**Safety Statement**

*This edition dated: 01/08/2017*

 **Contents**

Part 1 - Safety, Health and Welfare Policy

Policy Statement on Safety, Health and Welfare

Part 2 - Assignment of Responsibilities

Committee

Members

Part 3 - Procedures

Identification of Hazards

Risk assessments

Accident Register and Accident Reporting

Part 4 – Review & Update

**Part 1**

**Safety, Health & Welfare Policy**

**Opening Safety Statement**

**To each member:**

Beech Hill Table Tennis Club (BHTTC) – referred to the Club hereon after - recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of the Club and sets out the means to achieve that policy. The Club Committee’s objective is to endeavour to provide a safe and healthy environment for all our members’ activities and to meet our duties to members of the public with whom we come in contact. This policy requires the co-operation of all members

The Committee believes that considerations of health and safety are as important an aspect of management control as any other management function and expect that all members will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill health, and to promote this as part of their ongoing duties.

Important aspects of member welfare are dealt with in the Club’s Code of Ethics policy and this document should be read in conjunction with that policy document in order to be informed as to the Club’s overall approach to the welfare of its members.

All members are reminded of their own legal responsibilities and duties under the legislation, and their co-operation in the promotion of health and safety considerations in their places of activity, in conjunction with the Committee, is most important. It is our intention to review this statement in the light of experience and developments at the Club and within the sport of table tennis. Members are encouraged to put forward suggestions for improvements to the statement.

All records of accidents and incidents will be recorded in an Accident Register which is kept by the Club Secretary. These records will be monitored at Committee meetings to minimise the recurrence of such accidents.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Eoin Kelly) (Margie Hadden)

 Chairperson Secretary

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2**

**Assignment**

**of**

**Responsibilities**

**2.1 Club Committee**

2.1.1 The Committee shall be responsible for ensuring the following;

# that all Club activities take place in locations that are, as far as can be known practically, in a condition that is safe and without risk to health.

# that all Club activities take place in locations with a safe means of access to and egress

# the provision and maintenance of any plant and machinery that is owned by the Club and used in connection with Club activities.

# the provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health

# the provision of such information, instruction, training, and supervision as is necessary to ensure the safety and health of its members while taking part in Club activities.

# the continuing updating of the Safety Statement

# the reporting to Cope Foundation of any hazards with regard to the Club premises and any damage or failure to plant or equipment, controlled by Cope Foundation, as used by the Club while occupying Cope Foundation’s sports facilities.

2.1.2 The Committee recognises that their statutory obligation under legislation extends to members and members of the public attending Club activities or events.

2.1.3 The Committee will ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

2.1.4 The Secretary will be responsible for the dissemination of all additional information on health, safety and welfare matters to members of the Committee and, where necessary, to members of the Club.

2.1.5 All records of accidents and incidents will be recorded in an Accident Register which is kept by the Club Secretary. These records will be monitored at Committee meetings to minimise the recurrence of such accidents.

**2.2 Members**

2.2.1 It is the duty of every member, while involved in any Club activity or event:

# to take reasonable care of his/her own Safety, Health and Welfare and that of any person who may be affected by his/her acts or omissions while involved in any Club activity or event.

# to co-operate with the Committee in order to comply with any of the relevant statutory provisions

# to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience equipment or anything provided, (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while involved in any Club activity or event

# to report to the Committee, without unreasonable delay, any defects in equipment, place of work, or system of work which might endanger safety, health or welfare of which he/she becomes aware

2.2.2 No person will intentionally, or recklessly interfere with or misuse any appliance, protective clothing, convenience equipment or anything provided in pursuance of any relevant statutory provisions or otherwise for securing safety, health or welfare of persons arising out of Club activities

2.2.3 Members will, by using available facilities and equipment provided, ensure that activities are performed in the safest manner possible.

2.2.4 Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while involved in any Club activity or event

2.2.5 Read and understand the Safety Statement and carry out their activities in accordance with its requirements.

2.2.6 Report to the Secretary any accident or incident of a health and safety nature as soon as possible. The Secretary will be responsible for recording all incidents/accidents using the Club accident form.

2.2.7 In the case of under age and intellectually impaired members Club volunteers/coaches will exercise supervision of their activity where it relates to the responsibilities outlined above.

**Part 3**

Procedures

Identification of Hazards

 Risk assessments

Accident Register and Accident Reporting

**3.1 Hazard Identification**

 BHTTC is committed to carrying out hazard analyses and commits itself to use the advice available from the Health and Safety Authority. Where necessary members will complete hazard analysis forms for those activities regularly conducted under the aegis of the Club. Some hazards can be rectified or engineered out while others cannot and in these cases appropriate controls will be put in place to minimise risk. The following are examples of external potential hazards that may apply to Club activities;

 Electrical equipment.

 Manual handling operations.

 Fire Safety.

 Accidents and First Aid.

 Personal Safety.

 Fundraising activities.

 Meetings.

 Slips, trips and falls.

**3.2 Risk Assessments**

3.2.1 .**Hazard**: electrical equipment.

 **Risk**: electrocution while handling/using equipment such as heaters, radio.

**Control measures**: no equipment should be used in conjunction with any Club activities that is not considered safe to use. The condition of portable appliances, brought into the Club premises, is the responsibility of the owners. Where damage occurs that renders any equipment unsafe, the necessary repairs should be carried out before future use by the member. In the case of equipment found on the Club premises, members should satisfy themselves that the equipment appears to be safe to use. Where such equipment is not deemed to be safe, the attention of Cope Foundation must be drawn to the matter before any use is made of the equipment.

 **Risk Rating**: 1 x 3 = 3

3.2.2. **Hazard**: manual handling operations.

 **Risk**: physical injury while moving or lifting of sports equipment and/or furniture.

**Control measures**: Under age and intellectually impaired members will NOT be allowed to move or lift equipment or furniture without the direct supervision of coaches/volunteers. In this case coaches/volunteers are responsible for carrying out a load assessment for all lifting or moving tasks before they decide to proceed with any such task. Where a member deems the load to be unsafe for one person to move/lift it, the assistance of a second/third (as appropriate) person will be sought and applied.

 **Risk Rating**: 2 x 2 = 4

 3.2.3 **Hazard**: fire.

 **Risk**: physical injury arising from exposure to fire.

**Control measures**: all buildings used by members for Club activities should have fire exits present to facilitate the rapid and safe emergency exit of attendees. Members, when conducting Club events, should inform attendees of the location of fire exits, escape routes, signage and any other relevant emergency exit information at the commencement of events. Specific arrangements should be made for the emergency exit of members using wheelchairs or any mobility aids.

 **Risk Rating**: 1 x 3 = 3

3.2.4 **Hazard**: accidents.

 **Risk**: physical injury or illness.

**Control measures**: a first aid box will be located in the Club premises and will be freely available during all training sessions and activities therein. All locations used for Club activities should have first aid equipment provided if possible. Members should check with external venue staff as to the availability of occupational first aider(s) on site in the case of an emergency. The Club will endeavour to have trained Occupational First Aiders or Emergency First Aiders on site during training sessions. The Club will maintain an accident report book (see paragraph 3.3 for more details in relation to accidents and accident reporting).

**Risk Rating**: 2 x 3= 6

3.2.5 **Hazard**: personal safety.

 **Risk**: intellectually impaired members travelling to/from training sessions in buses or taxis arranged by Cope Foundation. General transport arrangements for under age members.

**Control measures**: only buses and taxis approved by Cope Foundation will be engaged with by Club volunteers/coaches. A record of the telephone contact details of the bus and taxi companies will be kept at the Club premises. Coaches/volunteers will ensure that all under age and intellectually impaired members, travelling with family members, will be collected from training, or other Club activities, by designated and known family members. The Club will maintain a record of the telephone contact details of designated next of kin/family members in respect of under age and intellectually impaired members.

**Risk Rating**: 2 x 3= 6

3.2.6 **Hazard**: fundraising activities and meetings.

 **Risk**: physical injury or illness arising from an accident while engaged in fundraising activity.

**Control measures**: Members must carry a mobile phone when conducting events in order to be able to raise the alarm and summons assistance. The Committee should notify insurance company (through the Secretary) of proposed events in order to have insurance cover clarified. Note the different levels of response listed below. Risk assessment should be carried out in relation to fundraising events to establish if specific additional control measures are needed.

**Risk Rating**: 2 x 2= 4

Activities covered by our insurance policy extends to include such activities subject at all times to the terms, definitions and exclusions of the actual policy document issued:

Table tennis activities

Other sports activities organized by the Club

Christmas Parties

Discos (Max. attendance 500)

Flag days

Bag packing

First aid training

Indoor bowling

Sponsored walks

Table quizzes

Treasure hunts

Fetes/garden parties/cake sales (Max. attendance 500)

3.2.7 **Hazard**: slips, trips, falls

 **Risk**: physical injury arising from a slip, trip or fall

**Control measures**: all locations used by members for Club activities should be checked before hand for obvious loose floor coverings or uneven surfaces, trailing leads and other obstructions, spillages of liquids, inadequate lighting. Any incidents whereby surfaces or locations become potentially unsafe should be addressed immediately by members either by direct action to correct the problem or by isolating the unsafe area or by drawing the attention of the venue staff to the hazard. Where such incidents occur in the Club premises, the attention of Cope Foundation will be drawn to the matter.

 **Risk Rating**: 2 x 2 = 4

**3.3 Accidents & Accident Reporting**

3.3.1 All accidents, however minor, will be recorded in the Accident Register which is maintained by the Secretary. Serious accidents will be communicated to the Secretary as soon as possible.

3.3.2 Under the Safety, Health & Welfare at Work Regulations 2005 some accidents must be notified, by the Secretary, to the Health and Safety Authority. This must be done in respect of an accident/incident causing loss of life or serious injury to any member if sustained in the course of their activity with the Club.

3.3.3. Where an accident or dangerous occurrence, which is not reportable by reason of death or serious injury, occurs a written report must as soon as practicable be sent, by the Secretary, to either one or more of the following:

 a. Cope Foundation, where such accidents or occurrences occur in the Club premises.

 b. Table Tennis Ireland, where they occur in any events or activity organised under their auspices.

 c. Special Olympics Ireland, as above.

 d. Insurance Company in all cases above.

3.3.4. Accidents and near misses will be investigated by the Secretary and will require the cooperation of members in its completion. All members are obliged to co-operate with such investigation and to provide any information, which may be useful in establishing the circumstances surrounding the accident.

**Part 4**

Review & Update

|  |  |  |
| --- | --- | --- |
| Amendment Date | Section | Content |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |