



# SWORDS CELTIC FOOTBALL CLUB

## **Swords Celtic FC Safety Statement**

Created: October 2018  
Updated: June 2021

## **SAFETY POLICY**

**Swords Celtic FC** is committed to promoting and supporting the development of the local community through football and to use the resultant sense of place to create a constructive, inclusive and positive centre of excellence for the surrounding area.

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

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

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

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

- the provision of a safe buildings, play and training areas, including safe access and egress;
- the provision of welfare facilities;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting accidents and incidents; and

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

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

Signed \_\_\_\_\_

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

Frank Kilbride, Club Chairperson

## **Duties & Responsibilities**

### **Chairperson**

He/She will ensure that:

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

### **Club Executive Committee**

They will ensure that:

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

In relation to training and playing facilities they shall 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.
- Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to An Garda Síochána
- A fully-equipped First Aid Kit is available at the club at all times
- Waste and refuse are managed and collected by the appropriate agency

In relation to the clubhouse, they shall ensure that:

- All events in the clubhouse have the prior authorisation of the Executive Committee  
A member of the committee(s) must take responsibility for each event and be present for duration of the event
- All events are closely supervised and that participants do not engage in 'horse play' of any kind
- Persons using musical equipment/ p.a. comply with any instructions from the supervisor

**Secretary**

He/She 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 Executive Committee and any subsequent actions are recorded

**Coaches**

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down by the Club.
- All child protection guidelines are adhered to.
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment is used only if there are qualified supervisors present
- U16's are not permitted to use weight training
- Under-age members are not allowed to engage in 'horse play' either on the club premises or on transport hired by the club
- Persons who are not paid-up members are not allowed to use the club's facilities
- First-aid kits are immediately available for both training and matches.
- Any breeches of the code of conduct are brought to the attention of the Executive Committee.

**Event Controller**

The Club should appoint an Event Controller for any major event, especially one involving large numbers of the public, he/she should take

- Overall responsibility for the management of the major event.
- Ensuring that pre-event and post-event meetings are held in consultation with the Fire/Gardaí and Health Services

Ensuring the provision of adequate personnel for the event such as stewards, gatemen, stiles men in accordance to the relevant Codes of Practice and event risk assessment

### **Club Members**

They will ensure that:

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

All Members must report to their Coach and the Executive committee as soon as practicable:

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

Members must not:

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

### **Visitors**

It is the responsibility of visitors to the club to:

- Co-operate with Swords Celtic FC with respect to all matters relating to health and safety;
- Obey all reasonable safety instructions given by Swords Celtic FC committee members, coaches, volunteers and staff;
- Take note of, and obey all safety signage, where necessary.

### **Employees**

All employees shall:

- Read and understand the club Safety Statement
- Report any accident or damage, however minor, to a committee member as soon as possible
- Co-operate in the investigation of accidents
- Not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training
- Know the procedure in the event of a fire
- Clean up their area or assist in the tidying up of their area and also to maintain clear work areas and maintain high standards of housekeeping and hygiene
- Ensure that their work does not compromise safety regulations or impede emergency exit routes
- Not attempt to lift or move articles or materials so heavy as likely to cause injury
- Not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb
- Suggest ways of eliminating hazards and improving working methods

- Heed all caution and warning signage on site
- Take care of their own safety and not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees
- Bring any problems regarding health and safety to the notice of the Club Executive
- Adhere to all club safety rules and requirements

### **Contractors**

Contractors must supply their Safety Statement prior to commencing work. Contractors should not commence work until they have had a safety briefing with their designated point of contact. This Safety Briefing will communicate Swords Celtic FC requirements and hazards created by the Contractors work with necessary relevant safety precautions.

Incoming deliveries and couriers will be directed by Swords Celtic FC club member or an agent of the club.

Contractors must ensure that:

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

## **Implementation and Operation**

### **Promoting a Safe Club Environment**

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

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

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

### **Monitoring & Revision**

The Chairman will ensure that:

- Accidents and accident investigations are reviewed
- Resources are provided to correct such exposures to health and safety hazards.
- The Safety Statement is reviewed periodically or when significant changes take place.

### **Training and Instruction**

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

### **Safety Consultation**

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

### **First Aid**

It is the desire of Swords Celtic FC to have a trained first-aider at all matches. Due to the fact that the club is run on a voluntary basis this is not always possible.

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

The club will maintain a first-aid kit on the club premises. It is located in kitchen beside the Defibrillator

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

It is important to remember the following:

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

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

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

### **Accident Reporting**

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

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

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

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

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

### **Fire**

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

Action in the Event of a Fire

1. Sound the fire alarm.
2. Alert other personnel in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember that equipment will only be effective on a small fire.



4. Evacuate the premises.
5. Members should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
6. Make sure that the premises are cleared of members and visitors. Close doors. See that no unauthorised person enters the building.
7. Coaches should ensure that their team members are accounted for. Members with visitors should ensure that their visitors are accounted for.
8. Assemble at the designated assembly point. The designated assembly point is located at the car-park.

#### Means of Escape in Case of Fire

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

Fire exits exist at front and rear of the building.

#### Smoking

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

#### Drugs and Alcohol

Swords Celtic FC are committed to meeting the standards set down by National Sports bodies in relation to alcohol and drugs. We are committed as part of our overall philosophy to 'Discourage the use of drugs, alcohol and tobacco on the basis that they are incompatible with a healthy approach to sporting activity'

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

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

In particular the following applies:

- The cup shall not be filled with alcohol during under age celebrations.
- Coaches and Club Officials shall not smoke or drink alcohol while representing their club at matches or training sessions.
- Club members, officials, coaches and volunteers shall not present themselves at club activities while under the influence of any drug.
- Cigarettes shall not be sold in the clubhouse.
- Medal ceremonies for underage teams shall not be held in pubs.
- Under 18's shall not be brought to pubs on the way home from matches, outings or training sessions.
- Alcohol shall not be served at functions for players aged under 18 years of age.
- Alcohol advertisements shall be phased out on club jerseys.

### **Housekeeping**

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

### **Bullying and Harassment**

**Swords Celtic FC** is committed to providing an environment free of any kind of bullying or harassment. The Club at the highest level will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur.

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

### **Construction Projects**

Where Swords Celtic FC commissions any construction work, we will comply with the requirements of the Safety Health and Welfare at Work (Construction) Regulations 2013. In particular the club will ensure that the statutory appointments of Project Supervisor for the Design Process and Project Supervisor for the Construction Stage are made.

It is club policy to appoint the Architect or other Chief Designer as Project Supervisor for the Design Process, where their competence or insurance does not allow them to take on this role an independent Project Supervisor for the Design Process will be appointed.

It is club policy to appoint the Main Contractor as Project Supervisor for the Construction Stage, where their competence or insurance does not allow them to take on this role an independent Project Supervisor for the Construction Stage will be appointed.

The club will also adhere to the legal requirements of reporting construction projects to the Health and Safety Authority if the construction work is planned to last longer than 30 working days or the volume of work is scheduled to exceed 500 person days.

### **Event Safety**

Responsibility for the safety of spectators and staff at each event/match lies with whichever committee is organising the event.

An Event Safety Management Plan will be developed for all major Events and as outlined above an Event Organiser or sub-committee appointed to oversee the event.

## Hazard & Risk Assessment

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

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

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

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

### Hazard Identification

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

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

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

Risk Control measures are intended to reduce the risk to an acceptable level. Swords Celtic FC commits itself to the elimination of hazards where reasonably practicable. This approach will take into account normal good practice promoted by the FAI / Fingal County Council and associated standards and guidelines where these are available.

### Six Steps to Risk Assessment

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

Swords Celtic FC will carry out periodic Risk Assessment in line with these best practices and will attempt to follow the steps outlined above

## Risk Assessment Record

Identified Hazard	P	I	R	Risk Rating	Control Measures
<p><b>Access/Egress</b>                      Poor access/egress can lead to trip hazards. Poor egress in an emergency can threaten lives as can obstructing access for emergency vehicles.</p>	2	2	4	Medium	<ul style="list-style-type: none"> <li>• All doorways, corridors must remain unobstructed</li> <li>• Fire doors must be kept closed but not blocked or locked</li> <li>• Exit doors must be kept clear at all times</li> <li>• Access for emergency vehicles must never be blocked by parked cars</li> </ul>
<p><b>Contractor Safety</b>                      The necessary presence of contractors (trade or service suppliers) may create hazardous situations by the movement of their vehicles or the use of their materials or equipment</p>	1	3	3	Medium	<ul style="list-style-type: none"> <li>• All contractors must be briefed on safety requirements and issued with a copy of this Safety Statement before any work commences</li> <li>• Contractors are not allowed the use of mechanical or access equipment unless express permission is given</li> <li>• Contractor must detail how they will protect Members and in particular young persons from hazards associated with their works.</li> <li>• Comply with all reasonable directions from club officials.</li> </ul>
<p><b>Electricity</b>                      Mis-use of electricity can result in fire, explosion, personal injury and even death</p>	2	2	6	Medium	<ul style="list-style-type: none"> <li>• R.E.C.I. qualified electricians to routinely check the integrity of electrical installation incl. sockets light fittings &amp; cabling both in Clubhouse and externally in grounds.</li> <li>• ELCB's fitted to all socket outlets to be regularly tested.</li> <li>• Unqualified Club members should never:                             <ul style="list-style-type: none"> <li>○ Attempt any kind of repair or maintenance of electrical equipment or installations</li> <li>○ Jam wires into sockets using matchsticks etc.</li> <li>○ Connect power tools to light sockets (unearthed)</li> <li>○ Insert plugs into wrong sockets</li> <li>○ Use the wrong fuse for the current the equipment is carrying</li> </ul> </li> <li>• All members should assume all electrical circuits/cables are 'live' until proven otherwise</li> <li>• Ensure source is isolated before attempting any rescue of a person receiving an electric shock</li> <li>• Report any discolouration or burn marks on plugs</li> <li>• Only a qualified electrician may attempt any electrical work at the club.</li> </ul>
<p><b>Fire</b>                      There is always a risk of fire and this risk can be heightened through, for example, careless smoking, unsupervised use of electrical equipment, poor waste management, etc.</p>	2	2	3	Medium	<ul style="list-style-type: none"> <li>• There is a total prohibition of smoking in any enclosed area on the club premises</li> <li>• All kitchen equipment must be monitored when switched on and turned off when not in use.</li> <li>• Fire extinguishers must be visually checked monthly and serviced annually.</li> <li>• Waste and particularly combustibles are not allowed to build up and should be disposed of on a regular basis.</li> <li>• All fire escapes are clearly indicated and must be kept clear/unlocked at all times</li> </ul>

Identified Hazard	P	I	R	Risk Rating	Control Measures
<p><b>Functions</b> The clubhouse is used for club and private functions. As those present at such functions may not include club members, any risk to safety must be minimised through close supervision by a senior club member.</p>	2	2	4	Medium	<ul style="list-style-type: none"> <li>• Non-members preparing the room are not allowed to climb above floor level or to use ladders to put up decorations prior to the function</li> <li>• All persons hiring the premises must understand and undertake to abide by any instructions issued</li> <li>• Where deemed necessary ensure that the entrance door is manned by a person competent and licensed to do so.</li> <li>• All non-members attending the function must sign in on the book provided for that purpose</li> <li>• No 'horse play' is allowed on the club premises.</li> <li>• The club shall ensure that toilet floors are examined for spillages regularly</li> <li>• Prior to any non-member function indicate through an announcement where the fire exits are</li> <li>• No taped repair to or otherwise unsuitable electrical equipment is allowed to be used in connection with musical equipment or other electrical equipment.</li> <li>• Persons who are obviously intoxicated should not be admitted.</li> <li>• All exterior lighting must be switched on and in good working order</li> </ul>
<p><b>Road Safety During organised events such as Major Matches, Fundraising Cycles, Fundraising Walks, Fundraising Runs.</b> Personnel and members of the public including cyclist and walkers coming in to contact with plant equipment and vehicles</p>	2	2	4	Medium	<ul style="list-style-type: none"> <li>• Specific traffic management plan to be employed for events</li> <li>• Consideration is to be given to events that might coincide with sponsored cycles or events</li> <li>• Appropriate supervision and stewards will be available to direct traffic and warn other road users</li> <li>• Erect signage to direct participants and warn other road users.</li> <li>• Communicate to all personnel as to the specific roles and responsibility during the duration of the event</li> <li>• Refer to the RSA guidance document "Play It Safe Road Safety Guidelines for Sporting Organisations"</li> <li>• All participants will wear the required PPE such as Cycling helmets no helmet no cycle policy to be implemented</li> <li>• All participants are to register and sign in before taking part.</li> <li>• Issue all participants with a map of the course along with emergency number to call.</li> </ul>
<p><b>Toilets</b> Poorly maintained toilets can lead to slip hazards and hygiene hazards.</p>	1	2	2	Low	<ul style="list-style-type: none"> <li>• In the interests of good health, it is essential that all toilets/wash areas are maintained to a high standard.</li> <li>• Smoking is forbidden in the toilet areas</li> <li>• During functions, the Supervisor should regularly inspect toilet areas and have any spillages cleaned up</li> <li>• Cisterns should be left running to prevent odours in the toilet areas</li> </ul>

Identified Hazard	P	I	R	Risk Rating	Control Measures
<b>Kitchen</b> The kitchen area can account for accidents through slips, burns from hot surfaces, cuts from knives and glass etc. It is an area where a high standard of hygiene is required and only authorised persons should use either of these areas.	1	2	4	Low	<ul style="list-style-type: none"> <li>The highest hygiene standards must be maintained when handling food</li> <li>All spillages must be cleaned-up immediately</li> </ul> All surfaces must be kept clean at all times <ul style="list-style-type: none"> <li>All food remained must be discharged in the proper bin immediately</li> <li>A First Aid Kit must be maintained in the Kitchen.</li> </ul>
<b>Pest Control</b> It is in the interest of general health that the premises are kept vermin-free.	1	2	3	Low	<ul style="list-style-type: none"> <li>Any sighting/signs of vermin should be reported immediately</li> <li>A pest control system should be operated by an outside agency if the need arises (not at present)</li> </ul>
<b>Training and Games</b> Injuries are a constant hazard in football and as they cannot be anticipated, the club policy is to be in a position to react swiftly to any minor or major injury.	2	2	4	Medium	<ul style="list-style-type: none"> <li>Training or games must always be supervised.</li> <li>The proper equipment, is in place</li> <li>Under-age players play within their assigned teams.</li> <li>Training is supervised by at least one coach.</li> <li>All coaches have at least the Foundation Coaching course completed</li> <li>Underage players are encouraged to wear shin-pads.</li> <li>A First Aid Kit is present at all training sessions/ games</li> </ul> <p>However injuries will happen and in such instance there should be sufficient preparation in place to ensure that the injured party is treated immediately and that the injured party suffers no additional pain or trauma through lack of action. This can be enhanced by:</p> <ul style="list-style-type: none"> <li>Having as many coaches and support staff as possible undergoing First Aid courses</li> <li>Having complete First Aid Kits for all sections of the club</li> <li>Contacting the Emergency Services immediately on 112 or 999 where the situation warrants.</li> <li>Ensuring that the ambulance approach is always kept clear</li> </ul>
<b>Lawn Mower</b> This gives rise to drawing in and amputation hazards	1	2	2	Low	<ul style="list-style-type: none"> <li>All moving parts to be fully guarded, including cutters</li> <li>Only personnel who feel that they can use the lawn mower without risk to themselves should use club equipment.</li> </ul>
<b>Floodlights</b> In appropriate access at heights can lead to a risk of falls and consequent injury.	1	3	3	Medium	<ul style="list-style-type: none"> <li>Safe means of access such as M.E.W.P. to be used to work on lights</li> <li>M.E.W.P. to be used only if tested &amp; examined within the previous 6 months and operated by a trained person with a FAS Safe Pass Card.</li> </ul>
<b>Parking Area</b> Movement of vehicles gives rise to the risk of collisions between vehicles and pedestrians.	1	3	3	Medium	<ul style="list-style-type: none"> <li>The Parking Area shall be maintained in a clean and tidy condition</li> <li>Drivers should be encouraged by signage to reverse into parking spaces</li> </ul>

Identified Hazard	P	I	R	Risk Rating	Control Measures
The presence of small children which may not be seen in rear view mirrors gives rise to a significant risk.					<ul style="list-style-type: none"> <li>Where possible truck movements will be scheduled outside underage training and match times.</li> <li>Vehicles are discouraged from parking in front of the club house entrance during underage match and training times due to the presence of small children.</li> </ul>
<b>Permanent Goalposts</b> The collapse of a permanent goalpost can give rise to serious injury if it hits someone.	1	2	2	Low	<ul style="list-style-type: none"> <li>Permanent Goalposts will be routinely inspected for damage and be repaired as necessary.</li> </ul>
<b>Temporary Goalposts</b> The collapse of a temporary goalpost can give rise to serious injury if it hits someone or collapses under the weight of an individual.	2	2	4	Medium	<ul style="list-style-type: none"> <li>Where practicable new goal posts should be certified and purchased from the FAI approved provider</li> <li>All goals must be properly pegged down or secured by weights on the all-weather surfaces.</li> <li>Pegs should be hammered as close to ground level as possible to minimise impalement and trip hazards.</li> <li>No person is allowed to climb or swing on the goals.</li> <li>All nets must be secured behind the goal post and behind the goal to minimise trip hazards and the risk of fingers or hands been caught in the net.</li> <li>All goals must be securely locked together after use.</li> </ul>
<b>Manual Handling</b>	1	2	2	Low	<ul style="list-style-type: none"> <li>Manual Handling Training will be provided where appropriate</li> </ul>
<b>Gates</b> Risk of back strain or gate falling on someone's foot if the gate is damaged during use.	1	2	2	Low	<ul style="list-style-type: none"> <li>Gates will be routinely checked including hinges and mountings for damage.</li> </ul>
<b>Strimmer</b> The use of a strimmer gives rise to a risk to cuts to eyes and skin from flying debris. There are also risks due to vibration.	2	2	4	Medium	<ul style="list-style-type: none"> <li>P.P.E. including eye protection, ear protection and gloves to be worn by operative.</li> <li>Only persons over the age of 18 may use a strimmer on club property.</li> </ul>
<b>Clubhouse Generally</b> Minor maintenance to the clubhouse can give rise to a risk of falls where the maintenance is required at high level.	1	2	2	Low	<ul style="list-style-type: none"> <li>Maintain in present state of repair and decoration.</li> <li>For any minor maintenance, decorating or cleaning work suitable platforms will be used where possible. If ladders are deemed necessary, only ladders in good condition may be used.</li> <li>When any member is using a ladder, it must be tied at the top or securely held at the bottom.</li> <li>Ladders are only suitable for short duration simple tasks where 3 points of contact can be maintained.</li> <li>No member shall use a ladder alone.</li> </ul>
<b>Ground Maintenance Generally</b> Ground Maintenance can give rise to Mechanical Risks, Chemical Risks and Risks from Animals  Mechanical Hazards include entanglement and amputation	2	2	4	Medium	<p>Mechanical risks</p> <ul style="list-style-type: none"> <li>All equipment used must conform to appropriate standards and be CE marked</li> <li>All dangerous areas or parts must be guarded</li> <li>Where necessary have suitable emergency stops or cut offs</li> </ul>

Identified Hazard	P	I	R	Risk Rating	Control Measures
<p>Chemical Risks include risk of burns from corrosive chemicals and toxic effects.</p>	2	2	4	Medium	<ul style="list-style-type: none"> <li>All persons using such equipment must wear Personal Protective Equipment likely to necessary during its use as recommended by the manufacturer.</li> </ul> <p>Chemical risks</p> <ul style="list-style-type: none"> <li>Prior to using any chemical including pesticides the user must evaluate the levels of risk posed by the substance (contained within the Material Data Sheet - MDS)</li> <li>Any necessary controls indicated on the MDS including Personal Protective Equipment must be applied.</li> <li>Where deemed necessary all members of the public must be kept away from areas where substances are in use.</li> </ul>
<p>Some plants, trees, shrubs and vegetation will pose significant risks either through</p> <ul style="list-style-type: none"> <li>Sap (giant hogweed)</li> <li>Defence mechanisms (nettles)</li> <li>Toxic fruits (yew and deadly nightshade)</li> </ul>	1	2	2	Low	<p>Biological risks</p> <p>Where hazardous plants etc have been identified;</p> <ul style="list-style-type: none"> <li>Contact should be avoided through elimination of the task or the wearing of suitable Personal Protective Equipment.</li> <li>Good personal hygiene, particularly washing hands before eating drinking or smoking must be applied</li> <li>Personnel must clean and cover all cuts and wounds</li> </ul>
<p>Some people are sensitised to certain animal venom, one particular example is bee or wasp venom. The greatest danger to people is from zoonoses (diseases affecting humans that are passed on from animals)</p> <ul style="list-style-type: none"> <li>Leptospirosis - disease carried in the rat, vole or field mice urine (Weil's disease), although it can be carried by other animals.</li> <li>Cryptosporidiosis - from a parasite on animals or in their bedding or foodstuffs.</li> <li>Ornithosis - diseases carried by birds, including avian chlamydiosis</li> </ul> <p>The most likely zoonoses is Weil's disease, carried in rat urine. The reason for this is that it can remain in puddles or areas of slow moving water for some time</p>	1	2		Low	<p>Animal hazards.</p> <ul style="list-style-type: none"> <li>Personnel involved in Ground Maintenance to be aware of symptoms- a feverish flu-like illness with headache that can cause meningitis. Persons who have recently involved in ground maintenance should attend their GP if these symptoms present themselves.</li> <li>Contact with animal, animal droppings, puddles and pools of still water should be avoided</li> <li>Personnel who sensitive to wasp or bee stings should either not perform the work or take adequate precautions</li> <li>Good personal hygiene must be followed, particularly washing hands before eating drinking or smoking</li> <li>Clean and cover all cuts and wounds</li> <li>Tetanus spores are present in soil from contamination, it is therefore important to keep all wounds; especially deep puncture wounds, cleaned and aired to prevent infection. It is recommended to have the tetanus vaccine once every 10 years.</li> </ul>
<p><b>Construction Generally</b></p> <p>Construction poses risk to club members and the public from falling objects, movement of construction vehicles and unauthorised access to construction sites by young persons.</p>	1	2	2	Low	<ul style="list-style-type: none"> <li>A Project Supervisor for the Design Process and a Project Supervisor for the Construction Stage will be appointed for all Construction Projects (other than routine maintenance and repair)</li> <li>All Contractors using mobile equipment will be required to prepare a method statement and</li> </ul>



Identified Hazard	P	I	R	Risk Rating	Control Measures
					<p>specifically address the protection of club members, the public and in particular young persons.</p> <ul style="list-style-type: none"> <li>• All construction areas must have a secure perimeter to prevent access by young persons.</li> <li>• All work must be performed in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013.</li> <li>• A further assessment will be performed when further construction projects are in planning.</li> </ul>
<b>Child Protection</b>	1	3	3	Medium	<ul style="list-style-type: none"> <li>• The Club Child Protection Policy must be adhered to</li> <li>• Where possible two coaches will provide all training sessions, where this is not possible at least one parent will be requested to stay for the duration of the training session. If this cannot be accommodated, the session should be cancelled and the parents informed.</li> <li>• At least two adults should be present in the dressing room with children when addressing underage players before matches.</li> <li>• The use of club shower facilities are prohibited by underage players during training and match times.</li> <li>• Underage players should attend training and matches already togged out except for their club jersey. Football boots and outer tracksuit garments may be donned or removed in the dressing room.</li> <li>• A parent or guardian should remain present for all training sessions or request another parent to “keep an eye” on their child if this is not possible. This is particularly important for younger children in the event of minor injuries.</li> <li>• All coaches and mentors must have received clearance on Garda Vetting and for new members within two months of joining the coaching team.</li> </ul>

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

## FIRST AID

### First Aid

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

**Table 1 Recommended Contents of First Aid Box**

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

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

\*\* **Note 2:** Where mains tap water is not readily available for cooling burnt area.

\*\*\* **Note 3:** Where more than 50 persons are employed, pro rata provision should be made.



## ACCIDENT/INCIDENT REPORT FORM

*This form must be completed in the event of any accident*

Name of Injured Person: \_\_\_\_\_

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

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

Is the Injured Party a Club Member: Yes / No

Date and time of accident/incident: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses, if any \_\_\_\_\_

Was incident reported at time it occurred? YES  NO

If Yes, to whom? Name: \_\_\_\_\_ Position: \_\_\_\_\_

Was medical attention given by: First aider  Doctor  Hospital  None

Details (including name of first-aider): \_\_\_\_\_

Was accident investigated? YES  NO

If yes, by whom? \_\_\_\_\_

Immediate and root cause of accident \_\_\_\_\_

\_\_\_\_\_

Is there any corrective action that needs to be taken? \_\_\_\_\_

\_\_\_\_\_

Details of any corrective action taken \_\_\_\_\_

\_\_\_\_\_

Does Safety Statement need to be amended? \_\_\_\_\_

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

YES  NO  If yes, date report sent and by whom \_\_\_\_\_

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

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





### Club Safety Inspection Checklist

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
<b>1</b>	<b>Documentation</b>					
1.1	Safety Statement updated in the previous 12 months					
1.2	Safety Statement signed by the Head of the Executive Committee					
1.3	Child Protection Policy in Place					
1.4	Are all coaches / mentors Garda vetted?					
1.5	Fire Safety Management Plan in Place					
1.6	Is there a fire register in place with records of all fire detection and firefighting equipment and its service history					
1.7	Is emergency lighting tested with records maintained					
1.8	Are practice evacuations/fire drills held at least twice per year with records maintained?					
1.9	Copy of Event Safety Management Guide available					
1.10	Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?					
1.11	Is all electrical equipment checked regularly by a competent person. Are records maintained and available.					
1.12	Are there service records available for machinery.					
1.13	Is there a register of work at height equipment (ladders etc) and is there a record of their inspection					
1.14	Are there service records available for the heating and ventilation systems					
1.15	Have statutory inspections been performed on the boiler					
1.16	Is there a register of all Chemicals used and is there a Safety Data Sheet for each Chemical					
<b>2</b>	<b>Access – Gates, Perimeter Walls, Fencing, etc</b>					
2.1	Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc					
2.2	Are all gates hung properly and in working order?					
<b>3</b>	<b>Circulation Areas</b>					

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
3.1	Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?					
3.2	Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?					
3.3	Are there any areas of loose paint, plaster, etc					
3.4	Are rails in place on steps and/or ramps where deemed necessary?					
3.5	Are floor coverings, tiles, etc, in good condition and not slippery?					
3.6	Are non-slip mats in place in shower areas and at the entrance to the club?					
3.7	Where relevant, are steps/stairways/ramps painted to ease visibility?					
3.8	Are surfaces in external areas, i.e. paths, car-parks, etc in good condition?					
3.9	Is there adequate lighting in car parks, on paths?					
3.10	Are waste materials properly collected?					
3.11	Are arrangements in place on match/event occasions to ensure that emergency vehicles may access/exit grounds?					
3.12	Are circulation areas accessible to those with special needs, e.g. mobility difficulties					
<b>4</b>	<b>Fire Safety</b>					
4.1	Are all designated fire exits are clearly marked?					
4.2	Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?					
4.3	Do fire doors open outwards?					
4.4	Is muster area clearly marked?					
4.5	Are evacuation procedures clearly displayed?					
4.6	Are all staff familiar with evacuation procedures?					
4.7	Is the firefighting equipment at its designated fire points?					
4.8	Is firefighting equipment serviced as required and a record of service maintained?					
4.9	Are flammable substances e.g. fuels, paper, cleaning materials, other chemicals, etc., stored correctly, away from any sources of heat?					
<b>5</b>	<b>Electrical Equipment</b>					



Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
5.1	Is electrical equipment suitable for use intended?					
5.2	Are plugs and sockets in good condition with no cracks or pieces missing					
5.3	Are socket screws and mountings secure					
5.4	Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp					
5.5	Do indicator lights on sockets function correctly					
5.6	Is al insulation on leads free from cracks or signs of deterioration.					
5.7	Where extension leads are being used, they are fully unwound and not left plugged in and unattended.					
<b>6</b>	<b>Lighting (including pitch lighting)</b>					
6.1	Are all light fittings are in working order and are kept in a clean condition?					
6.2	Is lighting is adequate for the type of activities being undertaken					
6.3	Are all electrical housings, cabling, etc. in good condition and with no exposure to live wiring?					
6.4	Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?					
6.5	Is lighting on approach roads and outside the club sufficient for access and egress					
<b>7</b>	<b>Machinery</b>					
7.1	Is machinery used suitable and appropriate for purpose?					
7.2	Is all machinery stored in a locked area away from access of members of the public?					
7.3	Is machinery operated by competent persons only?					
7.4	Are drive shafts/PTOs/Other moving parts adequately guarded?					
7.5	Is all machinery in good working order					
<b>8</b>	<b>Maintenance</b>					
8.1	Is a safe system of work in place, e.g., does grass cutting, cleaning and other maintenance take place only when the area is free from non-involved persons, particularly children?	<b>Yes</b>				
8.2	Is maintenance only carried out by competent persons?	<b>Yes ?</b>				

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
8.3	Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?	No	In Progress			
8.4	Are staff, members and volunteers, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)	Yes				
8.5	Are all maintenance materials, paints, etc stored safely and securely?	Yes				
<b>9</b>	<b>Doors and Windows</b>					
9.1	Are all doors unobstructed?	Yes				
9.2	Are all doors free from broken and/or damages hinges, locks, etc	No	In Progress			
9.3	Are windows free from broken fastenings?	No	In Progress			
9.4	Do glazed windows, doors etc have toughened, laminated glass?	Yes				
9.5	Are windows safe when open from contact with passers-by?	Yes				
9.6	Do doors and windows open without unnecessary force being applied?	Yes				
9.7	Are windows free from broken or cracked panes, frames, etc	Yes				
<b>10</b>	<b>Working at Heights</b>					
10.1	Are safe systems of working at heights documented? i.e. access to raised scoreboards, erection of flags, scores, lighting, etc	Yes				
10.2	Are facilities in place to facilitate safe working at heights?	Yes				
10.3	Are ladders and others equipment using for working at heights stored safely and securely when not in use?	Yes				
<b>11</b>	<b>Moving and Handling</b>					
11.1	Is equipment available to move and handle equipment, fertilizers, furniture, waste, etc?	Yes				
11.2	Are staff and those moving equipment provided with training in moving and handling?	Yes				
11.3	Is there a safe system in place for movement of portable goal posts etc	Yes				
<b>12</b>	<b>Heating and Ventilation systems</b>					
12.1	Is the heating system regularly serviced and maintained in good order?					
12.2	Is maintenance carried out by competent person?					

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
12.3	Is boiler house kept clean and tidy and free from waste materials.					
<b>13</b>	<b>Kitchen areas</b>					
13.1	Is the Kitchen locked when not in use?					
13.2	Is the kitchen area supervised when in use					
13.3	Are food preparation areas in compliance with food safety requirements?					
13.4	Are there adequate hand washing and drying facilities in kitchen area?					
13.5	Is the kitchen/dining area kept clean					
13.6	Is the kitchen floor sound and non-slip, especially when wet?					
13.7	Where required, is equipment adequately guarded?					
13.8	Are first aid boxes available in the kitchen area?					
13.9	Is fire safety equipment available in kitchen?					
13.10	Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. gloves, etc)					
<b>14</b>	<b>Gymnasia</b>					
14.1	Is the Gymnasium locked /access controlled when not in use?					
14.2	Is the equipment in good condition, maintained and serviced as specified by suppliers?					
14.3	Is the Gym supervised by a qualified, competent person when in use?					
14.4	Is gymnasium kept tidy and equipment appropriately stored					
14.5	Is first aid box available and accessible?					
14.6	Are floors clean, even and non-slip?					
14.7	Are changing rooms clean and tidy and disinfected?					
14.8	Is an induction evening provided to all members and a record of such induction maintained?					
<b>15</b>	<b>Waste Management</b>					
15.1	Are there adequate waste containers in place in ground/dressing rooms/other facilities?					
15.2	Is there a system to collect waste litter following matches/events?					

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
15.3	Is waste stored in a secure place pending collection/ disposal?					
15.4	Is all waste disposed of in accordance with local authority regulations?					
15.5	Where building work is underway, is rubble safely secured from access by public?					
15.6	Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)					
<b>16</b>	<b>Chemicals</b>					
16.1	Are chemicals stored in a secure place preventing unauthorised access by members of the public?					
16.2	Are chemicals kept only in containers in which they were purchased with clear and legible "Instruction for use"					
16.3	Are chemicals used only by competent persons?					
16.4	Are waste chemicals disposed in accordance with manner prescribed in Safety Data Sheets/Instructions on container					
16.5	Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc) while using or disposing chemicals?					
16.6	Are rat poisons but in place by competent persons and out of reach by children.					
<b>17</b>	<b>Signage</b>					
17.1	Are safety or health signs in place where hazards cannot be avoided or adequately reduced?					
17.2	Are all exit routes clearly visible?					
17.3	Is the Occupiers Liability sign erected and clearly visible?					
<b>18</b>	<b>Goalposts – Fixed</b>					
18.1	Are goalposts in good condition and free from sharp edges or other objects which could cause injury?					
18.2	Is a safe system in use for securing nets to goalposts frame?					
<b>19</b>	<b>Goalposts – Portable</b>					
19.1	Are portable goalposts purchased from manufactures/suppliers that comply with the following standards I.S.355, IS 356					

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
19.2	Do goalposts carry manufacturer's label and safety warning label. (The manufacturer's label should include instructions for installation, storage, dismantling, inspection and maintenance)					
19.3	Does system exist for securing portable goalposts when is use?					
19.4	Are portable goalposts stored securely when not in use?					
<b>20</b>	<b>First Aid</b>					
20.1	Does a First Aid box exist, and is appropriately stocked and available when required?					
20.2	Are there adequate numbers of trained first aiders available during matches, training sessions and other events?					
20.3	Is a stretcher available?					
20.4	Is a defibrillator in place and available?					
20.5	Does the club have members trained (up to date) in CPR and in use of defibrillator?					
<b>21</b>	<b>Event viewing areas, i.e. Stands, terracing, etc</b>					
21.1	Are all viewing areas in good condition, free from slips, trips and falls hazards,					
21.2	Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc					
21.3	Are changes in level marked for visibility impaired persons					
<b>22</b>	<b>Toilet areas</b>					
22.1	Are urinals, WCs, basins, etc intact?					
22.2	Are hand washing facilities available (including hand drying facilities) and in working order?					
22.3	Is there a cleaning programme in place?					
<b>23</b>	<b>Emergency Planning</b>					
23.1	Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc					
23.2	Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?					
<b>24</b>	<b>All Weather pitches</b>					
24.1	Is the pitch in good condition and fit for use and free from defects?					

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
24.2	Is the pitch secured by a boundary fence which is maintained and locked / access controlled when not in use?					
24.3	Are the keys maintained by a competent person?					
24.4	Is a record of use maintained?					
24.5	Is the pitch hired to non-members?					
24.6	Is there a hire form with a waiver in place?					
24.7	Is a record of all use by third parties maintained?					
24.8	Is the pitch closed during adverse weather? Such as frost/snow?					
24.9	Is all signage on boundary free from sharp edges and not protruding onto the field of play?					
<b>25</b>	<b>Bar</b>					
25.1	Do members / guests sign in?	N/A				
25.2	Is there a dancefloor? Would you have to cross this carrying drink to return to seating?					
25.3	Is there an accident book on site?					
25.4	Is there a first aid box on site?					
25.5	When facilities are in use is there a cleaning system in operation for spillages/breakages? Are records maintained?					
25.6	Are the bathrooms checked regularly for spillages/breakages when the function room is in use? Are records maintained?					
25.7	Are all stairways free from obstacles and handrails in working order?					
25.8	Are volunteers engaged in bar work at a minimum over 18 years of age and competent?					
25.9	Is all emergency lighting and exit lighting regularly maintained and in working order?					
25.10	Is food available? Are all FSA requirements adhered to?					
25.11	Is stock stored on premises? Is a log of stock maintained?					
25.12	Are empties / returns stored on premises in a safe manner? Is this recorded					
25.13	Is there an occupancy limit? Is this enforced?					
<b>26</b>	<b>Facilities for Hire</b>					

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
26.1	Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance?					
26.2	Is this insurance vetted on an annual basis					
26.3	Is a schedule of use of facilities documented and maintained?					
26.4	Are the premises checked and cleaned after each use?					

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

Signed \_\_\_\_\_

## **Swords Celtic FC Alcohol & Substance Abuse Prevention Policy (A.S.A.P.)**

Swords Celtic FC is committed as part of their overall philosophy to '*discourage the use of drugs and tobacco and the misuse of alcohol on the basis that such activity is incompatible with a healthy approach to sporting activity*'

Swords Celtic FC believe that we need to create a safe, healthy club environment where members can develop the skills and attitudes necessary to cope with drug and alcohol related issues. All club members, officials, coaches and volunteers as part of this club shall follow the law when it comes to illegal drugs, alcohol and tobacco and shall display leadership and good example, particularly when dealing with underage members.

### **Definition of Drugs:**

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

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

### **Aims and Objectives:**

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

- To develop a consistent approach to drug-related issues to be adopted by all club members.
- To develop ways to address drug-related issues in the club.
- To establish clear procedures for managing drug related incidents.

### **List of Actions** *(these are recommended and others can be inserted as required)*

The Chairperson and Executive of the club shall adopt and discharge actions from following list as appropriate to the resources of the Club.

#### **Swords Celtic FC shall take the following actions:**

- Cups shall not be filled with alcohol during celebrations. (In particular underage teams)
- Coaches and Club Officials shall not smoke or drink alcohol while representing their club at matches or training sessions.
- Club members, officials, coaches and volunteers shall not present themselves at club activities while under the influence of alcohol or any other drug.
- Cigarettes shall not be sold in the club.
- Under 18s shall not be brought to pubs on the way home from matches, outings or training sessions. Presentations for underage teams/players shall not be held in pubs
- Alcohol shall not be served at functions for players aged under 18 years of age.
- Alcohol shall be phased out on all club jerseys.

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



### **Recommended roles within the club:**

**Club Members:** Will be aware of the details of and adhere to Swords Celtic FC Drug and Alcohol Policy

**Parents and Guardians:** Support the club in the development and implementation of this policy including procedures for handling incidents of suspected drug misuse.

**Coaches:** Will be aware of the possibility of drug misuse among players and work with the ASAP Club Officer, Club Chairman and Executives with the aim of preventing harm

**ASAP Club Officer:** Is responsible for overseeing the development, implementation and evaluation of this policy in conjunction with the Club Chairperson and Executive.

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

**Swords Celtic FC:** shall arrange for a drug education programme for members, players, parents etc as appropriate. This drug education programme may include the promotion of club policy, provision of literature, workshops or information sessions provided by persons from local drug, alcohol or health promotion services.

The Club ASAP Officer in conjunction with the Club Chairperson and Executive shall make arrangements with local drug, alcohol or health promotion services to provide age-appropriate drug education annually for young people associated with the club.

### **Protocol for dealing with drug misuse:**

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

#### **Outline of Restrictions**

The misuse or illegal supply of drugs is viewed as unacceptable by Swords Celtic FC and may be dealt with by way of warnings, suspensions and expulsions as deemed appropriate

#### **Reporting Incidents**

Alleged or confirmed incidents in breach of this policy shall be reported to Chairman

#### **Recording of Information**

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

#### **Confidentiality**

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

#### **Involving Parents/Guardians**

Incidents involving any person under 18 years of age will require their parents/guardians to be informed. Parents/guardians shall be invited to discuss what has happened and shall be informed of

any course of action to be taken by the club. The Club Chairperson shall nominate a person to inform parents/guardians in each case.

### **Garda Síochána**

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

### **Search**

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

### **Disposing of suspected illegal substances**

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

### **Availability, use and storage of solvents and gases**

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

### **Monitoring and Evaluation**

This policy is in force at all times and during all activities conducted under the aegis of Swords Celtic FC. This policy shall be evaluated annually and after every drug-related incident. This policy shall come into effect on \_\_\_\_\\_\_\_\_\_\\_\_\_\_\_ and shall be reviewed annually thereafter by the Club Chairperson and Executive.

Hard copy signed by Chairperson & Secretary