



## Introduction

This Club Safety Statement applies to the Chair, Committee, Coaching staff, Members, Visitors and Contractors who visit the premises to carry out work, and any tenants and/or suppliers to the club.

## Policy

This is an outline of the club's commitment and intention in regards to safety, health and welfare within the club and includes the following:

- Ensuring all statutory duties are met.
- Providing a safe environment within the grounds and premises.
- Carrying out risk assessments.
- Implementing the safety arrangements.
- Providing training, instruction, information and supervision as is necessary to secure health and safety.
- Ensuring that all equipment and machinery are maintained in a safe condition.
- Ensuring members are aware of the arrangements and their responsibilities.

## Duties

### Chairperson

The Chairperson duties include but are not limited to;

- Ensure the Committee understand their responsibilities in relation to health and safety.
- Organise for a risk assessment to be carried out at the club by a competent person.
- Establish with the Committee the necessary safety arrangements for the club.
- Communicate these arrangements to all applicable, including coaching staff, members, players, visitors, contractors, tenants etc.
- Organise necessary training, instruction and information.
- Ensure the health and safety arrangements are implemented and adhered to in the club and related activities.
- Provide adequate facilities and means of access, to and from, for all using or visiting the club and/or using the facilities.
- The provision and maintenance of adequate machinery, equipment and plant provided in the club. This should be arranged in conjunction with the person responsible for the applicable area i.e.; grounds person, caterer, bar, maintenance person etc.

### **Club Secretary**

The club Secretary duties include but are not limited to:

- Organise for the circulation of the club Safety Statement to all applicable.
- Ensure the Safety Statement is accessible for all required.
- Document any amendments or updates to the Safety Statement, and applicable arrangements to implement the amendments.
- Organise for all documentation in relation to the health and safety at the club be securely recorded and saved for future reference, and forwarded to any applicable bodies if required.

### **Committee**

The Committees duties include but are not limited to:

- Contribute to establishing the safety arrangements for the club and in turn be involved with the implementation and monitoring of safety arrangements.
- Organise the appointment of a Safety Coordinator for the club.
- Participate in any necessary training or briefing as organised.
- Encourage a safe culture within the club and address any breaches promptly.

### **Coaching Staff**

The Coaching Staff duties include but are not limited to:

- Be familiar with the contents of the Safety Statement and all safety arrangements.
- Implement all safety arrangements as applicable.
- Participate in any necessary training or briefing as organised.
- Encourage a safe culture within the club and address / report any breaches promptly.
- Use all clothing, equipment, appliances or items etc. provided for securing the health, safety and welfare of the players and/or visitors.

### **Member**

The member's duties include but are not limited to:

- Be familiar with the contents of the Safety Statement and all safety arrangements.
- Do not intentionally interfere with or misuse any clothing, equipment, appliances or items etc. provided for securing health, safety or welfare in the club.
- Do not engage in improper conduct i.e.; violence, bullying or horseplay, which could endanger themselves or others, or their health and safety.

Report:

- any dangerous or potentially dangerous situation which may endanger themselves or others.
- any identified defects which is likely to cause harm to themselves or others.
- a breach or incompliance of safety and health arrangements.

### **Safety Coordinator**

- Assist the Committee with the developing, implementation and maintenance of safety arrangements.
- To be familiar with the Safety Statement and safety arrangements for the club.
- Ensure the Safety Policy is displayed predominately within the club.
- Promote safety awareness in the club.
- Ensure there is a fire register for the club and organise all necessary training. Record all evacuation drills and results of same.
- Collaborate with managers, coaches, leaders etc. to coordinate and implement the safety arrangements.
- Monitor the implementation of the safety arrangements and report any shortage, defects or non-compliance.
- Monitor activities and ensure arrangements are being adhered to. Intervene when/where required.
- Identify the need for and organise training for applicable personnel.
- Ensure all/any accidents/incidents are correctly documented using the Accident/Incident Report form and investigated by the necessary management and/or consultant. Organise for the documents relating to any accidents or incidents to be saved correctly.
- Ensure a communications process with and for the Committee is established. This may involve the establishment of a safety sub-committee, depending on the size of the club.
- Carry out or organise regular inspections / audits in the club to determine any hazards that require attention and report the findings to the Committee.
- Determine the competency of contractors / traders used for works in the club before any works commence.
- Maintain records of tests, inspections, and /or examinations etc. on any plant, machinery and/or equipment etc. within the club or required for any activities.

#### Report:

- any dangerous or potentially dangerous situation which may endanger themselves or others.
- any identified defects which is likely to cause harm to themselves or others.
- a breach or non-compliance of safety and health arrangements.

### **Risk Assessment**

A Risk Assessment should be carried out in the club by a competent person, this expertise may have to be sought outside of the club.

The risk assessment process involves;

- Identification of applicable hazards in the clubs, grounds or activities.
- Establishing the risk related to these hazards.
- Determining the control measures required to eliminate / minimise the risks.
- From the risk assessment, the safety arrangements required can be identified and used to implement the control measures

### **Conclusion**

The health and safety of all who use and visit the club and grounds is the responsibility of the Chairperson and Committee. By establishing and maintaining the club Safety Statement those responsible are taking pro-active steps to discharge those duties.

The club Safety Statement must be reviewed regularly and updated as required.



## Killorglin AFC Incident/Accident Reporting Form

1. Site where accident took place

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2. Name of person in charge of session/competition

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3. Name of injured person

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4. Address of injured person

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5. Date and time of incident/accident

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6. Nature of accident/incident

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7. Give details of how and precisely where the accident took place. Describe what activity was taking place, eg. training programme, getting changed, etc

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8. Give details of the action taken including any first aid treatment and the name(s) of the first-aider(s).

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9. Were any of the following contacted:

- Garda
- Ambulance
- Parent/Guardian

10. What happened to the injured person after the accident? (eg. went home, went to hospital, carried on with session)

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11. All of the above facts are a true and accurate record of the incident/accident.

Signed:

Name (Print):

Date: