

SAFETY STATEMENT

ABC Club

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Disclaimer.

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1.1 APPLICATION

This Safety Statement has been developed to assist ABC Club comply with relevant H&S standards and to ensure that members are fully aware of the club's commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide assurance that compliance with legal or other requirements for health and safety are being met or exceeded.

1.3 SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Club.

The club has appointed Manager 2 as being the person who will monitor Health, Safety & Welfare. Reference should be made to Manager 2, in the event of any difficulty arising in the implementation of this policy.

The Success of the policy will depend on the co-operation of all Members. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Club and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____

Date: _____

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The table below is a record of all revisions made to the safety Statement

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1.5 Insurance Requirements

As with all Clubs ABC Club have a range of insurances in place. The following are the details of same:

Complete the sections below where relevant:

Employer's Liability Insurance

- Broker
- Insurance Company
- Amount

 € _____

Public Liability

- Broker
- Insurance Company
- Amount

 € _____

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

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2.1 MANAGEMENT CONTROL SYSTEM

ABC Club operate in the general area of sports and recreation. We do not have employees and all administrative functions are carried out by members.

The objective of the Safety Management System is to satisfy legal and other responsibilities and to exercise greater control of health and safety within the club, to protect people and control the club activities.

As club President/Chairman Manager 1 will ensure that safety is always on the agenda for meetings and events. Manager 1 will also support Manager 2 at meetings where it is necessary to discuss safety improvements or capital requirements for safety equipment.

Management points that may be measured:

1. Safety and housekeeping inspections of rented facilities, etc.
2. Safety critical equipment maintenance records
 - 2.1. First Aid, Defibrillator, etc.
 - 2.2. Fire extinguishers
3. Risk assessments – in this statement
 - 3.1. Initial assessments from xx/xx/xx
 - 3.2. Annual reviews after xx/xx/xx
4. Safety review of locations and events
 - 4.1. Minutes
 - 4.2. Action points
 - 4.3. Outstanding issues resolved
5. Safety Statement
 - 5.1. Implementation on xx/xx/xx
 - 5.2. Annual reviews after xx/xx/xx

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 2.

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2.2 Manager 2 (assisted by Manager 1 as needed)

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 should ensure that members are given information to allow them carry out club activities safely.
- ❑ Prepare the Safety Plan and needs for upcoming events where that may be required (i.e. Hosting Tournament, Charity event, e tc.)
- ❑ Carry out a review after an Event to ensure any lessons are taken on board.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to club property and recommend action.
- ❑ Investigate any accidents involving members of the public or club members at events where ABC Club were the organiser.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.

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2.3 Club Members

- ❑ Members should not drink alcohol at an event.
- ❑ All members are to co-operate in the investigation of accidents.
- ❑ All members will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All members are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All members are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other Members.
- ❑ Members found guilty of wilful unsafe acts may be liable to removal from the event.
- ❑ All Members must clean up their area or assist in tidying up thereof and also to help maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to club management.

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ARRANGEMENTS FOR SAFE OPERATIONS

PART 3

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3.1 RESOURCES

ABC Club recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Club undertakes:

- To ensure that adequate numbers of members are available to undertake all activities carried out by the club.
- To include health and safety considerations into all annual estimates for the running of the club.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information to all members in health and safety.

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3.2 SAFETY INDUCTION

This procedure relates to any induction Members of ABC Club must undergo when joining the club.

1. Ensure the Members Member is fully aware of the escalation procedure in the event of there being an incident.
2. Show new Members Member where any emergency equipment is kept, explain its purpose and ensure that the Members Member is aware of his/her responsibility.
3. Advise new Members Member of any potentially dangerous areas.
4. Warn new Members Member of any prohibited actions in the club, e.g. don't interfere with safety equipment, etc.
5. Show new Members Member the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Provide new members with a copy of this safety statement or allow them access to a copy.

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3.3 FIRST AID

CONTROL MEASURES

NOTE:

ABC Club **DO NOT** provide first aid response at Matches/Tournaments or at large events/competitions the event management will engage organisations such as the Red Cross, Order of Malta, etc. to provide First Aid response.

Within ABC Club

The first aid box/kit should be suitably marked and easily accessible.

The exact location of the First Aid box/kit must be known by all members.

3.4 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ ***Accident report Form***
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from Manager 2.

CONTROL MEASURES

- ❑ ***All Accidents, near misses and Dangerous Occurrences***
 - ❑ Club Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.5 WELFARE FACILITIES

If and when we have permanent club facilities the points below will be observed. When we use public facilities such as hotels for holding meetings, sports grounds for matches, then the hotel/pub/grounds etc. facilities will be used.

- Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.
- Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- Arrangements for eating foodstuffs shall be provided in the on the premises.
- An adequate supply of drinking water shall be provided on the premises.
- Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

3.6 PERSONAL PROTECTIVE EQUIPMENT

ABC Club shall monitor all Members use of Personal Protective Equipment where required.

CONTROL MEASURES

- The wearing of protective equipment is under the control of each member.
- All members should dress sensibly for weather conditions.

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3.7 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Club recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to behave safely.

The possession, distribution or sale of drugs or any associated materials whilst you are on a ABC Club Event location, will lead to removal from the location and possible other sanctions.

3.8 THIRD PARTIES

From time to time it is necessary for ABC Club to make bookings for accommodation of members, recommend third party suppliers such as hotels, B&B, etc. ABC Club undertakes these activities purely for purposes of information or general assistance, no responsibility can be taken for the actions of any third party either booked or recommended by ABC Club. All third parties are expected to comply with the law as applicable and to have appropriate insurances.

3.9 VENUE STAFF

From time to time ABC Club may use the services of venue staff at charity event/competition, etc. It is understood that these persons are staff of the venue and as such are entitled to the protections of the Health, Safety and Welfare at Work Act 2005 from their own employer or facility (The Venue).

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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4.1 Fire

FIRE HAZARDS

A Fire and Emergency plan will be drawn up by Manager 2 for inclusion in the relevant event planning. When on other sites/venues/clubs the Fire and Emergency plan of the relevant premises will be followed by ABC Club Members.

Event/competition Fire Safety

ABC Club members will follow all fire safety arrangements for the venue we attend/use.

We will fully partake in any fire drills arranged by venues.

Where we have a facility to store equipment, we do not store any flammable substances in it.

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4.2 Housekeeping

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

CONTROL MEASURES

- Members will ensure that access routes are planned.
- Members must maintain the area in a tidy condition at all times.
- Members will ensure that all waste materials in and around the premises are cleared and disposed of safely.

4.3 Electricity

ABC Club' Members do not engage in general electrical work. Set out below are the general controls for using rental premises where appropriate.

HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

To ensure that all electrical equipment used by the club is in safe condition.

WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- We do not work on internal lighting systems or electronic scoreboards.
- Where we have access to electronic scoreboards or need to turn on (warm up) lighting systems, we only do so as a user and follow the relevant instructions.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.

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- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.

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4.4 Event Safety, Security and Fire Risk Assessment (NB not for weekly Matches, only when planning Charity Events or Tournaments)

HAZARDS

- ☐ Access and egress
- ☐ Poor weather
- ☐ Fire
- ☐ Members of the public
- ☐ Multi Hazard

CONTROL MEASURES

- Ensure all event members have clear roles and responsibilities, adequate training, and that communications are clear on the ground.
- Well-placed signs and information directing people can affect the way people act, especially in an emergency.
- Ensure sufficient information to avoid frustration and aggression.
- A risk assessment of the venue can reveal physical features that may lead to overcrowding and possible injury. These include:
 - steep slopes
 - dead ends or locked gates
 - convergence of several routes into one
 - uneven or slippery flooring or steps

4.12.1 Event Fire Risk Assessment

A fire Risk Assessment shall be completed as part of the plan for every event. The standard steps below shall be followed.

The following stages will be considered:

- ☐ Venue design
- ☐ Effective fire safety during the event
- ☐ Safe removal of equipment and services at the end of the Event
- ☐ Control fire risks once the event is over and the infrastructure is being dismantled

The following checklist will be used and added to the Event Safety Plan:

- Can all the occupants escape to a place of reasonable or total safety in a reasonable time?

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- Are the escape routes adequate for the numbers and type of people that may need to use them? E.g. members of the public, including disabled people.
- Where appropriate, have you identified the assembly areas and are they in the appropriate location?
- Will everybody be able to safely use the escape routes?
- Will your event take place or your venue be used during the hours of darkness?
- Are all the escape routes sufficiently illuminated for use at all times people are present.

4.5 Event Equipment

HAZARDS

Health hazards from substances can be divided into the following categories:

- ☐ Electrical
- ☐ Fire

Risks Identified

Likelihood	Severity	Risk Value
Score = 2	Score = 6	Result = 12

Control Measures

- All equipment is stored safely.
- All electrical equipment is serviced and checked as necessary.
- No hazardous equipment or materials are stored or used.
- Bleacher type seating will be rolled out and set up as per the manufacturer guidelines.
- Bleacher type seating that is under our control will be inspected periodically to ensure it's safety.
- Other types of seating such as stacking chairs, etc. will be set up as per the manufacturers guidelines and will be connected to avoid displacement especially in an emergency.
- Temporary seating will never be set up where it blocks emergency exits.

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4.6 Attending Matches and Tournaments

HAZARDS

- ❑ Multi hazard
- ❑ Lost children
- ❑ Slips, trips, falls, etc.

Risks Identified

Likelihood	Severity	Risk Value
Score = 2	Score = 3	Result = 6

Control Measures

- A list of all people (players and driving parents) will be held by the person in charge (PIC) on the day.
- PIC will know what children are travelling with what adult/car.
- When buses are hired for large events, only reputable coach companies with insurance will be used.
- PIC will have full first aid kit available.
- PIC will have a nominated deputy.
- PIC will have phone numbers for all drivers.
- All Drivers are asked to ensure their cars/vehicles are fully roadworthy.
- All drivers are asked not to make detours before or after the event/match without informing the PIC so that expected arrival times are met.
- Each Child or players should:
- Rarely if ever be on their own;
- Alert the PIC if someone is missing or in difficulties;
- Have a meeting place to return to, or an instruction to remain where they are, if separated;
- Understand and accept the expected standards of behaviour.

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Part 6 Members Sign Off

We the undersigned accept that:

- **We have been shown the Safety Statement,**
- **We know where it is to be kept for review,**
- **We will adhere to all safety rules as set out by ABC Club**
- **We will not act in any way that could be harmful to ourselves or any other person.**

Name in block	Signature	Date

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Accident Report Form

Location:	
Date of Accident/Incident:	Date of Review:
Members present:	
Injured Party:	

Nature of loss	Nature and extent of actual or potential loss to people, property or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

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Event Management Safety Plan and Review

This plan is only for use when running tournaments, attending larger sporting events or running fund raising events. For weekly "Matches" the risk assessment in Part 4 of this Safety Statement shall be adhered to.

1. Issues to be considered in advance:

Assess if any item in the left column is required. If it is then fill out the details on achieving the item in the right column	
Items	Action required Y or N
Insurance Cover	
Public Entertainment Licenses	
Food Provision	
Staging, seating or Structures	

2. Event and organiser details

Event name	
Contact person	
Date of 1 st meeting	
Address of event	
For external events, enter the date of "scope out" visit to event address	
General nature of event (sports, music, day time, night time, etc.)	

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3. Event Contingency Plan – This questionnaire is a guide to the points that need to be considered. It may be necessary to add pages to this document in order for it to be complete.

3.1 Introduction (include a full description of the event).	
Planned Date(s)	
Planned Start and finish times	
3.2 Event Control	
Event Manager/Chief Organiser (Person who has overall responsibility): Include Name, How contacted during event, Where located during event	
Safety Officer: Include Name: How contacted during event: Where located during event	
First Aid Co-ordinator: Include Name, How contacted during event, Where located during event	
Gardai (if present at the event): Include How contacted during event, Where located during the event	
3.2 RESPONSIBILITY OF INDIVIDUALS/GROUPS List the responsibilities and phone numbers of relevant individuals. All responsibilities must be DISCUSSED and AGREED with each individual /agency/group prior to the event. Organisations to be considered may include: Security Staff, Parent's, Gardai, Ambulance Service, etc.	
Examples:	
1.Marshalls/Stewards	
2.Crowd Control	
3.Liaison with Gardai	
4.Information to the public	

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Individual and Group Responsibilities continued:	
5.	
6.	
7.	
8.	
9.	
10.	
3.3 Allocation of Resources	
List any equipment to be used for public safety during the event or in the event of an Incident e.g. hand held radios, fire extinguishers etc.	
Radios	
First Aid Equipment	
Transport	
Emergency fire equipment	
Other	
Other	
Other	
3.4 Communications: (Briefly explain)	
How the event control/organisers will communicate with the event staff/marshals and vice/versa	
How the event control/organisers will communicate with the people attending the event.	
Include a list of persons who will have radios and what channel they can be contacted on.	
Include a list of persons who at the event location will have access to a phone and their contact telephone numbers.	

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3.5 Event Signage (if needed to direct people to the event and around the event itself) Explain:	
Is signage needed and if so, who is erecting the signage to the event: When will it be in position?	
3.6 Lost/Found Persons	
What steps will be taken for re-uniting people who get separated/isolated/etc?	
3.7 Lost/Found Property	
Where is lost property to be taken to? If it is not reclaimed, what will happen to it?	
3.8 Evacuation Plan Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:	
Fire Risk Assessment completed and added to this plan	
Who will make the decision to evacuate the attendees from the event location?	
Who will co-ordinate the evacuation (be in charge)?	
How will the event staff/marshals be informed and briefed of the situation?	
Do the event staff/marshals have specific tasks in the event of an evacuation?	
Which exits will the attendees be directed to?	

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3.8 Evacuation Plan - Continued	
Describe the actions to be taken if the event location had to be partially or fully evacuated. Consider:	
Where will the attendees be evacuated to?	
Who will inform the emergency services?	
Who will direct the emergency services when they arrive at the event location?	
If required how do you stop the event?	
How do you inform the safety staff?	
How do you collect and account for the attendees?	
Where do you evacuate the attendees?	
You will probably need to add pages to the back of this plan to accommodate the answers to the questions above.	
3.9 First Aid Services	
Who is providing the First Aid cover?	
Where is the first aid located	
Is it accessible to ambulances	
Consider communications links to the event control/organisers	
3.10 Media. If there was an incident at the event that attracted media interest, Consider:	
Who would speak to the media and where	

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would this take place?	
3.11 Winding Down the Event	
Who declares the event over?	
Who are the team designated to walk down the venue and declare it clear?	
Who are the rubbish removal company?	
Is there a reinstatement or dilapidation agreement?	
Final review of the event planned for date:	

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