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The No Name! Club Health and Safety Statement

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1.0 Health & Safety Statement:

- 1.1 The *Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007* requires the No Name! Club to prepare and issue a Health & Safety statement setting out its policy on safety.
- 1.2 This statement sets out the Health & Safety policy of the No Name! Club and the means through which that policy is to be implemented.
- 1.3 The Chief Executive Officer and the Board of the No Name! Club recognise the importance of Safety, Health and Welfare, to all employees, in the successful conduct of business. This Statement outlines the policy of the No Name! Club for ensuring so far as is reasonably practicable, the Health, Safety and Welfare of employees, the public and visitors. The No Name! Club will comply with the requirements of the *Safety, Health and Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007* and all other statutory requirements, national standards and codes of practice.
- 1.4 It is the intention of the No Name! Club to protect our employees from accidents or ill health at work. We will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements.
- 1.5 The No Name! Club will ensure so far, as is reasonably practicable:
 - 1.5.1 Safe and healthy working conditions
 - 1.5.2 Safe equipment and systems of work
 - 1.5.2 Provision of appropriate information, instruction, training and supervision
 - 1.5.4 Provision, where necessary, of a competent person to advise and assist in securing the health, safety and welfare of employees and others.
- 1.6 All members of staff will be made aware of and have access to this Safety Statement and arrangements for consultation with staff on health and safety matters will be an integral part of the No Name! Club safety policy.
- 1.7 This Safety Statement will be subject to revision and is liable to amendment, if circumstances change.

- 1.8 The No Name! Club is committed to ensuring that all activities are managed in a manner that will minimise the risk of injury to our employees, visitors and members of the public so far as is practicable.
- 1.9 The Board of the No Name! Club has endorsed this statement and have given me the responsibility to implement it.
- 1.10 The No Name! Club expects all employees to co-operate with us so that we can achieve our target of providing a safe place of work.
- 1.11 You must play your part under the Health and Safety Statement. **Comply** with all the Safety and Health rules in place. **Work** safely and think of others as you do. **Know** and understand the risks within your area. **Assess** risks properly where these present. **Report** safety and health problems to the National Office and **contact us** with any safety and health concerns that you may have.

Chairperson Policy Committee

Date

2.0 Scope of this Statement:

- 2.1 This document applies to Health and Safety within the No Name! Club and specifically with regard to the carrying out of the principle activities of the No Name! Club, its office premises (and all visitors and members of the public attending these offices) and all employees.
- 2.2 While this document does not apply to the affiliate clubs of the No Name! Club, affiliate clubs are expected to have in place adequate Health and Safety statements, which reflect the key principles and contents of this safety statement and which also specify any other relevant policy issues relevant to that particular club.

3.0 The No Name! Club approach to Health and Safety:

- 3.1 The No Name! Club approach to Health and Safety as far as is reasonably practicable will be to:
 - 3.1.1 Provide a safe place of work.
 - 3.1.2 Continue to identify and control hazards.
 - 3.1.3 Prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees and members of the public at risk.
 - 3.1.4 Consult with staff on all Health and Safety matters.
 - 3.1.5 Provide protective clothing and equipment where necessary.
 - 3.1.6 Provide a safe means of entering and leaving the building.
 - 3.1.7 Provide a safe system of work practices.
 - 3.1.8 Provide appropriate information and training to staff members on a continuous basis.
 - 3.1.9 Make Health and Safety a key issue.

4.0 Employer Responsibilities:

- 4.1 The responsibility for the provision of a safe place of work rests with the Chief Executive Officer. **Specifically, these responsibilities are:**
 - 4.1.1 To demonstrate his commitment by taking active steps to be aware of the safety record of the organisation and to issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and third parties.
 - 4.1.2 To endeavour to ensure that sufficient funds and facilities are made available to enable the safety policy to be reasonably implemented.
 - 4.1.3 To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.
 - 4.1.4 To provide the appropriate type and level of training to enable employees perform their work safely and efficiently.
 - 4.1.5 To make available to every employee appropriate equipment to ensure Health and Safety.
 - 4.1.6 To maintain a vigilant and continuing interest in all Health and Safety matters relevant to all in the No Name! Club.
 - 4.1.7 To annually appraise the effectiveness of the statement.
 - 4.1.8 To ensure that the responsibility is properly assigned, understood and accepted at all levels.
 - 4.1.9 To procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his attention.

5.0 Employee Responsibilities:

- 5.1 As a valued employee of the No Name! Club, employees have a responsibility to themselves and to fellow workers to carry out their work in a safe and considerate manner.
- 5.2 Employees (you) must:
 - 5.2.1 Take reasonable care of your own safety, health and welfare and that of any other person who may be affected by your actions or omissions while at work.
 - 5.2.2 Co-operate with your employer and any other person in order to comply with any of the relevant statutory provisions.
 - 5.2.3 Use any safety equipment, or other items provided for your safety, health and welfare at work.
 - 5.2.4 Report to the Chief Executive, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to yourself and/or others.
 - 5.2.5 Follow the procedure (as set out beneath) when the fire alarm sounds or during any emergency.
 - 5.2.6 Be aware of the nearest emergency exits and fire fighting / first aid equipment.
 - 5.2.7 Follow the instruction of management and the fire brigade in the event of fire or other emergency.
 - 5.2.8 Co-operate with management in maintaining a safe work place.
 - 5.2.9 Report any potential hazards to management and not work in any hazardous conditions should they; in your opinion exist.
 - 5.2.10 Never interfere with or misuse anything provided by the No Name! Club in the interests of Health and Safety.
 - 5.2.11 Read the company Health & Safety statement, clarify any lack of understanding with the statement, sign the policy read and understood sheet (**Appendix 1**) and obey all mandatory signs.

5.2.12 In addition, employees are reminded:

- To use proper manual handling techniques when moving any item.
- To ensure that you comply with the requirements of risk assessments applicable to your work.
- If you are under medical supervision, or on prescribed medication and have been certified fit for work, you should notify the Chief Executive Officer about known side effects or temporary physical disabilities, which could hinder your work performance and which may cause you to be a danger to yourself or fellow employees.
- You are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol. Any breach of this rule may result in the commencement of disciplinary procedures as set out in your contract of employment.

5.3 You **must not** partake in any form of horseplay or prank likely to lead to injury to you or others.

5.4 You must not intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.

6.0 Smoking, Alcohol and illicit Drugs:

- 6.1 It is not permissible to attend work under the influence of intoxicating alcohol or illicit drugs.
- 6.2 The smoking of tobacco products is prohibited in the offices of The No! Name Club
- 6.3 Smoking can take place outside the company building at least 3 metres distance away from door entrances and windows.
- 6.4 This smoking, alcohol and drugs policy forms part of the overall Health & Safety Policy and any breach will be dealt with under the No Name! Club disciplinary procedure.
- 6.5 Visitors, contractors and temporary members of staff are expected to abide by the terms of this policy.

7.0 Manual Handling:

- 7.1 Manual Handling is defined as the “transporting of a load by one or more employees and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to employees”.
- 7.2 This is a priority issue because it is a major cause of accidents in the workplace. It is the No Name! Club policy to minimise the need for manual handling of loads and so therefore should be avoided as far as is reasonably practicable.
- 7.3 Employees must check the weight of the load before attempting to lift it and if the load is too heavy get help.

7.4 When lifting, follow the following basic principles.

- 7.4.1 Relax your knees. Lowering movements should start at the knees not the head.
- 7.4.2 Get close to the object to be lifted. Get a good balance by keeping your feet apart. One foot will automatically be ahead of the other.
- 7.4.3 When in position bend your knees and lift with the strong muscles in the legs.
- 7.4.4 Lift gradually, smoothly and without jerking, keeping the object close to the body and your back straight.

8.0 Training:

- 8.1 The No Name! Club is committed to identifying the safety training needs on an ongoing basis and to providing access to appropriate training in line with these identified needs.

9.0 Consultation with Staff:

- 9.1 The No Name! Club is committed to consulting with its staff members regarding safety, health and welfare in the office.
- 9.2 The safety statement will be included in Induction Training and staff will be advised on how to deal with any problems that arise.
- 9.3 Should staff have any concern regarding Health & Safety, then they should raise this concern with the Designated Safety Officer, namely the Chief Executive Officer.

10.0 Reporting of Accidents:

- 10.1 Staff are required to report all accidents and near misses, whether resulting in injury or not, to the Chief Executive Officer. Under the Safety, Health & Welfare at Work Act 2005, employers must report certain occurrences to the Health & Safety Authority and ensure records are kept on site for a period of 10 years.
- 10.2 The following details are required when reporting accidents/near misses:
- Date, Time and Place of the incident.
 - Name, Address, Occupation and Age of the injured person(s).
 - Circumstances, including cause and nature of the injury and the arrangements made for its treatment.
- 10.3 When staff are reporting any accident/near miss, they should use the official accident/near miss report form (**Appendix 2**)
- 10.4 All accidents/near misses will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a reoccurrence.
- 10.5 Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

11.0 Fire Procedures:

11.1 All staff must be familiar with the exit routes and should also know the location and type of fire extinguishers in the office.

11.2 If you discover a fire you should:

11.2.1 Dial 999

11.2.2 If there is a reasonable hope of extinguishing the blaze and **providing there is no danger** to the persons concerned, attack the fire immediately.

11.2.3 Do not under any circumstances, expose yourself to danger.

11.2.4 Leave the building by the nearest fire exit and proceed to the designated assembly point, which is in the area directly in front of the main entrance (front door) of the building.

11.2.5 Do not stop to collect personal belongings.

11.2.6 Once outside, do not enter the building until you are told it is safe to do so.

11.2.7 Follow any instructions given by Emergency Personnel.

12.0 Guidelines for VDU Users:

- 12.1 As part of their duties some employees spend long periods of time using visual display screens. Any necessary adjustments will be made to avoid Repetitive Strain Injury, eyestrain and other ailments associated with work on screens, which must be adjustable for height, tilt and brightness.
- 12.2 No employee will be asked or expected to work any computer which is not in proper working condition, or does not meet the highest specifications.
- 12.3 Employees working continuously on-screen should alternate tasks so that at least 10 minutes during each 60 minutes of work is spent doing off-screen type of work. This work is to be undertaken away from the screen, but does not constitute a break.
- 12.4 Employees who habitually use VDU's have the right to an eyesight test, the cost of which will be met or reimbursed by the company.

13.0 Hazard Analysis and Risk Assessment:

- 13.1 A hazard in general means anything (at work) that can cause harm (Health and Safety Authority 2006) e.g. electricity, hot surfaces, lifting heavy loads, slippery floors, and poorly lit stairways etc.
- 13.2 A risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of harm suffered (Health and Safety Authority 2006).
- 13.3 A Risk Assessment is a careful examination of what, in the workplace, could cause harm to people, so that the employer can weigh up whether he or she has taken enough precautions or should do more to prevent harm (Health and Safety Authority 2006).
- 13.4 The Organisation will conduct a full risk assessment of the offices on a yearly basis (using the Health and Safety Audit tool – **Appendix 3**). The focus of this risk assessment will be to identify any potential or actual hazards and to put in place an action plan to reasonably control any hazards and risks.
- 13.5 Staff must be aware of any general potential hazards and risks in the workplace.
- 13.6 Staff must report any specific hazards to the Chief Executive Officer, who will arrange/conduct a risk assessment of this hazard and take any necessary action to minimise any risk identified.

14.0 First Aid:

- 14.1 First Aid boxes are provided to ensure that first aid supplies are easily accessible when required in an emergency.
- 14.2 First Aid boxes are located in the main office.
- 14.3 The First Aid box is to be checked weekly by the administrator and any shortages replaced.
- 14.4 Employees have an obligation to ensure that First Aid Boxes, like any safety equipment, are not tampered with.
- 14.5 Free access to First Aid Boxes must be maintained at all times.
- 14.6 Painkillers cannot be provided in the First Aid Boxes.

15.0 Bullying and Harassment:

- 15.1 Bullying at work has been defined as 'repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work'
- 15.2 An isolated incident of the behaviour in this definition may be an affront to dignity but as a once off incident is not considered to be bullying.
- 15.3 Bullying puts at risk the safety, health and welfare of people at work.
- 15.4 Some examples of bullying include (this is not an exhaustive list): -
- ❑ Exclusion with negative consequences
 - ❑ Verbal abuse/insults
 - ❑ Physical abuse
 - ❑ Being treated less favourably than colleagues
 - ❑ Intrusion – pestering, spying or stalking
 - ❑ Menacing behaviour
 - ❑ Intimidation
 - ❑ Aggression
 - ❑ Undermining behaviour
 - ❑ Excessive monitoring of work
 - ❑ Humiliation
 - ❑ Withholding work-related information
 - ❑ Repeatedly manipulating a person's job content and targets
 - ❑ Blame for things beyond the person's control.
- 15.5 The effects of bullying on the organisation as a whole can include:
- ❑ Increased absenteeism;
 - ❑ Poor team-work
 - ❑ Low motivation;
 - ❑ Reduced achievement of the organisation's objectives;
 - ❑ Reduced efficiency;
 - ❑ Hasty decision making;
 - ❑ Poor industrial relations.
- 15.6 The No Name! Club recognise the right of everyone to be treated with dignity and respect at work, and is committed to striving to ensure that all staff members are free to do their work without harassment or bullying.

- 15.7 Any breach of the policy on Bullying /Harassment at work will be dealt with under disciplinary procedures.
- 15.8 All employees have the right to be treated with dignity and respect at work.
- 15.9 Employees also have responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying.
- 15.10 Complaints by employees of alleged bullying at work will be treated with fairness, sensitivity, respect and confidentiality for all parties concerned.
- 15.11 Any person or persons alleged to have bullied will be afforded natural justice and treated with fairness, sensitivity and respecting the need for confidentiality with all parties concerned.
- 15.12 A complaint of bullying, which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.
- 15.13 The No Name! Clubs' policies and practices will strive to prevent bullying at work.

Appendix 1 Policy Read and Understood Form



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Policy Read and Understood Form

Name of Document: Health and Safety Statement

Instructions for Staff: Please ensure that you read the Health and Safety Statement very carefully, ensuring that you clarify anything that you are unsure of with the Chief Executive Officer. Once you have read the statement please sign the form below to indicate that you have read it and understand it. Thank you.

Document read and understood by staff (please tick)	NAME OF STAFF	SIGNATURE	DATE

Appendix 2 Accident/Near Miss Report Form

Accident/Near Miss Report Form

Please Tick was this an.....

Accident

Near Miss

Details of Injured Person (if applicable)

Name:

Date of Birth:

Address:

Contact No:

Employed Full Time () Self-Employed ()

Employed Part Time () Visitor ()

Member of Public () Other: _____

If not a No Name! Club employee, give name and address of employer: _____

Type of Activity and Environment

Location where accident/near miss occurred: _____

What type of activity was person doing at time of accident/near miss? _____

Was the person authorised to be in that place, carrying out that activity? Yes No

Circumstance of the Accident/Near Miss

Date: _____ and time _____ (am / pm) of the accident/near miss

Briefly describe what the person was doing at time of accident/near miss and tick the agent involved:

- () Machinery () Falls of persons () Vehicles
() Hand Tools () Objects falling () Striking on/striking off objects
() Electricity () Fire () Other

Please give description and cause of accident/near miss? _____

If there were any witnesses to the accident/near miss, please give name (s) and contact addresses:

Details of any Injury sustained: (tick one box only)

Indicate the type of injury

- Bruising, contusion Dislocation Head Hip joint, thigh
 Concussion Knee joint, lower leg, ankle Lower arm, wrist
 Internal Injuries Neck Foot
 Open Wound Poisoning Back, spine Toes (one or more)
 Abrasion, graze Infection Chest Abdomen
 Burns, scald, frostbite Radiation Fingers (one or more) Multiple Injuries
 Suffocation, asphyxia Closed Fracture Sprain, torn ligaments Electrical injury
 Shoulder, upper arm, elbow Injury not ascertained
 Other: _____

Which side of body was affected? Right / Left

Where was the injured person treated? _____ By Whom? _____

What hospital was the injured person brought to? _____

Address: _____ Telephone No: _____

Other Details

When was the injury first reported? _____

To whom? _____

Did the injured person cease to work immediately following the accident? Yes No

If no, when did work cease? _____

Was person given correct training to perform the task? _____

Outcome of the Accident

Date of resumption work: _____

Anticipated absence if not yet back: _____

Name of Injured Person

Signature Date _____

Person Reporting Accident

Signature Date _____

Manager / Supervisor

Signature Date _____

Corrective action recommended:

Person Responsible: _____ Target Date: _____

Signature on Completion: _____

Appendix 3 Annual Health and Safety Audit Checklist



Annual Health & Safety Audit



Health, Safety and Welfare at Work

Manager/Chief Executive:

Person Carrying out Audit:

Date of Audit:

Date of Report:

Signed:

<p style="text-align: center;">AREA</p>	<p>✓: Satisfactory X: Unsatisfactory N/A: Not Applicable</p> <p style="text-align: center;">Comments</p>	
<p><u>POLICIES</u></p> <p><u>Check:</u></p> <p>Are the following Policies in place and disseminated to all staff/affected parties.</p> <ul style="list-style-type: none"> • Health and Safety Statement • Anti-Bullying Policy • Manual Handling Policy • Fire Policy & Procedure • Accident management, hazard analysis and First Aid Policies • Sexual Harassment Policy • Alcohol Policy • Optical Examinations Policy – Re. Use of V.D.U.'s <p>A record is maintained of Policy Induction and is up to date</p>		

TRAINING

A record of staff training is implemented in the following areas and is kept up to date:

- Manual Handling
- Fire and Evacuation Drills

DOORS AND WINDOWS

Check:

doors are unobstructed

doors with a fire resistance requirement have wire reinforced glass

there are no doors with:

- loose or broken hinges
- damaged or sticking catches
- loose or stiff handles
- broken wood panels or glass panels

doors are not allowed to swing freely without restraint

windows are not broken or cracked

windows open easily without undue force being applied

windows do not jut out dangerously when open

where necessary, a window pole is available

windows do not have broken fastenings or cords

CORRIDORS AND ENTRANCES

Check:

floor surfaces are even and not slippery

passages are adequately lit

litter/rubbish has not been allowed to accumulate

mats/rugs are not positioned in such a way as to be a tripping hazard

there are no areas of loose, flaking or damaged paint, plaster or plasterboard

steps are not worn, broken or slippery

STAIRWAYS

Check:

banisters secure and safe

stairways adequately lit

steps/carpets not dangerously worn

steps not worn, broken or slippery

Other Points of Note

List any other risks or hazards of note here.....

<p><u>HEATING AND VENTILATION</u></p> <p><u>Check:</u></p> <p>heating systems are regularly serviced and maintained in good working order</p> <p>heating systems are adequate to comply with normal safety requirements</p> <p>where there are large areas of glass facing direct sunlight, there is provision for shading, for example, venetian blinds or curtains</p> <p>windows can be easily opened to allow for adequate ventilation</p> <p>(Further checks listed under Electrical Area)</p>		
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<p><u>FIRE SAFETY</u></p> <p><u>Check:</u></p> <p>fire escapes and exits are clear from obstructions</p> <p>fire doors are kept unlocked and unobstructed whilst people are on the premises</p> <p>all designated fire exits are clearly marked</p> <p>evacuation procedures are clearly displayed</p> <p>all staff are familiar with evacuation procedures</p> <p>procedure for calling fire brigade checked</p> <p>assembly points are clearly marked</p> <p>last fire/evacuation drill held on:</p> <p>all staff are familiar with and have been trained in the procedure to be followed when using fire equipment</p> <p>there have been fire drills/practice evacuations held at least twice per year</p> <p>fire doors open outwards and are not held or wedged open</p> <p>fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions</p> <p>flammable substances (cleaning fluids, photocopying chemicals...) are stored correctly, away from sources of heat</p>		
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<p><u>ELECTRICAL EQUIPMENT</u></p> <p><u>Check:</u></p> <p><u>GENERAL</u></p> <p>equipment is correctly wired and earthed</p> <p>plugs are correctly wired</p> <p>the mains supply is capable of meeting the maximum demand</p> <p>the isolating switches are marked, well-sited, accessible and known to staff</p> <p>the central area with fuse boards etc.. is maintained safely</p> <p><u>LIGHTING</u></p> <p><u>Visually check that:</u></p> <p>all the light fittings are working and are kept in a clean condition</p> <p>light switches are not broken and appear to be in a safe condition</p> <p>lighting is adequate for the type of work being undertaken</p> <p><u>PLUGS/SOCKETS/LEADS</u></p> <p><u>Visually check that:</u></p> <p>plugs are in good condition with no cracks or pieces missing</p> <p>sockets are in good condition with no cracks or pieces missing</p>		
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<p>socket screws and mounting are secure</p> <p>sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp</p> <p>indicator lights on sockets function correctly</p> <p>insulation on leads is not cracked or frayed</p> <p>leads are without knots or joins and are reasonably free of 'kinks'</p> <p>leads are the correct length for the equipment being used</p> <p>there are no trailing leads</p> <p>multi-point adaptors are not being used</p> <p><u>EQUIPMENT</u></p> <p><u>Check:</u></p> <p>fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly</p> <p>copies of manufactures' instructions/operating manuals are easily accessible</p> <p>equipment is only being used for purposes for which it was intended</p> <p>where appropriate, all electrical equipment is switched off and, unplugged when not in use</p> <p>mains isolating switches are easily accessible and known to staff</p> <p>on/off indicator lights function correctly</p> <p>equipment incorporating heating has a thermal safety cut-out in addition to a thermostat</p> <p>equipment containing liquid has a leakage detector</p>		
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<p><u>Other Relevant Equipment Issues</u></p> <p>List any hazards or risks here.....</p> <p><u>GAS</u></p> <p>gas isolator valves known</p> <p>gas isolator valves accessible</p> <p>gas taps and valves tested regularly</p> <p>storage of compressed gas checked</p> <p><u>FIRST AID</u></p> <p><u>Check:</u></p> <p>an <u>Accident Record Book/Folder/Forms</u> readily available and kept up-to-date</p> <p><u>notices are posted in prominent positions detailing:</u></p> <p>location of first aid boxes</p> <p>procedures for calling ambulances/emergency services</p> <p>telephone number of local doctor, gardai and hospital contact</p> <p><u>First aid box is readily available and adequately stocked</u></p>		
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<p><u>HYGIENE</u></p> <p><u>Check:</u></p> <p><u>Are the following available:</u></p> <p>soap</p> <p>hand drying facilities</p> <p>hot water</p> <p>toilet paper</p> <p>litter bin per room</p> <p>provision for disposal of feminine hygiene products</p> <p>safe, suitable, sufficient and properly cleaned sanitary facilities</p> <p>arrangements for the safe storage and disposal of household waste</p> <p><u>OUTSIDE AREAS</u></p> <p><u>Check:</u></p> <p>there are no uneven/broken/cracked paving slabs</p> <p>outside steps are secure</p> <p>roofs, guttering, drain pipes etc. are, as far as can be seen, sound and well maintained</p> <p>outside lighting works and is sufficient</p>		
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<p>all parking facilities for cars and cycles are safe in regard to the presence of pedestrians</p> <p>entrance mats are available for wet weather</p> <p><u>OFFICES</u></p> <p><u>Check:</u></p> <p>substances for use with photocopying/duplicating machines are stored correctly, and that the room/location where photocopying/duplicating machines are operated is adequately ventilated</p> <p>all computer equipment (V.D.U.'s) are in working order and properly maintained</p> <p>furniture is comfortable, sufficient for numbers, properly maintained</p> <p><u>VDU ERGONOMICS</u></p> <p>all chairs in use at VDU stations are fully adjustable</p> <p>staff take regular breaks from display screens (min 5 minutes in each hour)</p> <p>there is adequate space underneath desks to swivel knees 90 degrees in each direction</p> <p>the temperature in the office is 17.5 degrees or above</p>		
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<p><u>KITCHEN/DINING AREAS</u></p> <p><u>Check:</u></p> <p>the kitchen/dining area is kept clean</p> <p>the kitchen floors are sound and non-slip, especially when wet;</p> <p>equipment is adequately guarded</p> <p><u>BATHROOMS AND SHOWERROOMS</u></p> <p><u>Check:</u></p> <p>clean, safe flooring kept dry and non-slip</p> <p>all showers, toilets, baths, wash hand basins, toilet bowls and cisterns in good condition and with no leaks, cracks, sharp edges or other defects</p> <p>adequate ventilation</p> <p>mirrors and towel rails safely fixed to walls</p> <p>all parts regularly washed, cleaned and disinfected</p> <p>Other issues</p>		
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<p><u>Slip or Trip Hazards</u></p> <p>Visually Check</p> <p>there are no slip or trip hazards or risks in the building</p>		
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Appendix 4 Letter to Affiliate Clubs regarding Health and Safety Statements

**Head Office
No Name! Club
Main Street
Baltinglass
Co Wicklow**

Date:.....

To: The Chairperson
(Name of No Name! Club)
(Address of No Name! Club)

Re: Health and Safety Statement

Dear.....,

I am writing to you with regard to the issue of Health and Safety Statements.

It is important that each No Name! Club adequately addresses the area of Health and Safety in compliance with *The Safety, Health and Welfare at Work Act 2005 and the Safety, Health & Welfare at Work (General Application) Regulations 2007.*

We at Head Office have recently developed our Health and Safety Statement, to ensure compliance with both Acts. I am enclosing for your information a copy of the No Name! Club Health and Safety Statement, which has recently been developed to ensure compliance with the Acts.

It is essential that each Club develops a Health and Safety Statement and that the contents of the statement reflect the relevant contents of the Head Office Statement and also incorporate provision for any other health and safety issues specific to their Club.

I am conscious that this will result in an extra workload for your club but am sure that you will recognise and agree with the importance of this issue from a duty of care perspective.

Yours sincerely

Chief Executive Officer

**Appendix 5 Sample Checklist for Affiliate Clubs to complete
in advance of activities/events**

Sample Checklist for Affiliate Clubs to Complete in Advance of Running Activities/Events

Introduction: This sample checklist is designed to assist you when you are planning to run an activity or event, particularly from a Health and Safety perspective. As events vary, this is not a definitive or an exhaustive checklist and it can be amended to suit the nature and complexity of the event.

Name of Event:

Date of Event:

Event Organiser's Name:

Checklist

Issue for consideration	Action Necessary (and by who)	Recommended Completion Date	Completed On
Set up a group to help you run event			
Identify one individual with responsibility for safety			
Set the date			
Decide on the format of the event			
Draw up a budget – decide on buying versus hiring			
Venue			
Decide where			
Pre-visit venue and consider any safety issues/risk assess			
Consider accessibility issues			
Consider Heating			
Consider Seating			
Consider Toilets			
Insurance Required (public liability and other?)			
Kitchen/food			
First Aid			
Car Parking			

Issue	Action Necessary (and by who)	Recommended Completion Date	Completed On
Venue – Continued			
Ensure that venue is suitable for the event being planned			
Ensure signposting is adequate and clear			
Decide on traffic management issues			
Is Garda involvement/ permission needed?			
Need for Electricity? And if so consider Safety Issues			
Equipment and Safety Issues			
If other groups are going to be present (e.g. stalls, musicians etc) gain written evidence that they are adequately insured			
Clarify expected numbers (attending) and inform venue of same			
Is emergency plan needed (may be needed for larger events)			
Consider need for telecommunications			

The No Name! Club. Health and Safety Statement

Issue	Action Necessary (and by who)	Recommended Completion Date	Completed On
Staffing/Volunteers			
Ensure adequate numbers of staff			
Consider gender mix of staff (if necessary)			
Have some additional back up-staff if necessary			
Consider whether vetting is necessary (particularly if children are involved)			
Consider security staff for venue			
Clearly set out responsibilities of all staff			
Consider what you need to inform staff of (e.g. fire escapes, first aid location, lost child area etc...)			
Identify person in charge and ensure that all staff are aware of same			

The No Name! Club. Health and Safety Statement



No Name! Club
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website: www.nonameclub.ie

