

Malahide Lawn Tennis & Croquet Club

Safety Statement



June 2011



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INTRODUCTION

INTRODUCTION

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

It specifies the manner in which the objective of making Malahide Tennis Club operations safe for members, staff and visitors will be achieved. It recognises that safety must be managed, and that the co-operation of all is essential for successful implementation of the programme.

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

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

_____ President

Date:

PART 1
STATEMENT OF INTENT

General Policy

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

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

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

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

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

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

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

SIGNED:
Facilities Manager

DATE:

GENERAL STATEMENT

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

The matters to which this policy extends include:

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

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

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

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

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

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

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

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

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

The provision and maintenance of welfare facilities.

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

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

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

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

Part 2
MANAGEMENT
RESPONSIBILITIES

ASSIGNMENT OF RESPONSIBILITIES

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

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

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

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

Part 3
ARRANGEMENTS FOR IMPLEMENTING
THE SAFETY STATEMENT

3.1 INTRODUCTION:

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

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

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

The standards of safety are defined by: -

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

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

3.2 HAZARD CONTROL STRATEGY

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

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

These are underpinned by,

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

3.2.1 DESIGN

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

3.2.1.1 WORK PLACE

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

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

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

3.2.1.2 WORKING AT HEIGHT

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

3.2.1.3 NOISE

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

3.2.1.4 VIBRATION

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

3.2.1.5 RADIATION

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

3.2.1.6 CHEMICAL AGENTS

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

3.2.1.7 ASBESTOS

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

3.2.1.8 STORAGE

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

3.2.1.9 FIRE AND EMERGENCIES

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

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

Irish Fire Safety Standards

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

European Fire Safety Standards

- EN 3 Portable Fire Appliances

- EN 671 Fire Hose Reel Systems Fire Fighting Water Supplies Provisions

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

Means of escape are provided from all areas.
Adequate and suitable fire fighting equipment is provided.
Fire drills are carried out at regular intervals.

3.2.1.10 WORK EQUIPMENT

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

- Machine safety
- Ergonomic design
- Control devices
- Emergency stops
- Containment and extraction devices
- Stability
- Isolation
- Warning signage

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

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

3.2.2 PURCHASING/LEASING

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

3.2.3 MAINTENANCE

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

3.2.3.1 PLACE OF WORK

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

3.2.3.2 HOUSEKEEPING

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

3.2.3.3 WORK EQUIPMENT

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

3.2.3.4 EMERGENCY EQUIPMENT

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

3.2.4 PROCEDURES

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

3.2.4.1 PERMIT TO WORK SYSTEMS

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

These permits relate to: -

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

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

3.2.4.2 LONE WORKER

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

3.2.4.3 MANUAL HANDLING PROCEDURES

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

3.2.4.4 CHEMICAL HANDLING

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

3.2.4.5 FIRE AND EMERGENCY PROCEDURES

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

3.2.4.6 BULLYING BEHAVIOUR PROCEDURE

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

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

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

3.2.4.7 STRESS

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

3.4.4.8 PERSONAL PROTECTIVE EQUIPMENT

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

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

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

3.4.4.9 ACCIDENT / INCIDENT REPORTING PROCEDURES

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

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

3.4.4.10 CONTRACTORS SAFETY PROCEDURES

Contractors employed by Malahide Tennis Club must comply with the following requirements: -

- Do not put at risk any Club member, employee or other persons employed at, or visiting the Club.
- Produce their Safety Statement to Malahide Tennis Club on demand. For projects coming under the requirements of the *Safety, Health and Welfare at Work (Construction) Regulations 2006, SI 504 of 2006* produce a safety plan and/or method statement.
- Ensure all employees and sub-contractors are competent to carry out the tasks assigned, and all relevant employees have Safe Pass Certificates and Construction Skills Certification Scheme in accordance with *The Safety Health & Welfare At Work (Construction) Regulations 2006, SI 504 of 2006* as amended.
- Ensure that all equipment is fit for use on Malahide Tennis Club property.
- Work through the liaison person assigned by the Club.

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

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

3.4.4.11 SAFETY PROCEDURES FOR NEW EMPLOYEES.

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

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

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

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

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

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

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

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

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

3.2.4.12 PROCEDURES FOR DEALING WITH HEALTH & SAFETY OF VISITORS

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

3.2.4.13 PREGNANT, POST NATAL & BREASTFEEDING EMPLOYEES

It is the policy of Malahide Tennis Club to take every precaution to ensure the safety and health of pregnant, post natal and breastfeeding employees, so far as is reasonably practicable, in accordance with the provisions of the *Safety, Health & Welfare at Work (General Application) Regulations 2007, S.I. 299 Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees*. This will be reviewed on an individual basis, as necessary, taking

account of the overall condition of the employee and requirements for confidentiality, sensitivity and privacy. Initial notification of pregnancy should be referred to the Management Committee or Safety Officer, who will arrange risk assessments where necessary. Malahide Tennis Club will take account of the *Safety, Health & Welfare at Work (General Application) Regulations 2007, S.I.299 Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees* and all other legislation in carrying out Risk Assessments. In cases where pregnant employees cannot be redeployed or their working conditions suitably altered to take account of their pregnancy the Club will arrange for Health and Safety Leave in compliance with the Maternity Protection Act 1994.

3.2.4.14 PROTECTION OF CHILDREN AND YOUNG PERSONS

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

3.2.5 INFORMATION / INSTRUCTION / TRAINING / SUPERVISION

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

Training to ensure safety includes:

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

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

3.2.6 ASSESSMENTS

Written hazard identification and risk assessments relating to day-to-day operations are carried out on Malahide Tennis Club activities. The Management Committee will carry out these supported by the Facilities Manager / Health & Safety Officer when required.

These assessments relate to inter alia the following:

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

3.2.7 INVESTIGATION (ACCIDENT / INCIDENT)

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

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

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

3.2.8 CONSULTATION

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

3.2.8.1 SAFETY REPRESENTATIVES

The Tennis Club recognises the members and employee's right to appoint representatives to represent them in consultations on safety with the Club. It also recognises the statutory rights of Safety Representatives as set out in Section 25 of the Safety Health and Welfare At Work Act, 2005. The Club also supports the selection by all members and employees of Safety Representatives and will co-operate with those selected and ensure that proper training and support is provided as necessary in accordance with legislation.

The functions of Safety Representatives include the following:

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

3.2.8.2 SAFETY COMMITTEE

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

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

- Any representations made to the Club on any matters relating to safety, health and welfare.
- The review of safety and health audits including feedback from an inspector.
- Seeking solutions to safety and health issues which arise. The study of information relating to accidents, dangerous occurrences and instances of occupational ill health at the place of work.
- Developing and implementing safe systems of work.

- Reviewing communication and member / employee training relating to safety and health.
- Considering reports presented by a safety representative.
- A progress report on implementing risk assessments and the safety statement.
- The provision and use of personal protective equipment.
- Special promotional activities on safety and health at work.
- Safety and health training needs and reports on safety training courses attended by the Management Committee and employees.

3.2.9 HEALTH SURVEILLANCE

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

3.2.9.1 NO SMOKING POLICY

Malahide Tennis Club is committed to providing a safe and comfortable working environment in line with the requirements of the *Public Health (Tobacco) Act 2002 No. 6 of 2002 and the Public Health (Tobacco)(Amendment) Number 6 of 2004*. To this end tobacco smoking is prohibited in all buildings and work places. The Club Smoke Free Workplace Policy outlines the responsibility of the Management Committee and the co-operation required from members and employees. The Management Committee is responsible for ensuring that this policy is implemented. Smoking is prohibited in all work place areas to which the public have access and all enclosed workplaces as required by the *Public Health (Tobacco) Act 2002 No. 6 of 2002 and the Public Health (Tobacco)(Amendment) Number 6 of 2004*.

3.2.9.2 FIRST AID

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

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

3.2.10 WELFARE FACILITIES

3.2.10.1 DRINKING WATER

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

3.2.10.2 TOILETS

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

3.2.10.3 SANITARY FACILITIES

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

3.2.10.4 LOCKERS

Lockers are provided in various areas.

3.2.10.5 REST ROOMS

Rest Rooms are provided and maintained as required.

3.2.11 AUDIT

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

3.2.12 REVIEW

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

3.3 SPECIFIC HEALTH & SAFETY DUTIES

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

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

- To propose to the Management Committee any changes that may be required to ensure continued effectiveness of Health & Safety activities.

3.3.1 MANAGEMENT COMMITTEE

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

3.3.2 FACILITIES MANAGER / HEALTH & SAFETY OFFICER

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

This involves the following functions:

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

3.3.3 CONSTRUCTION PROJECTS

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

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

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

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

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

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

3.3.4 MEMBER / EMPLOYEE CO-OPERATION

An essential ingredient in Malahide Tennis Club's Safety Policy is the commitment of its members, employees (including Casual and Voluntary

Staff) to the principles of safety outlined in this Statement. This commitment, when translated into action, means that each member / employee will:

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

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

PART 4

HAZARD & RISK GUIDELINES

4.0 HAZARDS AND RISKS

4.1 INTRODUCTION:

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

4.2 HAZARD IDENTIFICATION & RISK ASSESSMENT

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

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

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

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

4.3 RANKING OF RISKS.

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

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

4.4 CONTROL OF HAZARDS.

Malahide Tennis Club commits itself where reasonably practicable to controlling the risks from the hazards identified in accordance with the *Third*

Schedule of the Safety Health and Welfare at Work Act 2005. This approach takes into account normal practices in Malahide Tennis Club activities, the expert advice available and the objective standards or guidelines where applicable and available.

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

Part 5
GENERAL HAZARD
IDENTIFICATION

ACCESS

5.1 HAZARD:

ACCESS/EGRESS AND PLACE OF WORK HAZARDS

RISK:

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

CONTROLS:

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

RESOURCES:

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

FIRE

6.1 HAZARD:

FIRE

RISK:

Risk of being burned or asphyxiated, Risk of explosion.

CONTROLS:

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

Emergency Telephone Number

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

Resources

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

Residual Risk: Medium

6.2 HAZARD:

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

RISK:

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

CONTROLS:

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

RESOURCES:

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

6.3 HAZARD:

FLAMMABLE LIQUIDS – STORAGE

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

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

CONTROLS:

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

RESOURCES:

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

CATERING EQUIPMENT

7.1 HAZARD:

HOT SURFACES / SUBSTANCES (Catering equipment)

RISK: Risk of fire Risk of burns

CONTROLS:

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

RESOURCES:

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

Residual Risk: Medium

7.2 HAZARDS

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

RISKS

Personal Injury – serious burns

Fire

CONTROLS

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

RESOURCES:

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

7.3 HAZARDS

Salamanders – Hot salamander bars

Risk

Serious burns

CONTROLS

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

RESOURCES:

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

7.4 HAZARDS

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

RISKS

Serious burns and scalding, Slips and falls, Electrical shock

CONTROLS

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

RESOURCES:

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

7.5 HAZARDS

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

RISKS

Electrical shock, Scalding and burning

CONTROL MEASURES

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

RESOURCES

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

7.6 HAZARDS

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

RISKS

Burns - scalding

CONTROLS

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

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

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

RESOURCES

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

7.7 HAZARDS

Bratt Pan – Cover not counter balanced, lifting handle not secured to the centre of the front cover, Hot Oil – incorrect hygiene practices

RISKS

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

CONTROLS

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

Fault Conditions

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

RESOURCES

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

7.8 HAZARDS

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

RISKS

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

CONTROLS

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

Operation

1. Only trained persons are permitted to operate the machine.
2. The blade must be kept sharp – A blunt blade requires more force and increases the risk of slipping on the blade
3. When sharpening the blade all guards must be in place
4. Slippery, small or unevenly shaped food that cannot be held securely on the carriage must never be sliced.
5. The carriage must always be pushed by the handle, never by the last slice device or the food
6. Only trained persons are permitted to clean the machine
7. The machine must be isolated and unplugged before cleaning.
8. When the blade is removed for cleaning a blade carrier should be used to remove the blade safely.
9. After cleaning all guards must be put back in place
10. Suitable warning notices to be placed beside the machine.

RESOURCES

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

7.9 HAZARDS

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

RISKS

Serious cuts and amputations, Electrical shocks

CONTROLS

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

RESOURCES

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

7.10 HAZARDS

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

RISKS

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

CONTROLS

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

RESOURCES

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

7.11 HAZARDS

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

RISKS

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

CONTROLS

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

RESOURCES:

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

7.12 HAZARDS

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

RISKS

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

CONTROLS

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

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

RESOURCES

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

COMPRESSED GASES

8.1 HAZARD:

FLAMMABLE COMPRESSED GASES

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

CONTROLS:

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

RESOURCES:

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

8.2 HAZARD:**STORAGE AND USE OF LPG**

RISK: Risk of damage from fire, explosion

CONTROLS:

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

RESOURCES:

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

8.3 HAZARD:

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

RISK:

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

CONTROLS:

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

RESOURCES:

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

8.4 HAZARD:
COMPRESSED AIR

RISK:
Risk of puncturing skin and entering body Risk of explosion Risk of Noise

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

- RESOURCES:**
1. Correct nozzles.
 2. Provision of personal protective equipment.
 3. Employee Training Programme.
 4. HSE Guidance Note on the Use of Compressed air.
 5. Provision of adequate supervision.
 6. Preventive Maintenance Programme.

WORKING AT HEIGHTS

9.1 HAZARD:

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

RISK:

Persons / Materials falling from height. Equipment toppling over

CONTROLS:

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

RESOURCES:

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

9.2 HAZARDS

Ladders: Falls from Height, equipment falling

RISKS

Personal Injury

CONTROLS

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

RESOURCES

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

Residual Risk: Medium

EQUIPMENT

10.2 HAZARD: HAND TOOLS

RISK:
Risk of damage to hands, eyes, hearing, body

CONTROLS:

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

RESOURCES:

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

10.3 HAZARDS

Portable Electrical Tools

RISKS

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

CONTROLS

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

RESOURCES

1. Preventive Maintenance programme in place.
2. Regular inspections of all electrical equipment are carried out by a competent electrician.
3. Employee Training Programme.
4. Provision of personal protective equipment.
5. Provision of suitable safety signs/segregation barriers.

STORAGE

5.2.5 HAZARD: STORAGE HAZARDS

RISK:

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

CONTROLS:

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

RESOURCES:

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

GROUND MAINTENANCE

12.4 HAZARD: BATTERY CHARGING

RISK: Risk of injury from acid, explosion.

CONTROLS:

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

RESOURCES:

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

HAZARDS

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

CONTROLS

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

RESOURCES

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

RESIDUAL RISK: Medium – Low

ELECTRICITY

13.1 HAZARD: ELECTRICITY

RISK:

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

CONTROLS:

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

Wiring Standards - Equipment & Machinery

1. All electrical wiring in accordance with standards laid down in the *Safety, Health and Welfare at Work (General Application) Regulations, 2007 S.I. No. 299 of 2007, Part 3 – Electricity as amended by Safety, Health and Welfare at Work (General Application) (Amendment) Regulations, 2007 S.I. No. 732 of 2007.* and E.T.C.I. Codes of Practice.
2. 30mA R.C.D. provided on all socket outlets over 125v AC.
3. Testing of circuits for insulation and earth continuity.
4. Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.
5. Flexible cables will also be adequately protected against external mechanical damage.
6. Cables used for outdoor equipment will be to a heavy duty protected or armoured design.
7. Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
8. Portable 220 volt AC power tools and equipment if used out of doors (preference is to be given to 110 volt AC equipment to avoid this), must only be used in conjunction with a 30mA residual current device.
9. It is essential that all accessible metalwork is earthed.
10. Sufficient sockets shall be provided to prevent overloading by use of adaptors.
11. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
12. Frayed and damaged cables shall be replaced immediately.
13. Flexible cables should not be run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring must be used.

RESOURCES:

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

Residual Risk – Medium

ATMOSPHERIC HAZARDS

14.1 HAZARD:

ATMOSPHERIC HAZARDS / DUST, FUMES, GASES

RISK:

Risk of lung/eye/body damage

CONTROLS:

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

RESOURCES:

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

14.2 HAZARD:

EXPOSURE TO RESPIRABLE ASBESTOS DUST (Inhalation)

RISK:

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

CONTROLS:

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

RESOURCES:

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

14.3 HAZARD:
SMOKING

RISK: Fire Health effects

CONTROLS:

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

RESOURCES:

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

PHYSICAL HAZARDS

15.1 HAZARD:

NOISE

RISK: Risk of Noise-Induced hearing loss

CONTROLS:

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

RESOURCES:

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

CONFINED SPACES

16.1 HAZARD:
CONFINED SPACES

RISK:
Risk of asphyxiation Risk of Leptospirosis (Weils Disease)

CONTROLS:

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

RESOURCES:

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

WATER

17.1 HAZARD:

TANKS

RISK:

Risk of drowning, Risk of Leptospirosis (Weils Disease)

CONTROLS:

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

RESOURCES

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

Residual Risk Medium

ERGONOMIC

18.1 HAZARD:

MANUAL HANDLING HAZARDS / PUSHING, PULLING, CARRYING & LIFTING

RISK:

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

CONTROLS:

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

RESOURCES:

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

RESIDUAL RISK - Medium

18.2 HAZARD:

ERGONOMIC HAZARDS

RISK:

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

CONTROLS:

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

RESOURCES:

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

OFFICE

19.1 HAZARDS

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

CONTROLS

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

RESOURCES

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

19.2 HAZARD:

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

RISK:

Risk of entrapment entanglement, shear injury, back strain

CONTROLS:

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

RESOURCES:

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

19.3 HAZARDS

Cash Handling: Personal Injuries sustained in robberies, or attempted robberies.

CONTROLS

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

RESOURCES

1. Employee Training Programme.

RESIDUAL RISK: Low

19.4 HAZARDS

Cash Registers

RISKS

Bruised or Broken Fingers, electrocution (low risk).

CONTROLS

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

RESOURCES

1. Employee Training Programme.

RESIDUAL RISK: Low

BEHAVIOURAL

20.1 HAZARD:

ASSAULT

RISK: Risk of bodily injury

CONTROLS:

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

RESOURCES:

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

Residual Risk Medium

5.3.26 HAZARD:

BEHAVIOURAL HAZARDS – STRESS, FATIGUE, BULLYING.

RISK: Risk of health damage.

CONTROLS:

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

RESOURCES:

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

Residual Risk Low / Medium

20.3 Hazard

Bullying

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

Effects of Bullying

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

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

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

Forms of Bullying

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

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

Anti-Bullying Policy

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

All complaints of bullying / harassment will be fully investigated.

Incidents should be reported in writing or if preferred to any member of management. The complaint should be confined to precise details of actual incidents.

The alleged perpetrator should be notified in writing that an allegation of bullying has been made against him / her. He / she should be given a copy of the complainant's statement and advised that he / she shall be afforded a fair opportunity to respond to the allegations.

Any complaints should be subject to an initial examination by a designated member of management who can be considered impartial with a view to determining an appropriate course of action. An appropriate course of action at this stage for example could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive a formal investigation of the complaint should take place with a view to determining the facts and creditability or otherwise of the complaint.

All employees should be made aware of the appropriate policies and procedures which should if possible include appropriate training.

CHEMICAL & MICROBIOLOGICAL

21.1 HAZARD:

CHEMICALS AND OTHER HAZARDOUS MATERIALS

RISK: Risk of burns or damage to skin, eyes, respiratory tract

CONTROLS:

1. Adequate and suitable storage facilities.
2. Safe handling procedures based on Safety Data Sheets. and Chemical Agents Regulations of SI 619 (2001)
3. Personal protective equipment to be worn as required.
4. Adequate and suitable labelling of chemicals and safety sign in accordance with European Communities (Classification, Packaging, and Labelling of Dangerous Preparations) Regulations SI No 62 Of 2004
5. Supervision to ensure safety.
6. Training programme in chemical handling.
7. Adequate emergency planning.

RESOURCES:

1. Provision of adequate storage labelling and signage.
2. Provision of personal protective equipment.
3. Employee Training Programme.
4. Provision of adequate supervision.
5. Provision of emergency plan, including spill clean up, First Aid and wash out facilities

21.2 HAZARD:

MICROBIOLOGICAL & ORGANIC HAZARDS Including (Body fluids, Blood Products, Waste Matter, Garden Waste, Leptospirosis {Weils Disease}, Legionella, Hepatitis C)

RISK:

Risk of damage to health

CONTROLS:

1. Vaccination of employees as appropriate.
2. Personal protective equipment to be worn as required.
3. Correct procedures followed for biodegrading waste and clean up.
4. Employees trained in procedures.
5. All equipment well maintained.
6. Supervision to ensure safety.
7. Health surveillance as appropriate. Adequate and suitable storage and disposal facilities for contaminated waste, sharps, and drugs.
8. Terms of the Biological Agents Regulations complied with.

RESOURCES:

1. Provision of personal protective equipment.
2. Employee Training programme.
3. Preventive Maintenance Programme.
4. Provision of Health surveillance.
5. Provision of adequate supervision.
6. Provision of adequate and suitable storage facilities

5.3.55 HAZARDS

HAZARDOUS SUBSTANCES

RISKS

Ingestion, Inhalation and Absorption of poisonous substances, Burns, Skin irritation, Penetration of oil through skin, Fire.

CONTROLS

1. Safety Data Sheets will be obtained for all hazardous substances
2. Staff will receive information and training on the handling of hazardous substances.
3. All substances marked with a hazard warning symbol must be handled with care.
4. Never smoke or eat while applying pesticides.
5. Avoid inhaling sprays or dusts.
6. Wear protective clothing and a respirator.
7. If concentrated product spills on skin, hands, face or eyes, wash immediately.
8. Wash hands and face when leaving the treated area, before tea breaks lunch or using the toilet.

General Precautions

1. Shower and change to clean clothing after working with pesticides.
2. Wash clothing before re-use.
3. Follow proper container disposal methods. All containers should be triple rinsed or pressure rinsed and punctured to render the container non-reusable.

Resources

1. Staff Training Programme
2. Shower facilities provided
3. Safety Data Sheets for all chemicals available at place of use.
4. Goggles provided must be worn when handling hazardous substances
5. Gloves provided must be worn when handling hazardous substances.

Accidental Exposure Procedures

1. Call a doctor or get the patient to a hospital immediately if symptoms of illness occur during or shortly after pesticide application.
2. Be sure to take along the product label or container and Material Safety Data Sheet.

Residual Risk – Medium / Low

Personal Protective Equipment

Personal Protective Equipment	How to Wear It
Overalls	Button (or zip) right up to the neck. Loose overalls around the neck will suck and blow pesticide in and out of the interior of the overalls as you bend and move
Aprons	Make sure the apron covers your body from your chest to your boots.
Gloves	Put gloves on and roll up the first inch or two of the cuff. That way when you lift your hands, any liquid on the gloves won't drip down your arm
Hats	Wash and dry entire hat after each use and before storing. Ordinary baseball caps with cloth sweatband are dangerous as they absorb the pesticide and re-contaminate the fore each time you wear them.
Boots	Wear your trouser legs outside the top of your boots. This will prevent spills and splashes from running into the boot and on to your leg.
Goggles	Wear goggles snugly on your face so that the sides of your are protected from splashes. If you wear glasses, make sure you purchase goggles which fit snugly over them.
Respirators	<p>Note: Dust masks are ineffective in protecting against herbicide vapours</p> <p>When carrying out operations, change filters each day. The cartridge should be replaced when chemical odour becomes apparent or when breathing becomes difficult.</p> <p>New cartridges should always be installed at the beginning of spray season. Prior to commencing work, check the face seal while the respirator is on the wearer's face.</p> <p>Regardless of design, respirators cannot be worn securely by people wearing beards, Moustaches or sideburns</p>

HEALTH

22.1 HAZARDS

Leptospirosis (Weil's Disease)

Persons working in areas where there may be in contact with rats urine, or water contaminated by rats may contract Leptospirosis (or Weil's Disease). The infection can enter the body via damaged skin or by accidental ingestion through the nose or mouth.

This disease is a form of jaundice and can be fatal or result in a permanent disability if not diagnosed and treated at an early stage.

The symptoms are similar to influenza.

The disease is easily treated with conventional antibiotics if detected on time.

Areas of risk include drains, rivers, rubbish tips, and other areas where rat infestation is likely.

CONTROLS

1. Staff working in likely contaminated areas must ensure that any cuts, or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing.
2. After contact with raw water, the hands and the forearms should be thoroughly washed with soap and water especially before eating, drinking or smoking, and staff should also avoid rubbing their nose, mouth or eyes during work.
3. Wherever possible protective clothing including impervious gloves should be worn to avoid any contact with infected areas.
4. In the event of flu symptoms inform your GP of the possible exposure to Weil's Disease.

Residual Risk: Low - Medium

22.2 HAZARDS

Sharps (broken glass, syringes) – employees must clear up broken glass and may also come across syringes discarded in rubbish bins.

RISKS

Personal Injury Cuts, Needle stick injury with possible exposure to HIV or hepatitis.

CONTROLS

1. Staff should not reach into bins, scoop bin contents out or pick up broken glass without suitable heavy duty PVC gloves.
2. Employees should not compress waste in bins
3. If a syringe is found the specially designated sharps bin should be brought to the site of the needle and the needle should be lifted carefully while wearing a heavy duty PVC glove. The small yellow bin is kept in the Grounds office.
4. If an employee receives a needle stick injury they should notify the Management Committee and Safety Officer and seek immediate medical attention (attend their Doctor or the nearest Hospital, not first aid).

RESOURCES

1. Staff Training Programme

Residual Risk: Low

22.3 HAZARDS

Tetanus – The bacteria that causes tetanus infection is present in the soil especially richly organic cultivated soils. The bacteria enters through wounds and can cause painful spasms or convulsions.

CONTROLS

Employees will be offered tetanus immunisation free of charge.
If an unimmunised worker receives a puncture wound especially when working with soil, he will be advised to seek immunisation immediately.

RESOURCES

1. Staff Training Programme

Residual Risk: Low

5.3.34 HAZARD:

RADIATION – Ultra Violet Light, Sun

RISK: Risk to Health.

CONTROLS:

1. Safe Work Procedures.
2. All employees trained in work practices.
3. Supervision to ensure safety.

RESOURCES:

1. Employee Training Programme.
2. Provision of adequate supervision.

Note: All employees advised to use sun screen when working outdoors.

BOILERS & PRESSURE VESSELS

5.3.30 HAZARD:

BOILERS & PRESSURE VESSELS

RISK:

Boiler Explosion Personal Injury – Scalds

CONTROLS:

1. Pressure relief valves fitted
2. Electrical Systems fail to safe condition
3. Fusible Links, Slam Shut Valves provided
4. Checks carried out by Insurance Company Engineer.
5. Personal protective equipment to be worn as required.

RESOURCES:

1. Appropriately trained staff
2. Planned Maintenance Programme in place
3. Supervision to ensure safety.
4. All equipment maintained to ensure safety.
5. Employee Training Programme.
6. Provision of personal protective equipment

HOUSEKEEPING

5.3.64 HAZARDS

Housekeeping

RISKS

Personal injury, slips, trips, falls, manual handling injuries, fire, spillage

CONTROLS

1. All staff to keep their work areas as tidy as possible.
2. Items delivered will be put in an appropriate storage area as soon as possible.
3. Items must be stored in such a way as to prevent goods falling or cause staff/contractors to reach and pull heavy loads
4. Items will be allocated a specific storage area and must be kept in that area, e.g. nets.
5. Spillages must be cleaned up immediately.
6. Passage ways must be kept clear at all times.
7. Forecourt area will be kept clean
8. Waste materials / scrap items will be stored in a secure area for disposal at appropriate interval's

RESOURCES

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

Residual Risk – Low / Medium

Appendix 1
Accident / Incident Report

Malahide Tennis Club

OFFICE USE ONLY – Ref: _____ PART A

ACCIDENT / INCIDENT REPORT FORM

**Report Accident / Incident to: Management Committee
(Ambulance Call 112 Or 999)**

*(Accidents / Incidents which result in injury must be reported. All near misses and dangerous occurrences with the **potential for injury or damage** must be reported in order to prevent a recurrence and to improve safety in both the long and the short term.)*

Name of Person /s involved: _____
Address: _____

Member	Visitor	Staff	Contractor	M	F

Vehicle Details (if Necessary): _____

Accident Reported to whom: _____ Time Reported: _____
Date Reported: _____

Precise Location of Accident / Incident: _____

Date of Incident: __ / __ / __ Time of Incident: __: __ hrs Shift Start Time: _____

Type of Accident / Incident: _____

Details of the Incident according to the Person Involved:

Details of any Injuries:

	Yes	No	
Was the action normal to the employees duties:	<input type="checkbox"/>	<input type="checkbox"/>	
Did the Person require Medical Treatment:	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>First Aid</i>	<i>Ambulance</i>	<i>Hospital</i>
If "Yes" please indicate treatment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observations / Injured Party's Remarks:

Additional Information can be provided on a separate sheet

Malahide Tennis Club ACCIDENT / INCIDENT REPORT

Witness Name: (1): _____ (2): _____

Witness Address: (1): _____ (2): _____

Witness Account of Incident:

Condition of Place of Work: Condition of Plant:
(Comment on the conditions as follows "Good / Adequate / Poor")

	Good	Adequate	Poor		Good	Adequate	Poor
Ventilation:				Machine Guarding			
Humidity				Electrical Safety			
Temperature				Statutory Inspections			
Floors				Access			
Housekeeping				Fire Safety			

Other (Please Specify): _____

If Applicable Weather Conditions: _____

Were there written Safe Work Procedures: _____

Was P.P.E. Required: _____ **Provided:** _____ **Worn:** _____

Was the injured worker trained: _____ **Date of Training:** _____

Duration of Service: _____ **Duration of Service in Current Position:** _____

Additional Information:

Signature of person completing the report: _____

Name Block Capitals: _____

Signature of Club Safety Officer: _____ **Date:** __ / __ / __

Block Capitals: _____

Additional Information and sketches can be provided on separate sheets

Appendix 2
Smoke Free Policy

Smoke Free Policy

Contents

- Rationale for Policy
- Objective
- Scope
- Implementation
- Policy Infringements
- Effective Date
- Smoking Cessation Support
- Integration
- Communication
- Monitoring
- Review
- Appendix 1 – Relevant Legislation

Rationale for Policy

Smoking is the largest single cause of preventable mortality and morbidity in Ireland. There is also considerable evidence to suggest that environmental tobacco smoke is a risk factor for coronary heart disease and lung cancer. Recent reports have established that there is no known safe level of environmental tobacco smoke, and the health risks from environmental tobacco smoke cannot be reduced mechanically. The objective of this policy is to establish a healthy environment for all Malahide Tennis Club employees, members, contractors and visitors. The policy is another very visible commitment of the Club's interest in the provision of a safe and healthy facility for all. This policy is designed to improve the quality of workplace environments for all by removing the very serious health risks associated with tobacco smoke. As part of Malahide Tennis Club's ongoing commitment to meeting best practice and legislative change, the following policy has been agreed upon.

Objective

The objective of this policy is to establish a totally smoke-free environment for all members, employees, contractors and visitors to Malahide Tennis Club.

Scope

The policy applies to Malahide Tennis Club facilities occupied by members, employees (including casual and voluntary), visitors and contractors.

Implementation

It is primarily the responsibility of Management Committee to enforce this policy. All members, employees (including casual and voluntary), visitors and

contractors have an obligation to adhere to and facilitate the implementation and actively support the policy, in so far as is reasonably practicable.

Policy Infringements

Infringements of the policy will be brought to the attention of the Management Committee, who will be responsible for dealing with such breaches in accordance with the established disciplinary procedures.

Integration

The following key principles shall be implemented to integrate the policy at local workplace level:

1. The Management Committee should actively encourage members, employees (including casual and voluntary), visitors and contractors to read and adhere to the policy.
2. Arrange for information to be made available to all who require information about the hazards of workplace environmental tobacco smoke
3. Focus on the individual's right to a safe working environment.
4. Support access to, and information on, available smoking cessation services.

Smoking is prohibited in all offices, meeting rooms and corridors, etc., in facilities occupied by Malahide Tennis Club. Smoking is prohibited in all enclosed work areas, eating/ common areas. Anyone wishing to smoke should do so at official break times only. Smoking outside break times is not permitted. All contractors engaged by Malahide Tennis Club and operating within the club's facilities must be made aware of this policy and comply fully with its requirements.

Communication

The Management Committee should ensure that members, employees (including casual and voluntary), visitors and contractors have access to all the relevant information. The policy should be made available as part of other work-based health promotion programmes. Relevant training programmes will include information on this policy.

Signage & Equipment

- Malahide Tennis Club have signage at the entrance and throughout the building clearly indicating that they are 'smoke-free'.
- Signs should be installed at all main entrances, toilets and waiting areas, and placed strategically throughout the building.
- Ensure that signs are clearly positioned, with no other posters or literature obscuring or detracting from their view..
- Additional stubbing bins should be provided as necessary.

Review

The policy will be monitored and reviewed annually by the Facilities Manager / Health & Safety Officer in conjunction with the Management Committee. Should you have any queries in relation to this policy, please contact the Club Facilities Manager / Health & Safety Officer.

Appendix 1

Relevant Legislation

- The Safety, Health and Welfare at Work Act 2005 requires all employers to provide safe places of work, including the provision of a working environment which is effectively free from airborne contamination, 'so far as is reasonably practicable'.
- The Workplace and Work Equipment Regulations (Part 2, Chapter 1 of the Safety, Health and Welfare at Work (General Applications) Regulations 2007) require employers to make suitable arrangements to protect workers from airborne contaminants, including tobacco smoke.
- The Chemical Agents Regulations 2001 require employers to assess the risks arising from working exposure to hazardous substances. This may lead to prohibition of smoking for certain occupations in the work area, to minimise the risk of hand-to-mouth transfer of toxic material.
- Public Health (Tobacco) Act 2002 & 2004: The Minister for Health and Children may, by regulations, restrict the smoking of tobacco products in certain locations.
- Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001: The proposed amendment to the above will prohibit smoking in all "enclosed" workplaces. 'Enclosed' means "a place of work inclusive of windows and doors that is designed to be fully enclosed". The proposed amendments are due to come into force during 2004.
- The Tobacco Smoking (Prohibition) Regulations 2003 had the effect of banning smoking in all workplaces from 26 January 2004. This date has now been put back to the 29 March 2004.
- Tobacco Smoking (Prohibition) (Amendment) Regulations 2003 had the effect of removing the prohibition on smoking in a prison, a place or premises, or a part of a place or premises that is wholly uncovered by any roof, whether fixed or movable, or an outdoor part of a place or premises covered by a fixed or movable roof, provided that not more than 50% of the perimeter of that part is surrounded by one or more walls or similar structures (inclusive of windows, doors, gates or other means of access to, or egress from, that part).
- Tobacco Smoking (Prohibition) (Amendment) (No.2) Regulations 2003 has no effect of removing the prohibition on smoking in hotel bedrooms and other specified accommodation and has no effect on Dublin Airport Authority's operations

Appendix 3
Permit to Work

**PERMIT TO WORK / HOT WORK PERMIT
(VALID ON DAY OF ISSUE ONLY)**

COMPANY NAME:

1	Date	
2	PERMISSION GRANTED TO	
3	NATURE OF WORK	
4	TYPE OF EQUIPMENT USED	
5	EXACT LOCATION	
6	BETWEEN	AM/PM AM/PM
7	SPECIAL CONDITIONS	

Please tick appropriate box (or mark it N/A where appropriate)

	YES	NO		YES	NO
The above location has been examined			A fire extinguisher/hose reel is available while the operation is in progress		
There are no combustible Liquids, vapours, gases or dusts present.			The person(s) in 2 above have had the nearest telephone/alarm pointed out and been instructed in what to do in the event of a fire		
All combustible material have either been removed or suitably protected against heat and sparks			The required safe procedures are in place and all required PPE is available to safely carry out the work.		

Signature of person issuing permit:

“I understand the conditions applicable to this permit”

Signed: Person carrying out the work.

Date;

CANCELLATION OF CERTIFICATE

The work area and all adjacent areas which sparks and heat might have spread were thoroughly inspection on completion of the operation and sixty minutes later no smouldering fire were discovered, and/or the work area was left in a safe condition after completion:

Signed:
(Person issuing the permit)

Date: