>All containers of contaminated waste are appropriately labelled</i></p> <p><i>Contaminated waste is segregated from other waste and securely stored for collection</i></p> <p><i>Waste is collected and disposed of by a licensed contractor</i></p>	

<i>Custom Control</i>	
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Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 439 272">Dishwasher / Glass Washer</p> <p data-bbox="203 312 524 528"><i>Contact with dishwasher/glass washer can cause scalds, cuts and other serious injuries to you, your members and/or visitors</i></p>	<p data-bbox="555 209 1335 272"><i>Machine is installed, used and maintained in accordance with the manufacturer's manual</i></p> <p data-bbox="555 376 1189 408"><i>Hot water cycle stops automatically if door is opened</i></p> <p data-bbox="555 504 1406 568"><i>Members are trained in the use of the dish/glass washer and operator's manual is available</i></p> <p data-bbox="555 671 875 703"><i>Warning signs are in place</i></p> <p data-bbox="555 799 887 831"><i>Baskets are not overloaded</i></p>	
<p data-bbox="203 999 394 1031"><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 533 276">Heating Ventilation and Air Conditioning Systems</p> <p data-bbox="203 312 533 451"><i>Poorly maintained systems can result in serious illness to you, your members and/or visitors</i></p>	<p data-bbox="555 209 1494 276"><i>All ventilation, heating and air conditioning systems are used and maintained in accordance with the manufacturer's instructions</i></p> <p data-bbox="555 376 1413 443"><i>Only trained members operate heating, ventilation and air conditioning systems and operators manuals are available</i></p> <p data-bbox="555 544 1375 611"><i>Ventilation filter units are cleaned as part of general maintenance in accordance with the manufacturer's instructions</i></p> <p data-bbox="555 711 1099 738"><i>Accessible hot pipework is lagged as required</i></p> <p data-bbox="555 839 1429 906"><i>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p>	
<p data-bbox="203 1074 394 1101"><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 349 236">Hot Objects</p> <p data-bbox="203 276 524 451"><i>Contact with hot objects, surfaces and products can cause burns and scalds to you, your members and/or visitors</i></p>	<p data-bbox="555 209 1489 272"><i>Ovens, radiators and piping are insulated, guards are provided or temperature is controlled</i></p> <p data-bbox="555 376 875 403"><i>Warning signs are in place</i></p> <p data-bbox="555 507 1397 534"><i>Care is taken when moving hot objects or liquids around the workplace</i></p> <p data-bbox="555 638 1270 665"><i>Heat resistant gloves are provided and worn where relevant</i></p>	
<p data-bbox="203 831 389 858"><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 207 376 236">Sound System</p> <p data-bbox="203 272 528 491"><i>Working for long periods in a noisy place can damage members hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage</i></p>	<p data-bbox="555 207 1200 236"><i>Excessive noise levels from sound systems are avoided</i></p> <p data-bbox="555 336 1395 440"><i>Loudspeaker positions are arranged to avoid excessive sound levels for members and loudspeakers that are close to members are individually controllable</i></p> <p data-bbox="555 544 1413 608"><i>Members are rotated between noisy and quieter duties/locations where possible</i></p> <p data-bbox="555 708 1227 737"><i>Members are advised of the risks from exposure to noise</i></p> <p data-bbox="555 837 1339 866"><i>Personal hearing protection is provided and worn when necessary</i></p>	
<p data-bbox="203 1034 389 1062"><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 521 240">Standing for Long Periods</p> <p data-bbox="203 272 521 456"><i>Standing for long periods can cause muscle fatigue which could result in members suffering from back, neck or shoulder pain</i></p>	<p data-bbox="555 209 1133 240"><i>Suitable seating is provided where appropriate</i></p> <p data-bbox="555 336 992 368"><i>Rotation/break periods are provided</i></p> <p data-bbox="555 464 864 496"><i>Suitable footwear is worn</i></p>	
<p data-bbox="203 662 389 694"><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 495 276">Violence / Aggression / Theft</p> <p data-bbox="203 316 521 528"><i>Exposure to aggressive or violent behaviour or theft can cause personal injury, ill health and other serious injuries to you, your members and/or visitors</i></p>	<p data-bbox="555 209 1379 236"><i>Security arrangements and systems are in place and in working order</i></p> <p data-bbox="555 339 1025 367"><i>Lone working is avoided where possible</i></p> <p data-bbox="555 470 1301 497"><i>Secure cash handling systems (e.g. time lock safes) are in place</i></p> <p data-bbox="555 601 1469 660"><i>Training is provided to members on how to deal with aggression, threats and robberies</i></p> <p data-bbox="555 764 1339 791"><i>All incidents (abuse, threat or robbery) are recorded and reviewed</i></p> <p data-bbox="555 895 1487 959"><i>Support facilities (e.g. Counselling) are available to members in the event of an incident</i></p> <p data-bbox="555 999 1182 1026"><i>Procedures for cash handling and transit are in place</i></p> <p data-bbox="555 1129 1155 1157"><i>Workplace is laid out to minimise vulnerable areas</i></p> <p data-bbox="555 1259 1453 1286"><i>Physical barriers are provided where there is an increased threat of violence</i></p> <p data-bbox="555 1390 1151 1417"><i>Waiting visitors are kept informed where relevant</i></p>	

<i>Custom Control</i>	
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Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 398 276">Water Boiler (Unpressurised)</p> <p data-bbox="203 312 497 491"><i>Contact with a water boilers can cause burns, scalds and other serious injuries to you, your members and/or visitors</i></p>	<p data-bbox="555 209 1014 236"><i>Boiler is filled before turning on power</i></p> <p data-bbox="555 336 1025 363"><i>Boiler is not tilted to draw off hot liquid</i></p> <p data-bbox="555 464 1066 491"><i>Boiler is not allowed to boil dry or boil over</i></p> <p data-bbox="555 592 1323 619"><i>Other liquids e.g. cooking oil are not heated in a hot water boiler</i></p> <p data-bbox="555 719 1039 746"><i>Pour distance is kept as short as possible</i></p> <p data-bbox="555 847 1173 874"><i>Drip tray is kept in position and emptied as required</i></p> <p data-bbox="555 975 1420 1050"><i>Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use</i></p> <p data-bbox="555 1150 1420 1225"><i>Equipment is inspected periodically by a competent person and results of inspection are kept</i></p>	
<p data-bbox="203 1385 389 1412"><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 244 405 272">Wet Hand Work</p> <p data-bbox="203 312 524 488"><i>Wet hand work may cause skin irritation, dermatitis or other serious injuries to you, your members and/or visitors</i></p>	<p data-bbox="555 244 1429 312"><i>Members are trained to protect their skin by drying their hands fully after tasks</i></p> <p data-bbox="555 411 1491 480"><i>Members are made aware of the signs of early skin conditions (e.g. dermatitis) and to notify their employer if they develop a skin condition</i></p> <p data-bbox="555 579 1480 647"><i>Hand cream is provided and applied to dry hands after wet hand work, where practical</i></p> <p data-bbox="555 746 1189 775"><i>Suitable gloves are provided and worn where needed</i></p>	
<p data-bbox="203 943 394 971"><i>Custom Control</i></p>		

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 439 233">Cuts and Contusion</p> <p data-bbox="203 272 517 448">Cuts and contusions can result, impact with sharp edges, collisions during training or match situations, falls, etc</p>	<p data-bbox="555 209 1305 233"><i>Have on-going monitoring to eradicate all sharp edges/corners</i></p> <p data-bbox="555 272 1234 296"><i>Have pitches examined for sharp objects after any events</i></p> <p data-bbox="555 336 1406 360"><i>Have complete First Aid kits available in changing rooms and clubhouse</i></p> <p data-bbox="555 400 1402 424"><i>Ensure that a number of members undergo First Aid courses every year</i></p>	

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 209 327 233">Functions</p> <p data-bbox="203 272 533 632">The clubhouse is available for hire to suitable third parties for private functions. As those present at such functions may not include club members, any risk to safety must be minimised through close supervision by a senior club member</p>	<p data-bbox="555 209 1480 272"><i>Not allowing those involved to climb above floor level or to use ladders to put up decorations prior to the function</i></p> <p data-bbox="555 312 1406 336"><i>Not allowing any substance to be spread on the dance floor beforehand</i></p> <p data-bbox="555 376 1451 440"><i>Ensuring that the persons hiring the premises understand and undertake to abide by any instructions issued</i></p> <p data-bbox="555 480 1435 504"><i>Ensuring that the entrance door is manned by a person competent to do so</i></p> <p data-bbox="555 544 1435 608"><i>Insisting that all those attending the function sign in on the book provided for that purpose</i></p> <p data-bbox="555 647 1093 671"><i>Strictly enforcing the 'no-smoking legislation'</i></p> <p data-bbox="555 711 1122 735"><i>Not allowing any 'horseplay' on the dance floor</i></p> <p data-bbox="555 775 1451 839"><i>Ensuring that the dance floor and toilet floors are examined for spillages at least every hour</i></p> <p data-bbox="555 879 1279 903"><i>Indicating through an announcement where the fire exits are</i></p> <p data-bbox="555 943 1397 967"><i>Ensuring that those using musical equipment have good electrical gear</i></p> <p data-bbox="555 1007 1200 1031"><i>Not admitting any person who is obviously intoxicated</i></p> <p data-bbox="555 1070 1379 1134"><i>Not further serving alcohol to any person where the bar staff feel it is inadvisable</i></p> <p data-bbox="555 1174 1245 1198"><i>Ensuring that all exterior lighting is in good working order</i></p> <p data-bbox="555 1238 1361 1262"><i>Ensuring that bottles or glasses are not brought out of the premises</i></p>	

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 272 405 300">Floor Treatment</p> <p data-bbox="203 336 510 512">All floors should be cleaned regularly and kept free from debris or obstacles and in particular:</p>	<p data-bbox="555 272 1458 379"><i>The dance floor and tiled area in the bar should be inspected at least every hour during function by the Function Supervisor and any spillages should be immediately cleaned up</i></p> <p data-bbox="555 411 1487 480"><i>Persons hiring the function area are not to spread any substance on the dance floor</i></p> <p data-bbox="555 512 1435 544"><i>All mats should be regularly lifted and the floor areas underneath cleaned</i></p>	

Hazard Name	Current Controls	Additional Controls (See Action List)
<p data-bbox="203 272 450 300">Injuries from games</p> <p data-bbox="203 336 528 584">Injuries are a constant hazard in rugby and as they cannot be anticipated, the club should be in a position to react swiftly to any minor or major injury</p>	<p data-bbox="555 272 1048 300"><i>Training or games are always supervised.</i></p> <p data-bbox="555 336 1346 363"><i>The proper equipment, including pitch-lining and flags are in place</i></p> <p data-bbox="555 467 1346 494"><i>Only qualified referees are allowed to officiate in organised games</i></p> <p data-bbox="555 595 1111 622"><i>Under-age players play within their age group.</i></p> <p data-bbox="555 722 1070 750"><i>Training is supervised by atleast one coach.</i></p> <p data-bbox="555 850 1373 877"><i>All coaches have at least the Foundation Coaching course completed</i></p> <p data-bbox="555 978 1290 1005"><i>Players are encouraged to wear head-gear, body armour, etc.</i></p> <p data-bbox="555 1106 1200 1133"><i>A First Aid Kit is present at all training sessions/games</i></p>	<p data-bbox="1516 312 1962 416"><i>Having as many coaches and support staff as possible undergoing First Aid courses</i></p> <p data-bbox="1516 517 1951 584"><i>Having complete First Aid Kits for all sections of the club</i></p> <p data-bbox="1516 684 1921 826"><i>Ensuring that all coaches/support staff are aware of the contact numbers for the Duty Doctor and local ambulance</i></p> <p data-bbox="1516 927 1939 994"><i>Having a proper stretcher available at all times</i></p> <p data-bbox="1516 1094 1865 1161"><i>Ensuring that the ambulance approach is always kept clear</i></p> <p data-bbox="1516 1262 1951 1329"><i>Establishing and maintaining liaison with the local hospital</i></p>

PART B2 - ACTION LIST

<i>Hazard Name</i>	<i>Control Required</i>	<i>Assigned To</i>	<i>Deadline</i>	<i>Completed</i>