



**CLUB  
SAFETY STATEMENT**

**O'Raghallaigh's GFC  
North Road  
Drogheda  
County Louth**

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## 1. INTRODUCTION

Under the provisions of The Safety, Health and Welfare Act 2005 (S.I. No. 10 of 2005), Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) and amendments made under these orders the O'Raghallaigh's GFC is required to ensure so far as is reasonably practicable the safety, health and welfare of all its employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public.

Under these orders every employer / club must prepare a Safety Statement which is also a GAA National Policy Requirement. The Safety Statement will highlights the duties of employees/volunteers/contractors to co-operate with health & safety practices

The club is located at the Gaelic Grounds, North Road, Drogheda, County Louth. It consists to of the following accommodation facilities:

1. 1no Car Parking Area.
2. 1no Club House.
  - a. Lobby Entrance Area.
  - b. Front Stairs.
  - c. 1no Switch Room under the stairs.
  - d. Main Hall.

- e. 1no Store Room off the Main Hall.
  - f. 3no New Changing Rooms.
  - g. 1no Plant Room of the Main Changing Room.
  - h. 1no Bar.
  - i. 2no Gents, Ladies & Enabled Toilet.
  - j. 1no Keg Store Room.
  - k. 1no Cold Room.
  - l. 1no Hand Ball Court.
  - m. 1no Squash Court.
  - n. 1no Ladies & Gents Changing Room.
  - o. 1no Rear Escape Stairs.
  - p. 1no Boiler House.
  - q. 1no Main Function / Room.
  - r. 1no Meeting Room.
  - s. 1no Tenant Space.
- 3. Training Pitch.
  - 4. Main Pitch.
  - 5. Banks.
  - 6. Score Board.
  - 7. Turn styles.
  - 8. 1no Stand & Dressing Rooms
    - a. 3no Changing Rooms.
    - b. 1no Plant Room.
    - c. 1no Officials Room.
    - d. 1no Ladies Toilet.
    - e. 1no North West Store Room.
    - f. 1no North East Store & Tea Room.
    - g. 1no Main Store under the stand.
    - h. Stand Area.



- i. Press box.

The club accommodates the following people:

1. Employees,
2. Tenant(s),
3. The Community Employment (CE) programme workers,
4. Contractors,
5. Players,
6. Members,
7. Volunteers,
8. Customers,
9. Guests & Public.

## **2. POLICY STATEMENT**

It is the policy of O'Raghallaigh's GFC that is far as reasonably practicable to give every effort to safeguard the Safety, Health and Welfare of all the employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public and others who may be affected by our activities whilst on the premises or site. The club recognise the responsibilities placed on it by the Safety, Health & Welfare Legislation.

The club accepts that the statutory requirements are the minimum accepted standards and will strive to achieve the best as reasons practicable standards for all the officers, employees, contractors engaged in work or study, coaches, mentors, players, juveniles, members, stewards and all visitors to the club and others who may be affected by our activities whilst on the premises.

The club will take all the necessary steps to achieve and ensure safe systems of work are established and used, and that all plant, equipment and structures are safely designed, constructed, operated and maintained to the appropriate standards. The club will provide sufficient training and information as well as supervision to achieve the above objectives.

## O'RAGHALLAIGH'S GFC CLUB SAFETY STATEMENT

In order to effectively implement this policy, O'Raghallaigh's GFC has established a safety management programme. This safety management programme is contained in the O'Raghallaigh's GFC Safety Statement.

Copies of the Safety Statement are available in the Meeting Room. It is important that all people affected by the activities of the club are aware of their responsibilities under the Safety, Health & Welfare at Work Act 2005, and that they take the time to carefully read the documents, which comprise the Safety Statement. The prevention of accidents in the accommodation areas, and other places of work or recreation in the buildings and site is the responsibility of every individual using or entering them.

Risk assessments will be carried out periodically, as an audit on our performance in safely managing the club. These checks will look into the buildings and lands we occupy, the equipment we use and the methods of work we employ. Risk assessments will be conducted by competent people, and will be recorded in the Safety Statement.

It is essential that everyone participates, cooperates and contributes skill and knowledge to the process, in order that the club stated objective of providing in so far as is reasonably practicable, a safe place of work is achieved.

Any Hazardous conditions that arise from the Risk Assessment will be awarded high priority in Engineering out with resources and financial commitment as far as reasonably practicable.

Signed on behalf of O'Raghallaigh's GFC

---

Mr. Anthony Griffin

Chairperson of O'Raghallaigh's GFC

### 3. EXECUTIVE COMMITTEE STATEMENT

O'Raghallaigh's GFC has a statutory duty under The Safety, Health and Welfare Act 2005 (S.I. No. 10 of 2005), Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) and amendments made under these orders to ensure in so far as is reasonably practicable the health, safety and welfare of its employees, students and all others who may be affected by its workplace activity.

Employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. In order that these duties may be carried out, the Executive Committee undertakes to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our club structure.

The Executive Committee will so far as is reasonably practicable ensure that:

- Adequate resources are provided for implementation of a safety management programme as detailed in the O'Raghallaigh's GFC Safety Statement.
- Provide a safe place of work and education for employees, tenant(s), the Community Employment (CE) programme workers, and contractors.
- Provide safe access and egress is provided to and from the workplace / club.
- Provide safe plant, equipment and machinery in the premises.
- Provide that the maintenance of plant, equipment and machinery is safe.
- Provide a safe system of work, operating procedure and environment.
- Provide provision for appropriate information, instruction, training and supervision to all employees, tenant(s), the Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public

## O'RAGHALLAIGH'S GFC CLUB SAFETY STATEMENT

- Provide provisions of suitable protective clothing and equipment where the hazard cannot be eliminated or engineered out to employees, the Community Employment (CE) programme workers, members, and volunteers.
- Prepare and provide revisions where necessary of emergency plans.
- Designation of employees having emergency duties. Adequate information and training to these employees should be provided.
- Provide prevention of risk to health and safety from any article or substance, which can include plant, machinery and equipment.
- Adequate provision is made for facilities and the welfare of employees at work, tenant(s), the Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public. Provisions for maintenance of these facilities should be adequate.
- Where necessary a competent person should be made available to advice and assist in securing safety, health and welfare at work.
- Facilitate the appointment of a Safety Officer and Safety Representative.

The Executive Committee will also ensure that the Safety Statement is reviewed and updated as necessary, and that there are effective procedures for consultation between all parties on all matters relating to health, safety and welfare throughout the O'Raghallaigh's GFC

Signed on behalf of Executive Committee

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Mr. Anthony Griffin

Chairman of O'Raghallaigh's GFC

## 4. ORGANISATION & RESPONSIBILITIES

### 4.1 Executive Committee

Ultimate responsibility for health and safety in the O'Raghallaigh's GFC rests with the Executive Committee and therefore deemed the employer. The General Duties of the Employer are under Part 2 Chapter 1 in the Safety, Health & Welfare at Work Act 2005,

- To manage and conduct work activities that prevents risk to employees and all other people.
- To prevent staff from improper conduct in work activates (taking short cuts in safety) and well as personnel activities (bullying & harassment).
- Provides a safe place of work, safe system, safe access & egress, safe working equipment.
- To provide information, instruction & training to employees to undertake their work in a safe manner.
- Prevent risks from the use of articles or substances & exposure to physical agents, noise, vibration, radiation, etc.
- Provide a maintained welfare facilities, toilets, showers, etc.
- Co-operate with other workers the use the same work place.
- Provide PPE where required.
- Prevent risk to others in the workplace.
- Appoint 1 or more persons to advice on Health & Safety Law.
- To ensure the reporting of dangerous occurrence and accidents to the HSA.

### 4.2 Chairperson

The Chairperson have overall responsibility for health & safety on behalf of the Executive Committee and reports to the Executive Committee on the implementation of policy on health and safety in the O'Raghallaigh's GFC. The Chairperson may nominate a competent person (Safety Officer) to the Executive Committee to discharge his / her duties on health and safety. The person(s) nominated must give his / her / their approval / consent to be nominated to

undertake such a role. The appointment must be ratified / approved by a majority vote private or public at an Executive Committee meeting.

His / her roles and responsibility is to ensure that:

- The Safety Statements is prepared for the areas under his / her control.
- The Statement including Risk Assessments is reviewed and updated as required or when a change in process, new piece of equipment or machinery is introduced.
- An annual estimate is compiled of the resource allocation required for the successful execution of the safety management programme and amended H&S budget for the O'Raghallaigh's GFC is agreed.
- The Safety Statement is brought to the attention of all employees at work, tenant(s), the Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public and others who may be affected by our activities whilst on the premises and policy are displayed in prominent locations.
- Ensure that risk assessment procedure is adhered to.
- The objectives of the Safety Statement are fully understood and observed by employees at work, tenant(s), the Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public and others who may be affected by our activities whilst on the premises.
- Information concerning matters of health and safety, which affect employees at work, tenant(s), the Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public and others who may be affected by our activities whilst on the premises, is communicated to them.
- They are represented at all Safety Committee meetings.

- Training programmes are provided to instruct employees at work, tenant(s), the Community Employment (CE) programme workers, contractors, and volunteers in safe systems of work relevant to their work / activity where required.
- Relevant employees are adequately trained to carry out their health and safety responsibilities as identified within the Safety Statement.
- Ensure all employees at work, tenant(s), the Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public are made aware of their responsibilities in the Safety Statement and are provided with appropriate information.
- All accidents and ill health or near-miss situations arising out of workplace activity are thoroughly investigated and recorded in the Accident Register.
- All hazardous substances are assessed, monitored and controlled with appropriate records kept.
- Employees at work, the Community Employment (CE) programme workers, and volunteers, under their control are supplied with appropriate personal protective equipment.
- Adequate first aid services are available in their appropriate area.
- Arrange induction for all new employees at work, tenant(s), the Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers in their functional area and those that need there training updated.
- Appoint a Safety Representative or to facilitate the election of a Safety Representative among the employees.

#### **4.3 Health & Safety Officer**

The function of the Health & Safety Officer is to help coordinate and monitor all matters relating to the implementation of the safety management programme on behalf of the Chairperson.

#### **4.4 Health & Safety Representative**

The function of the Health & Safety Representative is to help coordinate and monitor all matters relating to the implementation of the safety management programme on behalf of the Safety Officer. The Safety Representative is the link between the employees and Safety Officer. The Safety Representative is in no way responsible for Health and Safety.

#### **4.5 Employees**

The General Duties of the Employees are set out under Part 2 Chapter 2 of the Safety, Health & Welfare at Work Act 2005. This includes, full time, part time, permanent or temporary employee. The employees must:

- Read and understand the O'Raghallaigh's GFC Safety Statement.
- Comply with the health and safety laws.
- Take care of their own safety.
- Take care in their actions as this may affect the health and safety of others.
- Take care for others safety.
- Ensure they are not under the influence of an intoxicating substance (alcohol, drugs etc.)
- To attend any medical tests that their employer may require under the supervision of a GP.
- To inform their employer if they are on any medication that may affect their ability to work.
- Co-operate with the employer regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.



## O'RAGHALLAIGH'S GFC CLUB SAFETY STATEMENT

- To attend health and safety training provided by their employer.
- To use correctly all machines, equipment, substances & PPE
- Report any defects in equipment, etc. in the place of work that might endanger health and safety to their supervisors / Safety Representative / Safety Officer.
- To clean up the workplace after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items of safety equipment or any safety device.
- Be aware of their statutory obligation under Part 2 Chapter 2, of the 2005 Act to co-operate with the employer on matters relating to health, safety and welfare in the workplace.
- Do not try to use, repair or maintain any piece of equipment for which you have not received full instruction or training.
- In the event of new equipment being introduced, the staff member responsible must forward details on hazards and controls required to the Safety Officer for inclusion in the Safety Statement. If they are not deemed a competent person to do so, a competent person must be sought to undertake such risk assessment before the equipment is put into operation.
- Report to the Safety Representative / Supervisor / Safety Officer any person abusing facilities and equipment.
- Report to the Safety Representative / Supervisor / Safety Officer any defects in equipment.
- Do not allow untrained persons to use equipment
- Notify all personnel in reasonable time that may be effected by the undertaking of your own work duties.
- Any employee that recklessly endangers his / her as well as other persons may be subject to disciplinary action by the Executive Committee.

#### 4.6 The Community Employment (CE) Programme Workers

All Community Employment (CE) programme workers under the law would be deemed club employees and must:

- Read and understand the O'Raghallaigh's GFC Safety Statement.
- Comply with the health and safety laws.
- Take care of their own safety.
- Take care in their actions as this may affect the health and safety of others.
- Take care for others safety.
- Ensure they are not under the influence of an intoxicating substance (alcohol, drugs etc.)
- To attend any medical tests that their employer may require under the supervision of a GP.
- To inform their employer if they are on any medication that may affect their ability to work.
- Co-operate with the employer regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- To attend health and safety training provided by their employer.
- To use correctly all machines, equipment, substances & PPE
- Report any defects in equipment, etc. in the place of work that might endanger health and safety to their supervisors / Safety Representative / Safety Officer.
- To clean up the workplace after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items of safety equipment or any safety device.
- Be aware of their statutory obligation under Part 2 Chapter 2, of the 2005 Act to co-operate with the employer on matters relating to health, safety and welfare in the workplace.

- Do not try to use, repair or maintain any piece of equipment for which you have not received full instruction or training.
- In the event of new equipment being introduced, the staff member responsible must forward details on hazards and controls required to the Safety Officer for inclusion in the Safety Statement. If they are not deemed a competent person to do so, a competent person must be sought to undertake such risk assessment before the equipment is put into operation.
- Report to the Safety Representative / Supervisor / Safety Officer any person abusing facilities and equipment.
- Report to the Safety Representative / Supervisor / Safety Officer any defects in equipment.
- Do not allow untrained persons to use equipment
- Notify all personnel in reasonable time that may be effected by the undertaking of your own work duties.
- Any employee that recklessly endangers his / her as well as other persons may be subject to disciplinary action by the Executive Committee.
- Read and understand the O'Raghallaigh's GFC Safety Statement.

#### **4.7 Tenant(s)**

All Tenant(s) under the law must:

- Must take responsibility for health and safety within their own area that they occupy.
- Must co-operate with employees in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work
- Must cooperate in the investigation and reporting of accidents.
- Report to Safety Officer any local hazards of which they become aware.
- Must not interfere with or misuse any specified items of safety equipment or any safety device.
- Tenants are advised that strict requirements under the 2005 Act can be used by the O'Raghallaigh's GFC against such persons if found guilty of reckless behaviour.

- Co-operate in keeping all working areas clean and tidy and ensuring that high standards of housekeeping and hygiene are maintained

#### **4.8 Contractors**

O'Raghallaigh's GFC engages the services of contractors to carry out a variety of works ranging from building and maintenance works. The following responsibilities rest with all organisations contracted by the O'Raghallaigh's GFC to carry out work on the site:

- All contractors will be expected to read, understand and comply with the O'Raghallaigh's GFC Safety Statement.
- All contractors must provide evidence of their Safety Statement to the O'Raghallaigh's GFC Safety Officer.
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on site.
- Prior to commencement of work in the O'Raghallaigh's GFC, all contractors must produce evidence of compliance with insurance requirements to the O'Raghallaigh's GFC Insurance Officer.
- All scaffold and access equipment used by contractors must be erected and maintained in accordance with the appropriate Regulations and Codes of Practice.
- All plant and equipment used by contractors must be safe and in good working order. Any plant or equipment requiring certification as required by law, must have said certification readily available for checking and copy of these are left in the Safety Register.
- The Contractor to the Safety Officer must report any injury sustained by a contractor's employee immediately.
- Contractors must comply with any safety instructions given by the Safety Officer or liaison officer appointed by O'Raghallaigh's GFC, particularly in relation to work to be carried out in sensitive areas.

- The Safety Officer must be notified in advance of any material or substance, which has health, fire or explosive risks. Such materials must be stored and used in accordance with current best practice and recommendations. A copy of the MSDS must be left in the Safety Register.
- Contractors must obtain permits to work from the Safety Officer or liaison officer appointed by O'Raghallaigh's GFC for isolation of power while working at electrical equipment, machinery or any other hazardous areas, such as confined spaces.
- Safety Officer or liaison officer appointed by O'Raghallaigh's GFC must sign these off. A full list of the permits to work is listed in the appendix.

#### **4.9 Players (adult & juveniles)**

The General Duties of the players are set out in the Safety, Health & Welfare at Work Act 2005 under Part 2 Chapter 3 General Duties of Other Persons.

##### **4.9.1 Adult players**

The players must:

- Read and understand the O'Raghallaigh's GFC Safety Statement.
- Comply with the health and safety laws.
- Take care of their own safety.
- Take care in their actions as this may affect the health and safety of others.
- Take care for others safety.
- Ensure they are not under the influence of an intoxicating substance (alcohol, drugs etc.) while under sporting activities such as playing, coaching / mentoring.
- To inform their coaching / mentor if they are on any medication that may affect their health if they undertake sporting activities.
- Co-operate with the club regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- To attend health and safety training provided by the club.

- Report any defects with club facilities that may affect health and safety to their coach / mentor / Safety Representative / Safety Officer.
- To clean up the facilities after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items or equipment.
- Be aware of their statutory obligation under the 2005 Act.
- Do not try to use, repair or maintain any item or piece of equipment for which you have not received full instruction or training.
- Report to the Safety Representative / coach / mentor / Safety Officer any person abusing facilities and equipment.
- Report to the Safety Representative / coach / mentor / Safety Officer any defects in equipment.
- Any player that recklessly endangers his / her as well as other persons may be subject to disciplinary action by the Executive Committee.
- All players will complete An Garda Síochána – GAA Vetting Form and return to the Safety Officer for submission to An Garda Síochána within 7 days of joining the club. Players should avoid a situation where they are alone in a car or dressing room with a young player. Avoid spending excessive amounts of time alone with a player or away from others. Young players unless been supervised by an existing An Garda Síochána – GAA Vetted coach / player until their vetting has been approved.
- Comply with the Policy & Code of Behaviour for all Persons Working with Young People & Players Code of Conduct.

#### **4.9.2 Juvenile players**

The young players must:

- Have the O'Raghallaigh's GFC Safety Statement explained to them by a parent or guardian
- Comply with the health and safety laws.
- Take care of their own safety.

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- Take care in their actions as this may affect the health and safety of others.
- Take care for others safety.
- Ensure they are not under the influence of an intoxicating substance (alcohol, drugs etc.) while under sporting activities such as playing, coaching / mentoring.
- To inform their coaching / mentor if they are on any medication that may affect their health if they undertake sporting activities.
- Co-operate with the club regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- To attend health and safety training provided by the club.
- Report any defects with club facilities that may affect health and safety to their coach / mentor / Safety Representative / Safety Officer.
- To clean up the facilities after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items or equipment.
- Be aware of their statutory obligation under the 2005 Act.
- Do not try to use, repair or maintain any item or piece of equipment for which you have not received full instruction or training.
- Report to the Safety Representative / coach / mentor / Safety Officer any person abusing facilities and equipment.
- Report to the Safety Representative / coach / mentor / Safety Officer any defects in equipment.
- Any player that recklessly endangers his / her as well as other persons may be subject to disciplinary action by the Executive Committee.
- Comply with the Policy & Code of Behaviour for all Persons Working with Young People.

#### 4.10 Coaches, Mentors & Trainers

The General Duties of the coaches, mentors and trainers are set out in the Safety, Health & Welfare at Work Act 2005 under Part 2 Chapter 3 General Duties of Other Persons. They must:

- Read and understand the O'Raghallaigh's GFC Safety Statement.
- Comply with the health and safety laws.
- Take care of their own safety.
- Take care in their actions as this may affect the health and safety of others.
- Take care for others safety.
- Ensure they are not under the influence of an intoxicating substance (alcohol, drugs etc.) while under sporting activities.
- To inform their supervisor / Safety Officer if they are on any medication that may affect their health if they undertake sporting activities.
- Co-operate with the club regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- To attend health and safety training provided by the club.
- Report any defects with club facilities that may affect health and safety to their Safety Representative / Safety Officer.
- To clean up the facilities after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items or equipment.
- Be aware of their statutory obligation under the 2005 Act.
- Do not try to use, repair or maintain any item or piece of equipment for which you have not received full instruction or training.
- Report to the Safety Representative / Safety Officer any person abusing facilities and equipment.
- Report to the Safety Representative / Safety Officer any defects in equipment.



- Any coach, mentor or trainers that recklessly endanger his / herself as well as other persons may be subject to disciplinary action by the Executive Committee.
- Should complete An Garda Síochána – GAA Vetting Form and return to the Safety Officer in a sealed envelope for submission to An Garda Síochána within 7 days of joining the club. Players should avoid a situation where they are alone in a car or dressing room with a young player. Avoid spending excessive amounts of time alone with a player or away from others. Young players unless been supervised by an existing An Garda Síochána – GAA Vetted coach / player until their vetting has been approved.
- Comply with the Policy & Code of Behaviour for all Persons Working with Young People & Players Code of Conduct.

#### **4.11 Volunteers**

The General Duties of the volunteers are set out in the Safety, Health & Welfare at Work Act 2005 under Part 2 Chapter 3 General Duties of Other Persons. The players must:

- Read and understand the O'Raghallaigh's GFC Safety Statement.
- Comply with the health and safety laws.
- Take care of their own safety.
- Take care in their actions as this may affect the health and safety of others.
- Take care for others safety.
- Ensure they are not under the influence of an intoxicating substance (alcohol, drugs etc.) while under sporting activities such as playing, coaching / mentoring / stewarding / etc.
- To inform their coaching / mentor / supervisor / Safety Officer if they are on any medication that may affect their health if they undertake activities.
- Co-operate with the club regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- To attend health and safety training provided by the club.

- Report any defects with club facilities that may affect health and safety to their supervisor / coach / mentor / Safety Representative / Safety Officer.
- To clean up the facilities after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items or equipment.
- Be aware of their statutory obligation under the 2005 Act.
- Do not try to use, repair or maintain any item or piece of equipment for which you have not received full instruction or training.
- Report to the Safety Representative / supervisor / coach / mentor / Safety Officer any person abusing facilities and equipment.
- Report to the Safety Representative / supervisor / coach / mentor / Safety Officer any defects in equipment.
- Any volunteer that recklessly endangers his / herself as well as other persons may be subject to disciplinary action by the Executive Committee.
- Should complete An Garda Síochána – GAA Vetting Form and return to the Safety Officer in a sealed envelope for submission to An Garda Síochána within 7 days of joining the club. Players should avoid a situation where they are alone in a car or dressing room with a young player. Avoid spending excessive amounts of time alone with a player or away from others. Young players unless been supervised by an existing An Garda Síochána – GAA Vetted coach / player until their vetting has been approved.
- Comply with the Policy & Code of Behaviour for all Persons Working with Young People & Players Code of Conduct.

#### **4.12 Customers**

The General Duties of the customers are set out in the Safety, Health & Welfare at Work Act 2005 under Part 2 Chapter 3 General Duties of Other Persons. The players must:

- Comply with the health and safety laws.
- Take care of their own safety.
- Take care in their actions as this may affect the health and safety of others.

- Take care for others safety.
- Co-operate with the club regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- Report any defects with club facilities that may affect health and safety to their Safety Officer.
- To clean up the facilities after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items or equipment.
- Be aware of their statutory obligation under the 2005 Act.
- Report to the Safety Officer any person abusing facilities and equipment.
- Report to the Safety Officer any defects in equipment.
- Any customer that recklessly endangers his / her as well as other persons may be subject to disciplinary action by the Executive Committee.

#### **4.13 Guests and Members of the Public**

- All visitors to the club must sign the Visitor's Register at the bar entrance.
- Comply with the health and safety laws.
- Take care of their own safety.
- Take care in their actions as this may affect the health and safety of others.
- Take care for others safety.
- Co-operate with the club regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- Report any defects with club facilities that may affect health and safety to their Safety Officer.
- To clean up the facilities after themselves.
- Co-operate in the investigation and reporting of accidents.
- Must not interfere with or misuse any specified items or equipment.

- Be aware of their statutory obligation under the 2005 Act.
- Report to the Safety Officer any person abusing facilities and equipment.
- Report to the Safety Officer any defects in equipment.
- Any customer that recklessly endangers his / herself as well as other persons may be subject to disciplinary action by the Executive Committee.

#### **4.14 Safety Conduct**

Employees at work, tenant(s), SOLAS Workers, contractors, players (adult & juveniles), members, volunteers, and customers are subject to disciplinary action for any of the following offences:

- Violations, which will damage, or endanger of themselves or other persons and property.
- Fighting or engaging in horseplay while on the property.
- Removing without authority, damaging or defacing any safety device, signs or signals.
- Smoking in the buildings.
- Theft of any equipment or property.
- Entering the site to undertake works, participate in sports or club activities either playing, mentoring or stewarding that are under the influence of any alcohol or drugs or in possession.
- Sleeping while on duty work duty.
- Failing to obey safety regulations, procedures or signs.
- Insubordinate to people in authority.
- The use of listening devices or mobile phones, that is likely to affect or distract the person will using machinery/equipment or undertaking their work is not permitted.

## 5. SAFETY WORKING ARRANGEMENTS

### 5.1 Resources

The O'Raghallaigh's GFC is primarily a volunteering non – profit organisation that relies heavily on fund raising, available grants and generosity of the general public, the Executive Committee recognises that where reasonably practicable adequate resources and funding must be allocated for the effective implementation of safety policies and procedures detailed in this Safety Statement.

Accordingly the Executive Committee undertakes:

1. To ensure that health and safety considerations are included in all annual estimates for the running of the club.
2. To ensure that resources are provided for the ongoing monitoring of health, safety and welfare in the club.
3. The provision of information and training for employees, Community Employment (CE) programme workers, players (adult & juveniles), members and volunteers in health and safety.
4. That, resources will be made available so far as is reasonably practicable, for any upgrading, maintenance, replacement and repair of facilities and equipment.

### 5.2 Access to Site, Buildings & Working Late

The Chairperson will determine access arrangements to the areas. The specific permission of the Chairman / Chairperson is required for access to an area outside normal working / operational hours.

Persons who have received the necessary authorisation to work outside normal hours and during holiday periods or at weekends must make an entry in the Visitor's Register located at Bar Entrance on entering and leaving the building.

The Chairperson will prohibit any work, which entails a risk of serious injury or fire by persons working in the evenings or at weekend irrespective of the status of the worker unless adequate method statements have been approved by the Safety Officer and Insurance Officer.

The Chairperson will ensure that information is readily available on the procedures to be adopted in the event of accident / emergency occurrence both during and outside normal working hours.

No person is allowed work alone in the club during normal or working out of hours, unless adequate training and procedures are put in place.

### **5.3 Training**

It is the policy of O'Raghallaigh's GFC that every employee, Community Employment (CE) programme workers, players (adult & juveniles), members and volunteers receives appropriate safety training as required on an ongoing basis. Part of this training involves notifying employees, Community Employment (CE) programme workers, players (adult & juveniles), members and volunteers of their responsibilities and equipping them to deal with emergencies should they arise.

It is the responsibility of the Safety Officer to identify the safety training needs for all the above mentioned. All safety training received shall be monitored and updated as required. Safety training records will be held in the Club House Meeting Room.

All construction contractors must have SOLAS Safe Pass before they will be permitted to enter the premise to undertake work.

All new employees, Community Employment (CE) programme workers and volunteers will be instructed and trained on the operating procedure of the machinery, by either the

manufacturer / supplier of the machinery or an authorised person by the fore mentioned. On successfully completion on the instruction and training, the individual may be required to undertake a practical and written examination. On successful completion of this they will receive an operating certificate and be recorded in the Safety Register.

All employees, Community Employment (CE) programme workers and volunteers associated with the workshops will be instructed and trained in the operation procedure of work equipment. All training will be renewed as deemed necessary by the appropriate authorities.

A record of all training given by the club will be kept in a register in the Club House Meeting Room.

#### **5.4 Consultation**

O'Raghallaigh's GFC is committed to meeting its obligations under Part 4 of the Safety, Health and Welfare at Work Act 2005 in relation to consultation with employees. All employees of the O'Raghallaigh's GFC were encouraged and invited to make a contribution to the Safety Statement when it was originally compiled.

It is the policy of the O'Raghallaigh's GFC Institute that all employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, and volunteers are consulted on an ongoing basis in relation to health and safety matters. The employees at a place of work are entitled to select and appoint one of their numbers to act as a Safety Representative. Safety Representatives have no extra duties as a result of their appointment, beyond their normal duties as an employee under the Act. They may however consult with and make representations to the Employer on safety, health and welfare matters relating to employees in the place of work.

### **5.5 Safety Committee**

A Safety Committee in the O'Raghallaigh's GFC will be formed and consist of the following members:

1. Safety Officer,
2. Bar Manager,
3. Safety Representative,
4. Sub Committee Members and,
5. A Representative from the Members.

The Safety Committee have the following responsibilities:

- To co-ordinate risk assessment process in the club.
- To promote Health & Safety awareness and assess training and education needs.
- To provide a representative for the club to work along with the Chairman / Chairperson in implementing Health and Safety.
- To submit report on its activities and recommendations once every three months to Executive Committee, or where when deemed necessary.

### **5.6 Medical Surveillance**

The O'Raghallaigh's GFC will provide medical surveillance for all employees of the club where their continued working operation might cause occupational health problems where all the hazards cannot be fully engineered out and personnel protective equipment is required.

### **5.7 Manual Handling**

Avoid Manual Handling where possible. Assess the risk of any job that cannot be avoided.

Manual Handling training will be given to all staff and updated as required by current legislation or codes of practice or on a 3 yearly basis.



Remember the basic rules of Manual Handling & Safe Lifting:

1. Assess the task (area & load).
2. Bend the knees.
3. Broad stable base.
4. Back straight.
5. Firm palmar grip.
6. Arms in line with the trunk.
7. Weight close to the centre of gravity and,
8. Point / pivot feet in direction of movement.

**Remember Lift with legs**

**5.8 Bar & Workshops**

Bar & Workshops General Procedure:

- Keep floors dry, clean and tidy.
- Keep all machines cables free from walkways and away from waste paper, paper and anything flammable.
- Use anti surge electrical leads if they are required. Try not to use if possible.
- Keep storerooms clean and orderly.
- Keep hands free from pinch points when opening and closing windows.
- Walk on the right hand side of corridors and stairs. Hold the handrail when climbing the stairs.
- Disconnect all electrical equipment before leaving the office apart from essential items.
- The use of multiple adapters is not safe and not permitted.
- Adequate room temperatures and ventilation in accordance with relevant standards should be kept at all times.
- All spills of liquids should be cleaned up as soon as possible. The areas should be cornered off as soon as possible and the caretaker / cleaner notified immediately. The

area will not be permitted for entry until it is deemed safe to do so by the responsible person.

- Rubbish shouldn't be allowed to accumulate in the office or the building. It should be collected daily and stored in the allotted waste area.

### **5.9 Reporting of Accidents and Incidents**

It is a requirement by law that all accidents and near miss be reported to the relevant bodies.

The policy of O'Raghallaigh's GFC is that all accidents and near misses / dangerous occurrences are reported to the safety Officer.

### **5.10 Statutory Notification**

The O'Raghallaigh's GFC is required by law to report the following to the Health & Safety Authority:

- An accident causing loss of life to any employee if sustained in the course of their employment
- An accident sustained in the course of their employment, which prevents any employee from performing the normal duties of their employment for more than three calendar days exclusive of the date of the accident but including weekends.
- An accident to a person not at work caused by a work activity, which causes loss of life or requires medical treatment.
- Certain dangerous occurrences or near misses.

### **5.11 Internal Reporting Procedure**

All incidents resulting in sporting injuries, allegations of abuse or breaches of code of behaviour, personal injury, dangerous occurrences, damage to property and near misses, which could have resulted in the foregoing, must be reported within 24 hours by completing an Incident Report Form and returning it to the Head of the Institute. The person reporting the incident should

retain a copy of this form. Incident Report forms are available in the *Club Meeting Room* or *from Safety Officer*. (See Appendix 2 for detailed form).

## 6. SAFE WORKING EQUIPMENT

### 6.1 Personnel Protective Equipment

Special types of personnel protective equipment maybe required to be worn by the findings in the risk assessments that are implemented by the Safety Officer in various different locations.

Loose or ragged clothing is not permitted in the boiler houses, plant rooms, workshop area or around machinery. Always ensure clothes are laundered regularly.

Safety footwear must be worn at all times in boiler houses, plant rooms, workshop area, around machinery or any other designated areas as highlighted in the current risk assessment. These areas will have visible signs located at the entrance and exit to these areas.

Gloves must be worn whenever there is a possibility of injury to hands or fingers when handling materials such as handling rough or sharp material. Gloves must be worn for hygiene reasons when cleaning out toilets areas and kitchens. Gloves must be worn when handling any food in canteen areas.

Safety spectacles must be worn when operating any piece of machinery. These spectacles should be cleaned and washed regularly. If these become damaged or cause reduced vision, stop the current operation and notify the supervisor or designated person of this. Never operate a machine without the spectacles.

Ear defenders must be worn when machines are running when the noise level is above the lower action level. If these defenders become damaged or are causing discomfort notify the supervisor immediately and leave the area where the noise is been produced.

It is the duty of every person with PPE to maintain and keep clean. It is the duty of every person issued with PPE to notify the supervisor or designated person of any risk that may be caused to that person's wellbeing due to wearing such PPE. It is the duty of every person issued with PPE to notify immediately the supervisor or designated person of any damage done to their PPE. Lockers will be made available to employees and students for storage of their PPE.

## **6.2 Noise & Hearing Protection**

### **6.2.1 Noise legislation**

Noise is regulated under the Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007) as amended by the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007) relating to the control of noise at work; hereinafter referred to as the Noise Regulations.

The Noise Regulations transpose Directive 2003/10/EC of the European Parliament and of the Council of 6 February 2003 on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (noise). On 1 November 2007, these Noise Regulations replaced the Safety, Health and Welfare at Work (Control of Noise at Work) Regulations 2006 (S.I. No. 371 of 2006), which were revoked from that date. The Noise Regulations apply to the music and entertainment sectors from 15 February 2008.

Noise is a widespread industrial hazard and the health effects of over exposure are serious. They include hearing loss, which may be temporary or permanent, (Noise Induced Hearing Loss) ringing in the ears, and stress. Noise is measured in decibels (dB). To address the way the human ear responds to sounds of different frequencies, an A-weighting is commonly applied, and the measurements are expressed in dB (A). To measure peak, impact or explosive noises, a C-weighting is applied, which is a wide-band frequency- weighting, and the measurements are expressed in dB(C).

Noise is a measure of pressure on the ear – a 3 dB increase in noise represents a doubling of that pressure, so what seems like a small difference in numbers can be quite significant. The effect of noise on hearing can be temporary or permanent. Temporary deafness is often experienced after leaving a noisy place. Although hearing recovers within a few hours, this

should not be ignored as it is a sign that continued or regular exposure to such noise could cause permanent damage.

The exposure limit values and exposure action values in respect of the daily noise exposure levels and peak sound pressure are as follows:

1. Lower exposure action values - 80 dB (A) daily or weekly personal average noise exposure or 135 dB (C) peak sound pressures.
2. Upper exposure action values - 85 dB (A) daily or weekly personal average noise exposure or 137 dB (C) peak sound pressures.
3. Noise exposure levels - 87 dB(A) daily or weekly personal average noise exposure or 140 dB(C) peak sound pressure

The following actions should be taken at the different levels:

1. Lower exposure action values.
  - (a) Undertake risk assessment.
  - (b) If any employees are identified as being particularly susceptible to noise, health surveillance should be implemented.
  - (c) Make hearing protection available.
  - (d) Provide training.
2. Upper exposure action values.
  - (a) Establish and implement a programme of control measures.
  - (b) If these measures are not sufficient to reduce exposure below 85 dB (A), suitable hearing protection must be worn and a health surveillance programme must be implemented.
3. Noise exposure levels.
  - (a) Reduce to below the exposure limit value (this value is, for any worker, the level of daily exposure or peak sound pressure that must not be exceeded).

The club shall as far as reasonable practicable, take steps to reduce noise at source. All employees shall be trained in the dangers relating to noise and the use of wearing hearing protectors.

### **6.2.2 Damaged caused by noise**

Hearing loss is usually gradual due to prolonged exposure to noise. It may only be when damage caused by noise over the years combines with normal hearing loss due to ageing that people realise how deaf they have become. Hearing damage can also be caused immediately by sudden, extremely loud noises (from, for example, electric arcs, foundry fettling machines, guns or cartridge-operated machines), though this is not common.

Exposure to noise may also cause tinnitus, which is a sensation of noises (such as ringing or buzzing) in the ears. This can occur in combination with hearing loss. There is good evidence that a risk to hearing from prolonged exposure to noise exists at levels down to 85 dB (A) and there is some evidence of such a risk down to 80 dB (A). Workers who are regularly exposed to noise above 85 dB (A) will be at increased risk of damage to their hearing resulting in noise-induced hearing loss. Noise-induced hearing loss is the most common reported occupational disease in the EU.

### **6.2.3 Ear protection**

Earmuffs supplied must be worn in designated areas and in accordance with manufacturers / suppliers instructions. The ear lobes should fit snugly inside the cup of the earmuff. Earmuffs should not be a hazard in themselves and cause risk when in use individual or in conjunction with other personnel protective equipment. If the Ear Muffs cause a risk is, uncomfortable or damaged this must be reported to the supervisor straight away

If the earmuffs are to be affording correct attenuation they must be maintained in good condition. Points to check include the following:

- The condition of the ear seal, which may become torn or hardened with age.
- The tension of the neckband.
- General cleanliness.

#### **6.2.4 Noise of music & entertainment**

##### **6.2.4.1 General introduction & definitions**

The 'music and entertainment sectors' are defined as 'all workplaces where live music is played, or recorded music is played in a restaurant, bar, public house, discotheque, or nightclub, or alongside live music or a live dramatic or dance performance'. This definition has a wide application, including orchestras, bands, concert halls, theatres, rock concerts, marching bands, pubs, clubs etc. It encompasses not just musicians, but also, for example, sound engineers and security and bar staff.

Music is perceived as pleasurable and is sometimes loud to produce its effect. The sound of a pneumatic drill is not regarded as pleasurable, but both music and pneumatic drills cause pressure fluctuations (noise) and if this noise is too high, or carries on for too long, people's hearing may be damaged. This Guidance aims to help prevent damage to workers from the noise of music.

While noise is most obviously a problem in industries such as manufacturing and construction, it can also be an issue in a wide range of other working environments, from call centres and schools to orchestra pits and bars. The music and entertainment sectors are unique in that they often regard high sound levels and extremely loud special effects as essential elements of an event. However, loud sounds can damage hearing. Hearing damage is permanent, irreversible and causes deafness. Hearing aids cannot reverse hearing damage. Serious risks of hearing damage exist for those in the music and entertainment sectors who regularly work in noisy environments such as clubs and discotheques or at live concerts.

The range of affected workers includes musicians and other performers, disc jockeys, service staff, technical staff, security staff, first-aid workers, cashiers and others. These workers are often exposed to daily noise exposure levels exceeding the *exposure action values and exposure limit values* indicated in Regulation 123 of the Noise Regulations. As it first affects the precision of hearing, noise-induced hearing loss and other disorders not only affect the worker's enjoyment of music, but may threaten his or her career. Hence, what is a pleasure and almost harmless for consumers at a single event may be an occupational hazard for workers due to their repeated long-term exposure.

When applying the exposure limit values, the determination of a worker's effective exposure must take account of the attenuation provided by individual hearing protectors worn by the worker. It should be noted that the exposure action values shall not take account of the effect of any such protectors.

#### **6.2.5 Noise Exposure**

The attenuation provided by individual hearing protectors worn by a worker may be estimated using a number of different methods. The three principal methods for passive hearing protectors are defined by international standard EN ISO 4869-2:1995

Normally, average noise exposure is calculated on a daily basis. However, the Noise Regulations allow the calculation of exposures over a week rather than over a day in circumstances where noise exposure varies markedly from day to day. This is only likely to be appropriate where:

- Daily exposure on one or two working days in a week is at least 5 dB higher than it is on the other days.
- The week comprises three (or fewer) days of exposure.

When considering whether to use weekly averaging it is important to:



- Ensure there is no increase in risk to health. It is not acceptable to expose workers to very high noise levels on a single day without providing them with hearing protection.
- Reduce the risk to as low a level as is reasonably practicable.
- Consult with the workers concerned and their safety or employee representatives on whether weekly averaging is appropriate.

Sound level measured in decibels has a logarithmic scale. Each 3 dB added doubles the sound energy (but this is only just noticeable to a listener). When 10 dB is added, the energy (and therefore the risk of hearing loss) is increased tenfold; adding 20 dB is a hundredfold increase.

Thus:

- If the sound energy is doubled, the sound level increases by 3 dB.
- Two instruments of the same loudness of 85 dB will together produce 88 dB.
- A sound reduction of 3 dB halves the sound energy (and its propensity to cause damage).

The following noise exposures are identical:

- 80 dB for 8 hours
- 83 dB for 4 hours
- 86 dB for 2 hours
- 89 dB for 1 hour
- 92 dB for 30 minutes

Typical daily sound exposure levels found in the club bar with music and entertainment are:

- In the case of rock and pop musicians, high sound pressure levels are predominantly desired and expected by the audience and therefore significant on-stage sound levels are commonplace. Sound exposure levels for rock and pop musicians are in the range of 95 to 110 dB (A).
- In the case of jazz and folk musicians, sound exposure levels are usually within a span of 90 to 98 dB (A).

- In the case of other workers, sound exposure levels similar to those of the musicians have been measured for sound engineers and security or other service staff at live concerts.
- Workers at nightclubs or comparable live events are also exposed to high sound exposure levels. The sound levels on dance floors are often over 100 dB (A).
- While disc jockeys are exposed to levels of 95 to 100 dB (A), the sound levels to which the service staff are exposed are 90 to 95 dB (A). Despite working times of less than twenty hours per week, daily sound exposure levels of 96 dB (A) for disc jockeys and 92 dB (A) for service staff have been assessed.

#### **6.2.6 Duties of employer & employee under noise regulations**

Everyone involved in the music and entertainment sectors has a responsibility to assist with noise management, from the promoter or venue operator through to the performers and technicians. Under the Safety, Health and Welfare at Work Act 2005, 'employers are required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all his or her employees'. Also 'every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare'. In most cases, employers will need to exchange information and collaborate to ensure that they fulfil their duties without unnecessary duplication. Where contractors, fixers and freelancers engage extras, they should ensure that information on the risks and control measures in place are communicated to them.

The primary responsibility for noise control rests with the employer. Employers in the music and entertainment sectors may include, for example, concert promoters, venue owners, theatrical producers, contractors and publicans. Under the Noise Regulations, an employer is required to:

- Assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Make sure the legal limits on noise exposure are not exceeded.

- Provide employees with information and training.
- Carry out health surveillance where there is a risk to health.
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods.

Employees also have responsibility for complying with the Noise Regulations. Employees in the music and entertainment sectors may include, for example, musicians and other performers, disc jockeys, service staff, technical staff, security staff, first-aid workers and cashiers.

Under the Noise Regulations, employees have a duty to:

- Use control measures in accordance with their employer's instructions.
- Wear hearing protection according to their employer's instructions.
- Take care of hearing protectors and noise control equipment.
- Report faults and difficulties in using noise control equipment.
- Be available for health surveillance.

### **6.3 Eye Protection**

#### **6.3.1 Clear-lens goggles**

Should be used for the following operations:

- All angle grinding operations.
- Blowing out of equipment such as electric motors, switch panels, mechanical equipment.
- Chute cleaning and checking.

#### **6.3.2 Face visor**

Should be used for the following operations:

- Chemical handling.
- While using air lances and steam cleaners.

### 6.3.3 Safety glasses

Should be used for the following operations:

- Operating woodworking machines.

*Prescription glasses shall be made available to all employees that require them.*

### 6.4 Gloves

Gloves should be worn when handling any chemicals. (See section on use of chemicals)

### 6.5 Portable Equipment & Hand Tools

Do not use equipment or tools unless you have received the appropriate instruction and training for that piece of equipment and authorised are to do so. The operator of any piece of equipment / tool / machinery should follow the standard checklist to see whether it is safe to operate the piece of equipment. Only when it is safe to do so should the equipment be started. If the equipment is not safe to start / operate contact the supervisor or designated person of your findings. The checklists will be kept on file in the Safety Register which is available in the Club Meeting Room.

Before starting any machine makes sure that all persons are in the clear. Never lubricate machinery while in motion unless the moving parts are adequately guarded. Only authorised personnel that have received the required instruction and training to the satisfactory of the manufacturer / supplier of the equipment shall be allowed to undertake such work. A permit to work must be signed off by the Safety Officer or liaison officer appointed by O'Raghallaigh's GFC before this can be undertaken.

Guards must be kept in place at all times and are not to be adjusted when the machinery is in motion. When carrying out repair under a cover plate always makes sure that is secure and prevented from falling. When carrying out any maintenance or repair a permit to work must be signed off by the Safety Officer or liaison officer appointed by O'Raghallaigh's GFC in consultation with the user.

Gloves shall not be worn when operating rotating equipment such as laths, drills, etc. The operator or personnel in the area should wear no loose or ragged clothing around any machinery. All jewellery such as chains, watches, rings, etc. should be removed before operating any equipment.

Do not use defective tools or tools that are not correctly suited to the particular operation that you wish to undertake. Store tools correctly when not in use. Check tools at the end of the operation, and report any defects to the supervisor or authorised person. Edged or pointed tools should be stored in such a way as not to cause a hazard to the user or persons in the area. Always carry tools in a bag, belt, and box or in your hand, never carry tools in your pockets. When chisels are not in use store away in lockers with caps over sharp edge.

A power tools should be of 110 volts with a transformer. It is the duty of the user to make sure all equipment / tools / machinery is safe to operate and are stored away correctly if not in use.

## **6.6 Ladders**

Ladders should be thoroughly examined before use. Checks should be carried out for missing or damaged cleats, cracked rungs, defective spreaders, missing or damaged tie off ropes or any other damage. If a ladder is defective tag it and report it to the Safety Officer.

Make sure the ladder is long enough for the job you require it to do. Any ladder gaining access to a working platform should extend beyond the platform some 1m above the landing platform. The ladder should be tied at the top of to the scaffolding or platform area.

Never place a ladder against a fragile surface. Make sure ladders have a steady and level base. Extended ladders should have an extension of at least 3 rungs. Always face the ladder when ascending and descending the ladder. Always maintain three-point contact when ascending and descending a ladder. (Two hands one foot or two feet one hand).

The ladder where at all possible should be securely tied off, where this is not possible the ladder must be held by a competent person at all times when someone is ascending, descending and working on the ladder. The ladder should be held when it is been tied also. Place the ladder at a safe angle; the rule of thumb is 4 to 1, for every 4m high angle out 1m.

Make sure that the ladder is not slippery and that the footwear is clean and free from debris that might cause someone to slip off the rung of the ladder. Do not over reach when on the ladder. Do not carry any equipment or items in your hands when climbing a ladder. Use a hand line to hoist and lower equipment and items.

Metal ladders shall not be used when working near power lines or electrical equipment. When using stepladders make sure that is full opened and locked in before use. Do not paint timber ladders as they tend to cover over cracks and defects, varnish only.

The ladders should be examined after use and cleaned down. If a defect is found the ladder should be tagged and report it to the Safety Officer or liaison officer appointed by O'Raghallaigh's GFC. Fill in a maintenance request form and log it in the maintenance book in reception.

## **6.7 Mobile Scaffolding**

A competent person with the necessary training should erect scaffolding and that has received a scaffolding ticket. Refer to supplier's instructions sheets to calculate the maximum height in relation to the base dimensions. The base height ratio is often 1:3.

Mobile scaffolding used outside in windy conditions should be tied to the building and be level and be anchored. Guardrails and toe boards are necessary all the way around. Use only on ground, which is firm and level.

Never climb the outside of the tower, provide safe means of access to the platform.

The working platform should be clear of people and materials when moving the scaffolding.

Only pushing and pulling by people and not by any mechanical aid should move the scaffolding.

Wheels should be fitted to the scaffolding with the wheels facing outwards. The brakes should be locked and on when the scaffolding is in use. Do not over load the platform or apply pressure as this may cause the scaffold to tilt or turn over. Never place a ladder on the platform to gain further height. Tie the tower to the building before leaving it unattended.

Obtain a permit to work to erect the scaffolding, which is available from the Safety Officer or liaison officer appointed by O'Raghallaigh's GFC. The Safety Officer or liaison officer appointed by O'Raghallaigh's GFC must sign off the permit before work can commence. A copy of the permit must be kept in the Safety Register.

## **6.8 Permits to Work**

Permits to work are required for the following operations:

- Out of hours work.
- Hot works.
- Isolation of electrical power.
- Maintenance work on machinery / equipment.
- Isolation of gas & working on gas.
- Smoke Head or Fire Alarm Isolation Permit.

## **7. SAFE WORKING WITH CHEMICALS**

### **7.1 Dangerous Substances**

Prior to using a dangerous substance it is the responsibility of the Safety Officer or liaison officer appointed by O'Raghallaigh's GFC to provide the appropriate Material Safety Data Sheet to the end user and anyone that may be affected by its use.

It is also an equally duty of the user to request a Material Safety Data Sheet from the manufacturer before use, as well as any other additional information that is required. Material Safety Data Sheets should be kept in the storage area for such dangerous substance and kept on file in the Safety Register. It should be signed posted in the storage area requesting the user to obtain the MSDS before use of the substance and the location of such MSDS.

It is the duty of the O'Raghallaigh's GFC to provide the user with the relevant PPE that is required. The end user has a right to refuse to use the substance if he / she feel that the PPE supplied is not suitable for the protection from the substance.

### **7.2 Chemical Containers**

All chemical containers should be labelled. Those labels should contain information relating to the following:

1. Product Name
2. Composition of chemical
3. Associated hazards, if any
4. First Aid procedures in the event of an accident
5. Method of disposal in the event of a spillage or leakage occurring.



### **7.3 Chemical Precautions**

Familiarise yourself with the chemical you are required to work with by carefully noting the information on the material safety data sheets, labels and any additional information prior to use.

Ensure the recommended protective clothing is worn and available before use. If in doubt regarding any information contact Safety Rep or manufacturer or supplier.

### **7.4 Chemical Release & Spills**

All spills of liquids should be cleaned up as soon as possible. The areas should be cornered off as soon as possible and the caretaker / cleaner notified immediately. The area will not be permitted for entry until it is deemed safe to do so by the responsible person.

### **7.5 First Aid**

The following are general rules to be followed:

- Flush skin or eye that has had contact with the chemical, with copious amounts of water at least for 15 minutes. Remove contaminated clothing. Go to the nearest Accident and Emergency.
- In the event of ingestion of a substance do not induce vomiting seek medical attention. Never give mouth-to-mouth respiration if a casualty has ingested a poisonous substance.
- If fumes are inhaled, remove from exposure immediately, if safe to do so.

## 8. FIRST AID & HEALTH SURVEILLANCE

### 8.1 Resources

**The Safety, Health & Welfare at Work (General Application) Regulations 2007 (SI 299 of 2007) gives the following definition:**

“Health Surveillance means the periodic review, for the purpose of protecting health and preventing occupationally related disease, of the health of employees, so that any adverse variations in their health which may be related to working conditions are identified as early as possible.”

#### **First Aid is defined as:**

“The treatment for the purpose of preserving life or minimising the consequences of the injury or illness until the services of medically qualified persons is obtained. The treatment of a minor injury where such injury would not require the attention of medically qualified persons.”

The club provides first aid boxes in the bar, storage area under the main stand. The stocks in these boxes are checked and replenished at least every six weeks or as required.

### 8.2 Training

Selected members have basic First Aid Training. It is intended to provide refresher training at least every three years.

### 8.3 Treatment of Injuries

All injuries where possible should be treated in the first aid room by an Occupational First Aider as soon as possible after they occur. Immediate treatment should be given for the following injuries:

- Any eye injury.
- Puncture wounds.
- Any wound that bleeds profusely.

- Any deep cut especially one at a joint.
- Minor concussion and
- Electric shock.

#### **8.4 Procedure for dealing with Serious Injury**

- Contact the Occupational First Aider. Contact details for the Occupational First Aider are beside every first aid box.
- The Occupational First Aider must assess the scene to see whether it is safe to approach the casualty, as to endanger him or herself and cause injury to themselves will only cause more work on the emergency services.
- Gain permission from the casualty to attend to them.
- Put on medical gloves.
- Make the scene safe, by shutting down any machinery that may be running.
- Assess the injuries and if necessary send another person to the reception where the emergency services can be contacted, and ask them to return to you with information as to the success of contacting the emergency services. On their return ask them to meet the emergency services and bring them to the area of where the casualty is.
- Contact the Development Officer and or Bar Manager and make sure all gates, doors etc. are open for the emergency services to get as close as possible to the injured party.
- All other people in the vicinity can cause confusion, frustration and panic, so a designated person / person in charge should clear the area.
- Calm the casualty down as much as possible.
- Administer first aid to the casualty.
- Collect as much details from the casualty as possible for the emergency services.
- Contact the casualties' next of kin when the casualty is safely in the ambulance and on the way to hospital.
- Complete an incident report from within 24 hours of the incident.

### **8.5 Procedure for dealing with Minor Injury**

- Contact the Occupational First Aider. Contact details for the Occupational First Aider are beside every first aid box.
- The Occupational First Aider must assess the scene to see whether it is safe to approach the casualty, as to endanger him or herself and cause injury to themselves will only cause more work on the emergency services.
- Gain permission from the casualty to attend to them.
- Put on medical gloves.
- Make the scene safe, by shutting down any machinery that may be running.
- Assess the injuries and administer treatment. Calm the casualty down as much as possible.
- All other people in the vicinity can cause confusion, frustration and panic, so a designated person / person in charge should clear the area.
- Contact the casualties next of kin when the casualty if necessary.
- Complete an incident report from within 24 hours of the incident.
- It is the policy of the O'Raghallaigh's GFC that any injury sustained is checked out by medical practical and all injured parties should attend an Accident & Emergency.

### **8.6 Contact Emergency Services**

The designated person to contact the emergency services is the person in charge, or nominated to cover on any given day for the person in charge if he / she are on leave. When contacting the emergency services remember the following:

- Speak clearly and slowly.
- Give your name and the location of the accident with a contact telephone number.
- Explain what has happened and the known details of the accident.
- Do not hang up until instructed to do so by the operator.
- Try to stay calm.

## 9. ANTI-BULLYING POLICY

### 9.1 Anti-Bullying Policy Statement

Bullying in the O'Raghallaigh's GFC will not be tolerated in any format and will be dealt with if found guilty with disciplinary action. This policy outlines the O'Raghallaigh's GFC commitment to an environment where every employee, tenant, Community Employment (CE) programme workers, contractor, player (adult & juvenile), member, volunteer, customer, guest and member of the public is treated with dignity and respect.

The club strives to create an environment that is supportive and conducive to work and sporting activities. This policy encompasses all groups in the club. The club promotes, and is committed to supporting, a collegiate environment for its employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adults & juveniles), members, volunteers, customers, guests and members of the public, which is free from discrimination (on any of the 9 grounds included in equality legislation), bullying, sexual harassment and other forms of harassment.

This policy aims to set out the all parties' commitment and duty to participate in creating a positive and tolerant environment. The policy also sets out a framework and the procedure for handling any issues that arise. The concept of equality is central to the ethos of the club.

The club states clearly its expectation that all parties will work to develop and maintain a high degree of respect and civility in our club environment.

The Dignity and Respect policy sets out to achieve the following:

- To raise awareness on the prevention of bullying and harassment.
- To support good communications amongst all parties and to set standards of behaviour which are acceptable in the club environment?

- To set out everyone's individual responsibility in both making themselves aware of the policy and their responsibility to resolve matters as quickly and as confidentially as possible.
- To provide methods of resolution for all parties in which they have a number of opportunities, both formal and informal, to resolve their individual situations.
- To promote an environment in which diversity is respected.

## **9.2 Legislation & Policies which protect Dignity and Respect**

This policy is underpinned by equality legislation. In addition, the policy complies with the Health and Safety Authority's Code of Practice on the Prevention of Workplace Bullying; the Equality Authority's Code of Practice on Sexual Harassment and Harassment at Work, the Labour Relations Commission's (LRC) Code of Practice Detailing Procedures for Addressing Bullying in the Work Place, GAA Code of Behaviour for Working with Young People, GAA Guideline for Dealing with Allegations of Abuse, Code of Practice Applying to the Employment of People with Disabilities, Employment Equality Acts 1998 and 2004, Equal Status Acts 2000 and 2004, Disability Act 2005 and Health and Safety Act 2005

Breaches of the policy may constitute grounds for disciplinary action and, in cases involving serious offences, disciplinary action up to and including suspension, dismissal or barred from club facilities and activities. Using this policy does not affect your statutory rights under the Employment Equality Acts 1998 and 2004. There is a statutory time limit for complaints made – 6 months from the date of the alleged incident or the latest incident, which can be extended up to 12 months where exceptional circumstances prevent the complainant making the complaint.

### **9.3 Where Does this Policy Apply?**

This policy applies to the behaviour of all parties of the O'Raghallaigh's GFC and others on club business or engaged in activities relating to the club or providing services to the club in all locations and situations, including:

- Club buildings, site and facilities.
- The facilities of any other club or other place where all parties are representing the club.
- At events such as social functions, conferences, sporting events, trips or work assignments which are related to the club, to a person's work / sporting activities or at which a person is representing club.
- In writing, on the telephone, by email or on the internet in any club related activity.

### **9.4 To whom does this Apply?**

All employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adults & juveniles), members, volunteers, customers, guests and members of the public of the club community share the responsibility for ensuring an environment that protects the dignity and respect of it all. It is not the intention of these guidelines to prevent normal good-humoured banter between parties. However, care needs to be taken not to cross the line into unacceptable behaviour, which is offensive, abusive, intimidating, malicious or insulting. In any case, such behaviour should stop immediately when at least one party indicates it is unacceptable, whether the behaviour is directed towards them or not. All parties within the club also have a responsibility to help to ensure that unacceptable behaviour does not continue unchecked or unreported. Individual responsibility includes awareness of one's own behaviour and its potential effects on others. Those who are concerned about incidents of bullying, sexual harassment, racial harassment or other forms of harassment, e.g. as colleagues, friends, witnesses, or as people against whom an allegation has been made, should feel free to seek confidential help.

## 9.5 The Effects of Bullying & Harassment

Bullying and Harassment can affect many aspects of club life and an individual's wellbeing, for example, there can be:

- Damage to morale,
- Poor performance in work or activities,
- Culture of fear,
- Loss of respect,
- Increased absenteeism and ill health and,
- Damage to the clubs reputation.

### What are Harassment and Bullying at Work?

The interchangeable use of the words harassment and bullying can lead to a misunderstanding of what each one relates to. They are legally distinct concepts and so a behaviour can be deemed *either* bullying *or* harassment, not both. This Code refers to behaviours which come within the definition of workplace bullying only. The code does not extend to harassment under the Employment Equality Acts 1998-2015.

Harassment/sexual harassment for the purposes of the Employment Equality Acts is any unwanted conduct related to any of the discriminatory grounds under the Employment Equality Acts. Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature. Discrimination on the basis of the nine grounds specified in the Acts (Gender, Civil Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race and Membership of the Traveller Community) comes under the remit of the Employment Equality Acts and promoting awareness of equality in the state is the responsibility of the Irish Human Rights and Equality Commission<sup>1</sup> (IHREC). In this regard IHREC has published a Code of Practice on Sexual Harassment and Harassment at Work giving practical guidance on addressing issues around harassment at work (Statutory Instrument 208 of 2012 Employment Equality Act 1998 (Code of Practice) (Harassment) Orders 2012).

While this Code refers to workplace bullying only and doesn't include harassment cases, this does not prevent employers from having one policy/document encompassing procedures for processing both bullying and harassment cases.

It is, however, important to reiterate that where individuals reference 'a bullying and harassment' case, the two are distinct concepts and the agencies overseeing this Code only have a remit for bullying.



**What is Bullying at Work?** For the purposes of this Code, bullying in the workplace is defined as follows:

- “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 be reasonably regarded as undermining the individual’s right to dignity at work<sup>2</sup>. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once off incident, is not considered to be bullying”.
- This Code does not aim to address physical assault at work. The HSA advises that where it may be a risk, or where it has occurred and is therefore established as a future risk, the employer has and uses a dedicated policy concerning violence and assault and retains and promotes a zero-tolerance approach to such behaviour, from any quarter. Violence is a criminal matter and should also be reported to *An Garda Síochána*.

**How does Bullying manifest itself within Workplaces?**

- In line with the above operational definition, workplace bullying should meet the criteria of an on-going series of accumulation of seriously negative targeted behaviours against a person or persons to undermine their esteem and standing in a harmful, sustained way. Bullying behaviour is offensive, on-going, targeted and outside any reasonable ‘norm’. A pattern and trend are involved so that a reasonable person would regard such behaviour as clearly wrong, undermining and humiliating. It involves repeated incidents or a pattern of behaviour that is usually intended to intimidate, offend, degrade or humiliate a particular person or group of people - but the intention is not important in the identification process.
- Bullying activities involve actions and behavioural patterns, directly or indirectly, spoken and/or written and could include the use of cyber or digital means for the goal of bullying. Such bullying events, delivered through cyber means, may also be covered by the requirements of the 2005 Act.
- Behaviour which makes for a bullying pattern will likely include not just one but a range of the following behaviours:
  - Exclusion with negative consequences
  - Verbal abuse/insults
  - Being treated less favourably than colleagues in similar roles
  - Belittling a person’s opinion
  - Disseminating malicious rumours, gossip or innuendo
  - Socially excluding or isolating a person within the work sphere
  - Intrusion - pestering, spying or stalking
  - Intimidation/aggressive interactions
  - Excessive monitoring of work
  - Withholding information necessary for proper performance of a person’s job
  - Repeatedly manipulating a person’s job content and targets
  - Blaming a person for things beyond their control

- Use of aggressive and obscene language
- Other menacing behaviour

#### **9.6 Are you being bullied or harassed?**

If you think you are the subject of bullying / harassment the following checklist may be helpful:

- Is the behaviour unwanted and unnecessary?
- Is it offensive or intimidating?
- Does it make you feel vulnerable, stressed or isolated?
- Is it negatively affecting your work or activities?

#### **9.7 What do we do next and what are the procedures?**

All complaints of harassment, sexual harassment and bullying will be treated seriously and with due regard to the sensitivities of the complainant and to the rights of the person against whom the complaint has been made. Complaints will be dealt with promptly and sympathetically. As far as possible, every effort will be made to handle complaints in confidence.

Experience in the club suggests that it is preferable for a person who feels that she / he is being bullied or harassed to use one or all of the following steps:

- Try to resolve the issue yourself.
- Mediation.
- Formal Processes.

##### **9.7.1 Try to resolve the issue yourself**

The objective of this approach is to resolve the difficulties with the minimum of conflict and stress for the individuals involved. Seek support. It is important that you limit this to one/two confidential people should not discuss the matters with others in the club, unless absolutely necessary, and you are willing to address the matter. Talk to your manager / mentor / coach for advice on how to approach the issue.

### **9.7.2 Mediation**

The Club supports the use of mediation as an alternative method of resolving complaints.

Mediation is an informal process, through which a Mediator helps the parties in a dispute to talk about the issues between them, and if they wish, to reach an agreement which is acceptable to both sides. The process is voluntary and both parties must be willing to take part and agree to the appointment of a Mediator. If the parties agree to this approach, the Club will appoint a neutral and impartial Mediator, with the agreement of the parties, to facilitate the process.

The Chairperson or Safety Officer will be responsible for appointing a neutral mediator. If the complaint is against the Chairperson or Safety Officer another club officer will appoint a neutral mediator.

### **9.7.3 Formal Process**

For serious complaints or where the problem is not resolved through any of the informal methods, the formal complaints process may be used. If you wish to proceed to a formal complaint, the person to approach depends on the position of the alleged harasser and is generally up through the line management structure:

- Employees / Bar Staff report to the Bar Manger.
- Community Employment (CE) programme workers report to Chairperson
- Tenant report to Chairman / Chairperson
- Executive Committee Member report to the Chairperson.
- Player reports to their mentor / manager / coach.
- Mentor / Manager / Coach Reports to the Safety Officer.
- Members / Volunteers / Customers / Guest / Members of the Public report to the Safety Officer.

A formal complaint involves providing a written statement, confined to the precise details of the allegations. They should be notified in writing that an allegation of bullying, sexual

harassment or other form of harassment has been made against them. They should be advised that they shall be afforded a fair opportunity to respond to the allegations.

The alleged harasser will be made aware that a complaint has been made against them within 5 days of the complaint being made verbally and in writing. All formal complaints will be investigated.

### **9.8 Investigation**

The O'Raghallaigh's GFC will endeavour to keep the alleged harasser and claimant from coming into contact with each other during the investigation. Such measures include:

- Changing the working environment.
- Changing system of work and location.
- Paid leave.
- Suspension of parties from club activities.

When a written statement is received the Chairperson will select a member(s) of Executive Committee or competent person(s) to investigate the claim(s) and report back to a 3no person AB Group. The report should include the alleged harasser and claimant statements, eyewitness statements and any other information or accounts that are deemed necessary.

The AB Group will be appointed by Executive Committee as required. AB Group should include at least 1 person from each gender. After reviewing all the reports, statements etc. and after examining the evidence the AB Group will make a decision as to whether find the defendant guilty or not guilty, and the disciplinary action to be taken. The recommendation must be ratified / approved by a majority vote private or public at an Executive Committee meeting.

In cases alleging sexual harassment, the club will appoint 2no investigators and will ensure that at least one of the investigators will be of the same gender as the complainant. Where there are two investigators appointed, both should be involved in all stages in the interviewing of witnesses and parties to the complaint. The investigation will look objectively at all evidence

pertinent to the complaint. The Investigator(s) should meet with the complainant and the alleged harasser and any witness on an individual basis.

Details of the complaint will be made available to the parties in advance of an investigation meeting. Investigation meetings will be held in confidence and with sensitivity, and all parties will be treated with dignity and respect. Confidentiality is required of all parties involved in the investigation. A written record of all meetings shall be kept.

The various steps on investigating the complaint:

**Step 1** – Complainant writes up complaint and forwards to relevant person.

**Step 2** – Executive Committee appoint investigator (s) and AB Group.

**Step 3** – Investigator(s) sets up investigation of case e.g. this includes copying complaint to alleged harasser, receiving responses, and could include investigation meetings.

**Step 4** – Investigator(s) considers the information and issues a finding / recommendations to the AB Group.

**Step 5** – The AB Group review evidence and investigator(s) recommendation and make a recommendation to the Executive Committee and the EC vote on the recommendation. A majority vote must be obtained to ratify the recommendation.

**Step 6** – The parties are notified of the outcome.

A time frame from gathering information is 60 days from complaint received in writing to have the report for the AB Group. The AB Group for obtaining further information can grant a further extension of 30 days. The report will be examined and presented to the Executive Committee.

The Chairperson in writing within 7 days of the Executive Committee decision will notify the claimant and alleged harasser of the decision.

Below is a brief outline of the process – greater details are given below establishing the facts. Those attending investigation meeting will be told in advance of the meeting of in writing:

- The purpose of the meeting
- The complaint being investigated
- The time and venue
- Their right to representation
- That the investigation may lead to disciplinary action.

Both parties have the right to be accompanied by an authorised Trade or Union/Staff representative or colleague.

All material relevant to the complaint will be made available to the alleged harasser during the course of the investigation. The alleged harasser will get the full details of matters under investigation and the opportunity to respond to them fully.

Further investigation meetings may be scheduled if required as issues arise. Every effort will be made to complete the investigation as quickly as possible, and within an agreed timeframe if possible.

All parties are obliged to co-operate with investigations held under this procedure. The outcome of the investigation will be in the form of a written report which will be presented to the complainant and alleged harasser. Both parties should be given an opportunity to comment on the findings before any final recommendation is forward to AB Group. If it is found that the complaint is well founded, AB Group may recommend counselling, monitoring or a disciplinary action to the Executive Committee. This outcome should be conveyed personally, as well as in writing, to the individual involved.

If it is found that the complaint is not upheld, the complainant can be assured that *bona fide* complaints will not be viewed as malicious.

Parties who have agreed to go forward as a witness or have given evidence in proceedings are protected under this policy from victimisation. Every effort will be made to ensure you will not negatively affected by agreeing to participate in the process.

Complaints which are found to be malicious will be treated as serious misconduct under the disciplinary procedure. This provision should not deter any party from reporting genuine complaints. If either party is unhappy with the conduct of the investigation or the outcome, they may refer the matter through the Chairperson and request a personnel hearing in front of the Executive Committee. If the either party is still not happy with the decision may lodge an appeal with the President of the Club.

### **9.9 Withdrawal of Claims**

From time to time people make a complaint and then do not wish to proceed. The club has a duty of care to take all complaints seriously; this will include discussing the appropriate procedures and referral through the process. Any claim which is not going to proceed must be withdrawn.

Withdrawal of claims will be taken seriously. The withdrawal will be made in writing to the person to whom you made the complaint. The club reserve the right to investigate a claim that has been withdrawn and/or the reason for which is being withdrawn.

### **9.10 False / Malicious Allegations**

Raising a false or malicious allegation is a serious breach of this policy. Complaints which are found to be malicious will be treated as serious misconduct under the disciplinary procedure. This provision should not deter employees from reporting genuine complaints.

### **9.11 Counter Allegations**

Any counter allegation will be treated as a separate complaint. Generally, if part of a formal investigation, the counter allegation will be expected to be written. The Procedures above apply to the complaint in every regard, and the case shall be investigated within the procedure.

### **9.12 Disciplinary Actions**

The following are the disciplinary actions available to the O'Raghallaigh's GFC are:

- Verbal warning and recorded on employees, students, visitors or contractors file.
- A written warning for a more serious offence or continued bullying after a verbal warning.
- Suspension.
- Dismissal and / or barred from club activities.

## **10. POLICY & CODE OF CONDUCT WORKING WITH YOUNG PEOPLE**

### **10.1 Policy Statement**

The O'Raghallaigh's GFC policy is that all parties involved in our club and activities should accept their roles and responsibilities that they undertake as the club commits itself to maintaining an enjoyable and safe environment for all. The safeguarding of our members will always be a key priority as the club recognises that the welfare of the child is of paramount importance in our work.

O'Raghallaigh's GFC wishes to see this policy developed, promoted and implemented as an initiative that encourages fair play, respect, equal opportunities and safety in all aspects of our work with children and young people.



The O'Raghallaigh's GFC will:

- Ensure that the Juvenile Section of the club is structured in accordance with good practice guidelines and that young people are afforded a role in decision making at an appropriate level.
- Ensure that all club members are aware as to their responsibilities to all children and young people.
- Appointing a Children's Welfare Officer whose role shall include the monitoring of the child centered ethos of the club and compliance with the Code of Ethics and Good Practice and with any policies and guidelines as issued by the club, by their National Governing Bodies, or by statutory authorities and agencies.
- Appointing a Designated Person whose role shall include liaising with Statutory Authorities and their Governing Body in relation to the reporting of allegations and/or suspicions of child abuse.
- Ensuring that all players are covered by their relevant Injury Scheme and that all premises etc. in use by your club and players are equally covered for property/liability insurance as deemed necessary.
- Seeking the agreement of parents/guardians when their sons/daughters under 18yrs of age are invited into adult squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to under age teams and squads.
- Support to all members who report accusations of abuse.
- Suspected abuse information treated confidentially.
- Appropriate action if members breach standards of reasonable behaviour in line with our code of conduct policy.
- The establishment and maintenance of a coaching register.
- The setting of standards of good practice.
- That all employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adult) members and volunteers that may come into contact with young players will complete An Garda Síochána – GAA Vetting Form and return to the Safety Officer in a sealed envelope for submission to An Garda Síochána within 7 days of

taking up a role. No coach should take sole charge or control of any young players unless been supervised by an existing An Garda Síochána – GAA Vetted coach until their vetting has been approved.

- Proper supervision of children within the club and with a satisfactory ratio of coaches to children. A maximum ratio of 1 coach to 10 children will be adhered to. (This will vary dependent on the age group being trained).
- Use of proper, recommended equipment including.
  - Sport specific guidelines e.g. goal posts etc.
  - identification markers/ cones, clearly visible and,
  - Playing /coaching surfaces, free from debris.
- Young Players can only use of equipment only when supervised by a coach.
- A clearly defined area of play/ in bounds and safe from vehicular traffic.
- Public Liability Insurance in place, covering all members of the club.
- Only children within same/ similar age bands will be selected for team playing/ coaching.
- A first aider and first aid kit on hand in event of an accident.
- Have an accident incident book / folder to be marked up at every accident.
- All accidents will be reported to parents at collection.
- In the event of transport being required this will be provided and supervised by coaching/ volunteers in possession of driving license and roadworthy vehicles only.
- Permission must be sought from parents prior to any transport being facilitated.
- A safe environment for members.
- That parents are kept informed, therefore parents should have access to the club's policy guidelines for away trips / overnights and the use of photography and video equipment.
- The implementation of good and safe working practice is to develop the club in the short, medium and long term to the mutual benefit of the member, the local area and community as a whole.

The club will also promote quality participation by:

- Adopting this Code of Behaviour as a basic level of agreement between the club and their players, their mentors, parents/guardians and supporters.
- Leading by example and ensuring that you have a user friendly and child centered approach to your work and that you provide an equal opportunity to all who wish to participate in your games and activities, regardless of an individual's ability.
- Developing effective procedures for responding to and recording all attendances, incidents, accidents and injuries.
- Accessing relevant information on Alcohol and Substance Abuse Prevention Programmes and promoting relevant training in this area of health awareness for relevant club personnel.
- Distributing information on Anti-Bullying strategies in our work with young people and by adopting and implementing an Anti-Bullying Policy Statement in the club.

## 10.2 Equality Statement

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2000)

The Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

- Dependency due to disability may make some children feel powerless.
- On occasions possible limited ability to communicate their feelings.
- A negative self-image can make children vulnerable to manipulation by others.

To address this vulnerability coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

### **10.3 Legislation, Policies & Code of Practice**

The policy complies with the, GAA Code of Behaviour for Working with Young People, GAA Guideline for Dealing with Allegations of Abuse, GAA Code of Best Practice in Youth Sport. The policy was drafted in compliance with the GAA Code of Behaviour and complements the Code of Ethics and Good Practice for Children's Sport and addresses the appropriate levels of behaviour, practice and conduct required from the clubs young players, coaches, mentors, supporters, parents/ guardians.

### **10.4 Young Players**

The term Young Players is frequently used throughout this policy and GAA Code of Behaviour. For the purpose of this policy, a Young Player is defined as any person under the age of 18 years of age, who is not or has not been married.

Young players can benefit greatly from sports in terms of personal development and enjoyment. As part of their participation the players must be encouraged to realise that they also have responsibilities to treat others with fairness and respect. With rights there will always be responsibilities.

There will be a 'sign-up' procedure, whereby young people agree to abide by the Code of Conduct / Behaviour and to any other policies and codes in O'Raghallaigh's GFC and National Governing Body. (See Appendix Z for Young Players Code of Conduct Forms).

Young Players should be entitled to:

- Be safe and feel safe.
- Have fun and experience a sense of enjoyment and fulfillment.
- Be treated with respect, dignity and sensitivity.
- Comment and make suggestions in a constructive manner.
- Be afforded appropriate confidentiality.
- Participate in games and competitions at a level at which they feel comfortable.

- Be listened to.
- Make their concerns known and have them dealt with in an appropriate manner.
- Be protected from abuse.

Young Players should always

- Play fairly, do their best at all times even in training and enjoy themselves.
- Represent their family and club with pride and dignity.
- Always shake hands with your opponents before and after regardless of the result.
- Respect officials from within and from outside the club and respect their decisions gracefully.
- Respect your opponents.
- Respect fellow team members regardless of ability, ethnic origin, cultural background or religion.
- Respect fellow team members giving them support when they do well and even when they do not so well.
- Accept apologies from opponents when offered.
- Be modest in victory and gracious in defeat.
- Let your team mentors know when you are not available for training or a match (give as much notice as possible).
- Approach your team mentor or nay committee member with any questions or concerns you may have.
- Do not tell lies or be dishonest about adults or children.
- Shake hands before and after the game irrespective of the result.
- Adhere to acceptable standards of behaviour and their Club's Code of Discipline.
- Tell somebody else if they or others have been harmed in any way.
- Take due care of club equipment.

Young Players should not:

- Cheat – always play by the rules.
- Shout at or argue with an official, team mates or opponents or use violence.
- Use unfair or bullying tactics to gain advantage or isolate other players.
- Spread rumours.
- Tell lies about adults or other young people.
- Play or train if they feel unwell or are injured.
- Use unacceptable language or racial and/or sectarian references.

### **10.5 Coaches, Mentors & Trainers**

All Coaches, Mentors and Trainers (referred to hereafter as Coaches) should ensure that young people and children benefit significantly from club games and activities by providing a positive, healthy and encouraging ethos for all. In developing the skills levels of every player you should always encourage enjoyment, fun and participation in club games and activities and activities. Coaches should always remember that they are role models for the players in their care.

All coaches will be made aware of the clubs Anti-Bullying Policy and Code of Behaviour. Each coach must complete An Garda Síochána – GAA Vetting Form and return to the Safety Officer in a sealed envelope for submission to An Garda Síochána within 7 days of taking up a role. No coach should take sole charge or control of any young players unless been supervised by an existing An Garda Síochána – GAA Vetted coach until their vetting has been approved.

### **10.6 Recruitment of Coaches**

As a Coach working with young people and children you are required to be suitable for your chosen role(s). Appropriate training and supports will be provided so as to ensure that Coaches are suitable, comfortable and qualified to fulfill their roles. All persons working or volunteering for such roles will also participate in agreed recruitment and selection procedures as outlined in the policies and procedures of the O'Raghallaigh's GFC and each National Governing Body. Each

new coach must complete An Garda Síochána – GAA Vetting Form and return to the Safety Officer in a sealed envelope for submission to An Garda Síochána within 7 days of taking up a role. No coach should take sole charge or control of any young players unless been supervised by an existing An Garda Síochána – GAA Vetted coach until their vetting has been approved.

### **10.7 Coaches Responsibilities**

**Each coach should continue to maintain a child centered approach by:**

- Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions, games and other activities so that participants always leave with a sense of achievement and an increased level of self-esteem.
- Recognise the development needs and capacity of all young players, regardless of their ability, by emphasising participation for all while avoiding excessive training and competition. Skills development and personal satisfaction should have priority over competition.
- Develop an understanding of relevant coaching methods and ensure that you have the appropriate level of coaching accreditation.
- Don't equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by young players is the best indicator of effective coaching.
- Coaches should lead by example
- Avoid smoking while working with young players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while young players are in your care.
- Never use foul language or provocative language/gestures to a player, opponent or match official.
- Only enter the field of play with the referee's permission and should not question a referee's decisions or integrity.
- Encourage players to respect and accept the judgment of match officials.

- Promote Fair Play.
- Encourage parents to become involved in our activities wherever possible.

### **Conduct of Coaches when working with young people**

- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake.
- Children learn best through trial and error. Children and Young people should not be afraid to risk error so as to learn.
- Never use any form of corporal punishment or physical force.
- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.
- Ensure that all physical contact is appropriate and has the permission or understanding of the young person.
- Never undertake any form of therapy – hypnosis etc., in the training of children.
- Develop an appropriate working relationship with children based on mutual trust and respect.
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from a young person, mentor, parent or guardian.
- Avoid compromising your role as a Coach
- Avoid a situation where you are alone in a car or dressing room with a player.
- Avoid taking coaching sessions on your own.
- Avoid spending excessive amounts of time alone with a player or away from others.
- Avoid taking young players to your home.

### **Best practice**

- Ensure that all players are suitably and safely attired to play their chosen sport.
- Keep a record of attendance at training and at games by both players and coaches.
- Be punctual and properly attired.
- Rotate the team captaincy and the method used for selecting teams so that the same children are not always selected to the exclusion of others.
- Set realistic – stretching but achievable – performance goals.



- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and your club.
- Use mobile phones, if deemed appropriate, only via a group texts system for communicating with the parents/guardians of players and receive such permission at the commencement of each season.
- Do not communicate individually by text with under age players.
- Keep a record of each injury and action taken. Ensure that another official referee/team mentor is present when a player is being attended to and can corroborate the relevant details.
- Ensure that all dressing rooms and the general areas that are occupied by your players and other club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.
- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened. (See Guidelines on Transporting Young People)
- Make adequate provision for First Aid services.
- Do not encourage or permit players to play while injured.

#### **10.8 Parent & Guardians**

O'Raghallaigh's GFC would encourage Parents/Guardians who have an influential role to play in assisting and encouraging their children to adopt a positive attitude and in encouraging them to maintain an involvement in sport. They should always be a good role model for their children. Parents and Guardians should be made aware of the Code of Behaviour and Club Anti-Bullying Policy. Parents & Guardians must sign the Membership Form.

### **10.9 Photographs & Images of Children Statement**

At O'Raghallaigh's GFC we feel it is important to recognise the achievements and successes of our youth and of the club as a whole. One of the ways to do this is to publish photographs and details of achievements in our local press. As a club we would like to use pictures of our youth members in the local press and at times, on the club website & other social media platforms.

We take the issue of child safety very seriously and this includes the images of the children in our care. Our duty to our young members is paramount and this form of publicity must be carefully monitored to ensure that it is consistent with our Child Protection Policy and the Data Protection Legislation.

For this reason we have put the following guidelines into place:

- We ask parental consent for the club to take and use photographs of their children and for permission to use the press and media to promote the players and their teams (Membership Application Form).
- Photographs and interviews will at all-time take place in the presence of a coach.
- We will only use team photographs and action photographs on our website & other social media platforms.
- Action and individual photographs will only be used, with individual parental consent, prior to the inclusion on club website& other social media platforms.

The Child Protection in Sport Unit (CPSU) also recommends the following practices which we shall adopt;

- Provide a clear brief to the photographer about what is considered appropriate in terms of content and behaviour.
- At the beginning of each year ensure that parents are asked to sign a photograph consent form for their child/children.

- Inform children and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a child's home.
- Children and parents should be informed that if they have concerns they could report these to the organiser.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.

#### **10.10 Guidelines on Transporting Young Person(s) in Your Car**

The Child Protection in Sport Unit and guidance from the Irish Sports Council encourages coaches not to take children on journeys alone in their car. Best practice is clearly to avoid transporting a young person alone, but we recognise that in some circumstances it is an essential part of a young person's participation in training and competition. If all alternatives have been exhausted and an adult has to transport a young person these are the safety measures put in place to minimise the risk:

- The driver like all coaches who have access to young persons in our club should be from a reputable company.
- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the young person about transport arrangements to check they are comfortable about the plans.
- The driver (and club) must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- The driver should attempt to have more than one young person in the car.

- Coaches should avoid leaving off after a match or training session but if this is necessary coaches should alternate which young person is dropped off last. Ideally two young people would be left off at an agreed point i.e. one of their family homes.
- The person who leaves young people home should be alternated; this would reduce the risk of any one individual from always being alone with the young person.
- The driver should have a point of contact and mobile phone should they break down.
- Our club must ensure that young people are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within our club then the young person is more likely to talk to another person if they are feeling uncomfortable about a situation.
- Children should wear seatbelts at all times. The driver is legally responsible to ensure that a young person under 14 wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.
- In the instance of late collections these can present the club and coaches with particular difficulties. Parents/guardians will be provided with reminders addressing the issue and outlining their responsibility and the consequences of late collections.
- Our club through the membership forms have contact numbers for parents/guardians and if possible is provided with an alternative contact number.
- Parents/guardians have a contact number for the club/coach to inform them of emergencies and possible late collections. Appropriate action will be agreed on an individual basis if young people are continually collected late. Each individual case will be discussed and the Juvenile Committee will agree appropriate action.
- Like all advice these procedures will only reduce the risk and still the best advice is to avoid transporting young people alone in a car.

#### **10.11 Use / Misuse of Mobile Phone**

O'Raghallaigh's GFC understands and respects the importance that parents / guardians place on the use of mobile phones as a means of contacting their children when away from the home setting. However, there are times that the use of mobile phones must be limited in order to

protect all young persons within the club. For this reason we have placed the following limitations on the use of mobile phones in our club activities;

- It is recommended that all young persons are discouraged from bringing mobile phones to training sessions to avoid loss and damage.
- It is the responsibility of parents / guardian and young persons to ensure that mobile phones are kept in a safe and secure place at all times.
- The club holds no responsibility for mobile phones lost or stolen while on club premises or while away from club premises attending away games.
- Young persons are forbidden to use mobile phones, and, in particular, picture/video phones in dressing rooms while on club grounds or while attending away games.
- The misuse of mobile phones will be taken seriously by all club members and persistent misuse will be brought to the attention of the Clubs Children's Officer to be auctioned.

Coaches will:

- Use mobile phones, if deemed appropriate, only via a group texts system for communicating with the parents/guardians of players and receive such permission at the commencement of each season.
- Do not communicate individually by text with under age players.

#### **10.12 Supervising on Day Trips Away From Club**

Written permission of parent / guardians should be obtained for all away day trips by completing the form in the appendix. Medical conditions or special needs details of young person should be sought from parents / guardians. Emergency contact details of parents / guardians should be sought and recorded. Details of the away day trip should be given to parents / guardians e.g. location, guidelines in respect of clothing, provision of lunches etc. A Day Trip form can be found at the rear of this statement and available from the Club Children's Officer or Safety Officer.

#### **10.13 Supervision of Overnight Trip Away from the Home**

Written permission of parent / guardians should be obtained for all overnight trips. This form should be completed by a parent / guardian before young persons can participate in an overnight trip away from home. Medical conditions or special needs details of young person should be sought from parents / guardians. Emergency contact details of parents / guardians should be sought and recorded.

#### **10.14 How to Deal with Alleged Breaches of the Code of Behaviour**

If an alleged breach of the policy and Code of Behaviour is reported or observed it is recommended that the Club Children's Officer (whom will be the investigating officer) initially oversees any enquiry into such an allegation. The following should be adhered to:

**Step 1** - Alleged breach of the Code is reported or observed should be reported to the Club's Children's Officer. If the breach is by the Club's Children's Officer it should be reported to the Safety Officer.

**Step 2** - Confidentiality should be complied with at all time. The Children's Officer must maintain the highest degree of confidentiality in their work on behalf of the club and should only discuss the details of any alleged breach of the Code on a need to know basis with those that are required to be informed or consulted. The Club's Children's Officer shall record and retain a record of all discussions and actions taken.

**Step 3** - the Club Children's Officer must carry out the initial assessment. If possible, following assessment of the matter as reported or witnessed, the Club Children's Officer should identify if the alleged breach would constitute an example of poor practice or a more serious breach of the Code.

**Step 4** – Information must be carefully collated, carefully taking into account of what has been reported or alleged and retain a record of all actions taken on behalf of the Club. Such records may be required as part of any subsequent investigation or in the event of an appeal at a later stage. Check what has been reported for accuracy. Corroborate the facts if necessary with others who may have witnessed the alleged incident.

**Step 5** – The Club's Children's Officer should inform the person accused of the alleged breach of the Code within 5 days in writing. Explain the breach that has been made as to the nature of the breach and how it may have contravened the Code. Seek a response from the person. Inform the person if any further action is deemed necessary or shall be recommended.

**Step 6** - If a breach of the Code is acknowledged and is not deemed to be of an extreme nature (e.g. poor practice as opposed to a deliberate breach), the Children's Officer should inform the person against whom the breach has been alleged how they may have breached the Code and that they must in future adhere to all aspects of the Code. If the breach is deemed to be of a more serious or a re-occurring nature it should be reported to the Chairman / Chairperson. Such matters, on a case by case basis, shall be dealt with in accordance with the principles of natural justice and with club internal disciplinary structures as set out in the Anti-Bullying Policy, or in extreme circumstances may be categorised as abuse and would be dealt with accordingly and possibly reported to the appropriate authorities. The Club Children's Officer may not make a decision to remove a person from their role(s) due to a breach of the Code of Behaviour. Such actions may only be taken by the Executive Committee but may be recommended by the Club Children's Officer, following an appraisal of the alleged breach. A majority vote must be obtained to ratify any action. Should any action be taken against a person deemed to have breached the Code the action taken will undoubtedly be proportionate to the level of breach that occurred. The Chairman / Chairperson in writing within 7 days of the Executive Committee decision will notify all parties of the decision.

**Step 7** - If a breach of the code is denied the Children's Officer must make a determination and may seek the assistance of the appointment of an independent investigator(s) as per set out in the Anti-Bullying Policy. If the facts point to a breach of the Code, the due process as set out in the Anti-Bullying Policy must be followed for investigation and conclusion.. If the breach is deemed to be of a more serious or a re-occurring nature it may then be subject to reporting to the appropriate authorities. A condition of continued involvement within the club or resumption of a role within the club may require the undertaking of a specific training programme and counseling.

**Step 8** - If the person against whom an allegation has been made is unhappy with the outcome or decision(s) made a right of appeal should be afforded to them in accordance with Club Anti Bullying Policy and apply to Chairman / Chairperson.

**Step 9** - Any person, who due to the actions of another may have experienced or have been the recipient of actions deemed to be in breach of the Code is entitled to know what outcomes and decisions have been reached following investigations into such matters. Such persons should be informed in a confidential manner as to what has been agreed but may not be part of the decision making process when determining an outcome. The Chairman / Chairperson in writing within 7 days of the Executive Committee decision will notify all parties of the decision.

**Step 10** - On an on-going basis the Club's Children's Officer should review the implementation of the Code of Behaviour within the Club and where necessary appraise the Club's Executive Committee on how the Code may be promoted at all times.

#### **10.15 Actions for Breaches of the Code of Behaviour**

The following are the actions available to the O'Raghallaigh's GFC are:

- Verbal warning and recorded on file.



- A written warning for a more serious offence or continued misconduct after a verbal warning.
- Suspension - removal from their role / club activities for a specific period of time which may involve undertaking counseling and training programme.
- Dismissal - a permanent removal from their role / club activities.
- Report to the appropriate authorities (this can be done along with / including any of the above actions).

#### **10.16 Guidelines on Reporting Accidents**

In the event of an accident, the following procedure will be carried out:

- Fill in a copy of the Accident Form for ALL accidents.
- Contact emergency services/ GP if required.
- Inform parents/guardians if a young person has been injured.
- Record in detail all facts surrounding the accident, witness's etc.
- One copy of form to should be recorded in the Juvenile incident book and a copy sent to the Insurance Officer and Safety Officer.
- An accident book / folder are required for all coaching sessions and playing activates.
- If any coach identifies an action required to prevent a similar accident occurring they are encouraged to inform the Youth Committee / Safety Officer as soon as possible.
- Accident report forms for players can be obtained in the club bar or from the Safety Officer.

### **11. POLICY & CODE OF BEHAVIOUR OF PLAYERS**

#### **11.1 Policy Statement**

The O'Raghallaigh's GFC policy is that all parties involved in our club and activities should accept their roles and responsibilities that they undertake as the club commits itself to maintaining an enjoyable and safe environment for all. The safeguarding of our members will always be a key

priority as the club recognises that the welfare of the child is of paramount importance in our work.

O'Raghallaigh's GFC wishes to see this policy developed, promoted and implemented as an initiative that encourages fair play, respect, equal opportunities and safety in all aspects of our work with children and young people.

The O'Raghallaigh's GFC will:

- Ensure that the Sections of the club are structured in accordance with good practice guidelines and that young people are afforded a role in decision making at an appropriate level.
- Ensure that all club members are aware as to their responsibilities.
- Ensuring that all players are covered by their relevant Injury Scheme and that all premises etc. in use by your club and players are equally covered for property/liability insurance as deemed necessary.
- Seeking the agreement of parents/guardians when their sons/daughters under 18yrs of age are invited into adult squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to under age teams and squads.
- That all players will complete An Garda Síochána – GAA Vetting Form and return to the Safety Officer in a sealed envelope for submission to An Garda Síochána within 7 days of joining the club.

The club will also promote quality participation by:

- Adopting this Code of Behaviour as a basic level of agreement between the club and their players, their mentors, parents/guardians and supporters.

- Leading by example and ensuring that you have a user friendly and an equal opportunity to all who wish to participate in games and activities, regardless of an individual's ability.
- Developing effective procedures for responding to and recording all attendances, incidents, accidents and injuries.
- Accessing relevant information on Alcohol and Substance Abuse Prevention Programmes and promoting relevant training in this area of health awareness for relevant club personnel.
- Distributing information on Anti Bullying strategies in our work with young people and by adopting and implementing an Anti-Bullying Policy Statement in the club.

### **11.2 Players (Adult)**

The term Players (Adult) is frequently used throughout this policy. For the purpose of this policy, a Player is defined as any person over the age of 18 years of age.

Players can benefit greatly from sports in terms of personal development and enjoyment. As part of their participation the players must be encouraged to realise that they also have responsibilities to treat others with fairness and respect. With rights there will always be responsibilities.

Players must agree to abide by the Code of Conduct / Behaviour and to any other policies and codes in O'Raghallaigh's GFC and National Governing Body.

### **11.3 Players Responsibilities**

Players should always

- Play fairly, do their best at all times even in training and enjoy themselves.
- Represent their family and club with pride and dignity.
- Always shake hands with your opponents before and after regardless of the result.

## O'RAGHALLAIGH'S GFC CLUB SAFETY STATEMENT

- Respect officials from within and from outside the club and respect their decisions gracefully.
- Respect your opponents.
- Respect fellow team members regardless of ability, ethnic origin, cultural background or religion.
- Respect fellow team members giving them support when they do well and even when they do not so well.
- Accept apologies from opponents when offered.
- Be modest in victory and gracious in defeat.
- Let your team mentors know when you are not available for training or a match (give as much notice as possible).
- Do not tell lies or be dishonest about adults or children.
- Shake hands before and after the game irrespective of the result.
- Adhere to acceptable standards of behaviour and the Club's Code of Discipline.
- Take due care of club equipment.
- Take care of their own safety.
- Ensure they are not under the influence of an intoxicating substance (alcohol, drugs etc.) while under taking sporting activities such as playing, coaching / mentoring.
- To inform their coaching / mentor if they are on any medication that may affect their health if they undertake sporting activities.
- Co-operate with the club regarding health & safety at work.
- Not to engage in any improper conduct that might endanger their health & safety and that of others.
- Must not interfere with or misuse any specified items or equipment
- Any player that recklessly endangers his / herself as well as other persons may be subject to disciplinary action by the Executive Committee.
- All players will complete An Garda Síochána – **E-Vetting in the GAA**: Please read the information and guidance below before commencing this process. The online vetting

form can be found at: <https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>;

- Players should avoid a situation where they are alone in a car or dressing room with a young player. Avoid spending excessive amounts of time alone with a player or away from others. Young players unless been supervised by an existing An Garda Síochána – GAA Vetted coach / player until their vetting has been approved.
- Comply with the Policy & Code of Behaviour for all Persons Working with Young People & Players Code of Conduct.

Players should not:

- Cheat – always play by the rules.
- Shout at or argue with an official, team mates or opponents or use violence.
- Use unfair or bullying tactics to gain advantage or isolate other players.
- Spread rumours.
- Tell lies about adults or other young people.
- Play or train if they feel unwell or are injured.

Use unacceptable language or racial and/or sectarian references.

#### **11.4 How to Deal with Alleged Breaches of the Code of Behaviour**

If an alleged breach of the policy and Code of Behaviour is reported or observed it is recommended that the Chairman / Chairperson (whom will appoint an investigating officer) initially oversees any enquiry into such an allegation. The following should be adhered to:

**Step 1** - Alleged breach of the Code is reported or observed should be reported to the Club's Chairman / Chairperson. If the breach is by the Chairman / Chairperson it should be reported to the Safety Officer.

**Step 2** - Confidentiality should be complied with at all time. The Chairman / Chairperson & investigating officer must maintain the highest degree of confidentiality in their work on behalf of the club and should only discuss the details of any alleged breach of the Code on a need to know basis with those that are required to be informed or consulted. The Investigating Officer shall record and retain a record of all discussions and actions taken.

**Step 3** - The Investigating Officer must carry out the initial assessment. If possible, following assessment of the matter as reported or witnessed, the Investigating Officer should identify if the alleged breach would constitute an example of poor practice or a more serious breach of the Code.

**Step 4** – Information must be carefully collated, carefully taking into account of what has been reported or alleged and retain a record of all actions taken on behalf of the Club. Such records may be required as part of any subsequent investigation or in the event of an appeal at a later stage. Check what has been reported for accuracy. Corroborate the facts if necessary with others who may have witnessed the alleged incident.

**Step 5** – The Investigating Officer should inform the person accused of the alleged breach of the Code within 5 days in writing. Explain the breach that has been made as to the nature of the breach and how it may have contravened the Code. Seek a response from the person. Inform the person if any further action is deemed necessary or shall be recommended.

**Step 6** - If a breach of the Code is acknowledged and is not deemed to be of an extreme nature (e.g. poor practice as opposed to a deliberate breach), the Investigating Officer should inform the person against whom the breach has been alleged how they may have breached the Code and that they must in future adhere to all aspects of the Code. If the breach is deemed to be of a more serious or a re-occurring nature it should be reported to the Chairman / Chairperson. Such matters, on a case by case basis, shall be dealt with in accordance with the principles of natural justice and with club internal disciplinary structures as set out in the Anti-Bullying

Policy, or in extreme circumstances may be categorised as abuse and would be dealt with accordingly and possibly reported to the appropriate authorities. The Investigating Officer may not make a decision to remove a person from their role(s) due to a breach of the Code of Behaviour. Such actions may only be taken by the Executive Committee but may be recommended by the Investigating Officer following an appraisal of the alleged breach. A majority vote must be obtained to ratify any action. Should any action be taken against a person deemed to have breached the Code the action taken will undoubtedly be proportionate to the level of breach that occurred. The Chairman / Chairperson in writing within 7 days of the Executive Committee decision will notify all parties of the decision.

**Step 7** - If a breach of the code is denied the Investigating Officer must make a determination as set out in the Anti-Bullying Policy. If the facts point to a breach of the Code, the due process as set out in the Anti-Bullying Policy must be followed for investigation and conclusion.. If the breach is deemed to be of a more serious or a re-occurring nature it may then be subject to reporting to the appropriate authorities. A condition of continued involvement within the club or resumption of a role within the club may require the undertaking of a specific training programme and counseling.

**Step 8** - If the person against whom an allegation has been made is unhappy with the outcome or decision(s) made a right of appeal should be afforded to them in accordance with Club's Anti-Bullying Policy.

**Step 9** - Any person, who due to the actions of another may have experienced or have been the recipient of actions deemed to be in breach of the Code is entitled to know what outcomes and decisions have been reached following investigations into such matters. Such persons should be informed in a confidential manner as to what has been agreed but may not be part of the decision making process when determining an outcome. The Chairman / Chairperson in writing within 7 days of the Executive Committee decision will notify all parties of the decision.

**Step 10** - On an on-going basis the Executive Committee should review the implementation of the Code of Behaviour within the Club/

### **11.5 Actions for Breaches of the Code of Behaviour**

The following are the actions available to the O'Raghallaigh's GFC are:

- Verbal warning and recorded on file.
- A written warning for a more serious offence or continued misconduct after a verbal warning.
- Suspension - removal from their role / club activities for a specific period of time which may involve undertaking counseling and training programme.
- Dismissal - a permanent removal from their role / club activities.
- Report to the appropriate authorities (this can be done along with / including any of the above actions).

## **12. POLICY & CODE OF BEHAVIOUR OF VOLUNTEERS, COACHES, MENOTRS & TRAINERS**

### **12.1 Policy Statement**

The O'Raghallaigh's GFC policy is that all parties involved in our club and activities should accept their roles and responsibilities that they undertake as the club commits itself to maintaining an enjoyable and safe environment for all. The safeguarding of our members will always be a key priority as the club recognises that the welfare of the child is of paramount importance in our work.

O'Raghallaigh's GFC wishes to see this policy developed, promoted and implemented as an initiative that encourages fair play, respect, equal opportunities and safety in all aspects of our work with children and young people.

The O'Raghallaigh's GFC will:



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- Ensure that the Sections of the club are structured in accordance with good practice guidelines and that young people are afforded a role in decision making at an appropriate level.
- Ensure that all club members are aware as to their responsibilities.
- Ensuring that all players are covered by their relevant Injury Scheme and that all premises etc. in use by your club and players are equally covered for property/liability insurance as deemed necessary.
- Seeking the agreement of parents/guardians when their sons/daughters under 18yrs of age are invited into adult squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to under age teams and squads.
- GARA Vetting: The National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 - 2016 commenced on 29th April 2016 and from that date a statutory obligation was placed upon the GAA to ensure that all persons who on our behalf undertook 'relevant work' with children has been vetted prior to taking up that role in Ireland.
  - The term 'relevant work' in the GAA includes any role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contain any player under 18 yrs. of age. It also applies to organising underage activities or refereeing underage games.
  - The Act also established the National Vetting Bureau (NVB) to oversee the e-vetting services previously administered by the Garda Central Vetting Unit.
    - It is a criminal offence, for a person acting on behalf of the GAA, or for the GAA as an Association to permit any person to commence working with children on behalf of the Association without that person first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited. It is also a breach of GAA rule if you are working with children or vulnerable adults on behalf of the Association and have not been vetted.

- **What if the vetting applicant is under 18 yrs. of age?** GAA vetting services are available to any person over 16 yrs. of age fulfilling a role of responsibility with children or vulnerable adults. A parental consent form ([NVB Parent/Guardian Consent Form](#)) must be completed, this is available at <https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>; for applicants between 16 and 18 yrs. of age
- **E-Vetting in the GAA:** Please read the information and guidance below before commencing this process. The online vetting form can be found at: <https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>;
- **E-Vetting;** When the Vetting Act came into being on 29 April 2016 the GAA became one of the first organisations to replace 'paper vetting' with a new on line or E –Vetting system; <https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>;

The club will also promote quality participation by:

- Adopting this Code of Behaviour as a basic level of agreement between the club and their members / players, their mentors, parents/guardians and supporters.
- Leading by example and ensuring that you have a user friendly and an equal opportunity to all who wish to participate in games and activities, regardless of an individual's ability.
- Developing effective procedures for responding to and recording all attendances, incidents, accidents and injuries.

- Accessing relevant information on Alcohol and Substance Abuse Prevention Programmes and promoting relevant training in this area of health awareness for relevant club personnel.
- Distributing information on Anti Bullying strategies in our work with young people and by adopting and implementing an Anti-Bullying Policy Statement in the club.

## **12.2 Volunteers, Coaches, Mentors & Trainers**

All Volunteers, Coaches, Mentors and Trainers (referred to hereafter as Coaches) should ensure that all members benefit significantly from club games and activities by providing a positive, healthy and encouraging ethos for all. In developing the skills levels of every member / player they should always encourage enjoyment, fun and participation in club games and activities and activities. Coaches should always remember that they are role models for the member in their care.

**Each coach must complete An Garda Síochána/GAA E-vetting:** <https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting;>

## **12.3 Recruitment of Volunteers, Coaches, Mentors & Trainers**

As a Coach working with young people and children you are required to be suitable for your chosen role(s). Appropriate training and supports will be provided so as to ensure that Coaches are suitable, comfortable and qualified to fulfill their roles. All persons working or volunteering for such roles will also participate in agreed recruitment and selection procedures as outlined in the policies and procedures of the O'Raghallaigh's GFC and each National Governing Body.

**Each coach must complete An Garda Síochána/GAA E-vetting:** <https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting;>

## **12.4 Coaches, Mentors & Trainers Responsibilities**

Each coach should:

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- Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions, games and other activities so that participants always leave with a sense of achievement and an increased level of self-esteem.
- Recognise the development needs and capacity of all members / players, regardless of their ability, by emphasising participation for all while avoiding excessive training and competition. Skills development and personal satisfaction should have priority over competition.
- Develop an understanding of relevant coaching methods and ensure that they have the appropriate level of coaching accreditation.
- Don't equate losing with failure and do not develop a preoccupation with medals and trophies. The level of improvement made by members / players is the best indicator of effective coaching.
- Coaches should lead by example
- Avoid smoking while working with young players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while young players are in your care.
- Never use foul language or provocative language/gestures to members / players, opponent or match official.
- Only enter the field of play with the referee's permission and should not question a referee's decisions or integrity.
- Encourage players to respect and accept the judgment of match officials.
- Promote Fair Play.
- Encourage parents to become involved in our activities wherever possible.

### Conduct of Coaches when working with members / players:

- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake as it may be misinterpreted.

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- Never use any form of corporal punishment or physical force.
- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.
- Ensure that all physical contact is appropriate and has the permission or understanding of the young person.
- Develop an appropriate working relationship with members / players based on mutual trust and respect.
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from any party.
- Avoid compromising your role as a Coach
- Avoid a situation where you are alone in a car or dressing room with a young player.
- Avoid taking coaching sessions on your own with a young player.
- Avoid spending excessive amounts of time alone with a young player or away from others.
- Avoid taking young players to your home.

### Best practice

- Ensure that all players are suitably and safely attired to play.
- Keep a record of attendance at training and at games by both players and coaches.
- Be punctual and properly attired.
- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and the club.
- Use mobile phones, if deemed appropriate, only via a group texts system for communicating with the parents/guardians of young players and receive such permission at the commencement of each season.
- Do not communicate individually by text with young players.
- Keep a record of each injury and action taken. Ensure that another official referee/team mentor is present when a player is being attended to and can corroborate the relevant details.

- Ensure that all dressing rooms and the general areas that are occupied by your players and other club personnel, prior to, during or immediately following the completion of any match are kept clean and are not damaged in any way.
- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened.
- Make adequate provision for First Aid services.  
Do not encourage or permit players to play while injured.

### **12.5 Volunteers Responsibilities**

Each volunteer should:

- Respect the rights, dignity and worth of every person and treat each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.
- Be positive during coaching sessions, games and other activities so that participants always leave with a sense of achievement and an increased level of self-esteem.
- To make sure they have an appropriate level of training for area they are volunteering in.
- Lead by example
- Avoid smoking while working with young players.
- Do not consume alcohol or non-prescribed drugs immediately prior to or while young players are in your care.
- Never use foul language or provocative language/gestures to members / players, opponent or match official.
- Only enter the field of play with the referee's permission and should not question a referee's decisions or integrity.
- Encourage players to respect and accept the judgment of match officials.
- Promote Fair Play.
- Encourage parents to become involved in our activities wherever possible.

Conduct of volunteers when working with members:

- Don't shout at or lecture players or reprimand/ridicule them when they make a mistake as it may be misinterpreted.
- Never use any form of corporal punishment or physical force.
- Avoid incidents of horse play or role play or telling jokes etc. that could be misinterpreted.
- Ensure that all physical contact is appropriate and has the permission or understanding of the young person.
- Develop an appropriate working relationship with members based on mutual trust and respect.
- Challenge bullying in any form whether physical or emotional. Bullying is not acceptable behaviour be it from any party.
- Avoid a situation where you are alone in a car or dressing room with a young player.
- Avoid spending excessive amounts of time alone with a young player or away from others.
- Avoid taking young players to your home.

Best practice

- Be punctual and properly attired.
- Encourage parents/guardians to play an active role in organising and assisting various activities for your teams and the club.
- Do not communicate individually by text with young members
- If it is necessary to transport a child/young person in your car, ensure that they are seated in a rear seat with seat belts securely fastened.

## **12.6 How to Deal with Alleged Breaches of the Code of Behaviour**

If an alleged breach of the policy and Code of Behaviour is reported or observed it is recommended that the Chairperson (whom will appoint an investigating officer) initially oversees any enquiry into such an allegation. The following should be adhered to:

**Step 1** - Alleged breach of the Code is reported or observed should be reported to the Club's Chairperson. If the breach is by the Chairperson it should be reported to the Safety Officer.

**Step 2** - Confidentiality should be complied with at all time. The Chairperson & investigating officer must maintain the highest degree of confidentiality in their work on behalf of the club and should only discuss the details of any alleged breach of the Code on a need to know basis with those that are required to be informed or consulted. The Investigating Officer shall record and retain a record of all discussions and actions taken.

**Step 3** - The Investigating Officer must carry out the initial assessment. If possible, following assessment of the matter as reported or witnessed, the Investigating Officer should identify if the alleged breach would constitute an example of poor practice or a more serious breach of the Code.

**Step 4** – Information must be carefully collated, carefully taking into account of what has been reported or alleged and retain a record of all actions taken on behalf of the Club. Such records may be required as part of any subsequent investigation or in the event of an appeal at a later stage. Check what has been reported for accuracy. Corroborate the facts if necessary with others who may have witnessed the alleged incident.

**Step 5** – The Investigating Officer should inform the person accused of the alleged breach of the Code within 5 days in writing. Explain the breach that has been made as to the nature of the breach and how it may have contravened the Code. Seek a response from the person. Inform the person if any further action is deemed necessary or shall be recommended.



**Step 6** - If a breach of the Code is acknowledged and is not deemed to be of an extreme nature (e.g. poor practice as opposed to a deliberate breach), the Investigating Officer should inform the person against whom the breach has been alleged how they may have breached the Code and that they must in future adhere to all aspects of the Code. If the breach is deemed to be of a more serious or a re-occurring nature it should be reported to the Chairman / Chairperson. Such matters, on a case by case basis, shall be dealt with in accordance with the principles of natural justice and with club internal disciplinary structures as set out in the Anti-Bullying Policy, or in extreme circumstances may be categorised as abuse and would be dealt with accordingly and possibly reported to the appropriate authorities. The Investigating Officer may not make a decision to remove a person from their role(s) due to a breach of the Code of Behaviour. Such actions may only be taken by the Executive Committee but may be recommended by the Investigating Officer following an appraisal of the alleged breach. A majority vote must be obtained to ratify any action. Should any action be taken against a person deemed to have breached the Code the action taken will undoubtedly be proportionate to the level of breach that occurred. The Chairman / Chairperson in writing within 7 days of the Executive Committee decision will notify all parties of the decision.

**Step 7** - If a breach of the code is denied the Investigating Officer must make a determination as set out in the Anti-Bullying Policy. If the facts point to a breach of the Code, the due process as set out in the Anti-Bullying Policy must be followed for investigation and conclusion.. If the breach is deemed to be of a more serious or a re-occurring nature it may then be subject to reporting to the appropriate authorities. A condition of continued involvement within the club or resumption of a role within the club may require the undertaking of a specific training programme and counseling.

**Step 8** - If the person against whom an allegation has been made is unhappy with the outcome or decision(s) made a right of appeal should be afforded to them in accordance with Club's Anti-Bullying Policy.

**Step 9** - Any person, who due to the actions of another may have experienced or have been the recipient of actions deemed to be in breach of the Code is entitled to know what outcomes and decisions have been reached following investigations into such matters. Such persons should be informed in a confidential manner as to what has been agreed but may not be part of the decision making process when determining an outcome. The Chairman / Chairperson in writing within 7 days of the Executive Committee decision will notify all parties of the decision.

**Step 10** - On an on-going basis the Executive Committee should review the implementation of the Code of Behaviour within the Club/

### **12.7 Actions for Breaches of the Code of Behaviour**

The following are the actions available to the O'Raghallaigh's GFC are:

- Verbal warning and recorded on file.
- A written warning for a more serious offence or continued misconduct after a verbal warning.
- Suspension - removal from their role / club activities for a specific period of time which may involve undertaking counseling and training programme.
- Dismissal - a permanent removal from their role / club activities.

Report to the appropriate authorities (this can be done along with / including any of the above actions)

## **13. DRUG & ALCOHOL POLICY**

### **13.1 Policy Statement**

**Cumann Lúthchleas Gael are committed as part of their overall philosophy to 'Discourage the use of drugs, alcohol and tobacco on the basis that they are incompatible with a healthy approach to sporting activity'**

The O'Raghallaigh's GFC believe that we need to work towards creating a safe, healthy club environment where we can develop the skills and attitudes necessary to cope with drug and alcohol related issues.

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

### **13.2 Definition of Drugs**

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

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

### **13.3 Aims and Objectives**

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

- To develop a consistent approach to drug-related issues to be adopted by all club members.
- To develop procedures and protocols that address drug-related issues in the club.
- To establish clear procedures for managing specific incidents of suspected drug misuse.

### 13.4 List of Actions

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

The O'Raghallaigh's GFC shall take the following actions:

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

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

### 13.5 Recommended Roles

- **Club Member:** Will be aware of the details of and adhere to the O'Raghallaigh's GFC Drug and Alcohol Policy.
- **Parents and Guardians:** Support the club in the development and implementation of this policy including procedures for handling incidents of suspected drug misuse.
- **Coaches:** Will be aware of the possibility of drug misuse among players and work with the A.S.A.P. Club Officer, Club Chairman and Executives with the aim of preventing harm.
- **A.S.A.P. Club Officer:** The A.S.A.P. Club Officer is responsible for overseeing the development, implementation and evaluation of this policy in conjunction with the Club

Chairperson and Executive. The A.S.A.P. Club Officer shall have good knowledge of the local drug, alcohol and health promotion services in order to assist the club in organising prevention, education and response activities as such needs arise. The A.S.A.P. Club Officer is Suzanne Markey.

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

### **13.6 Education Programme**

The O'Raghallaigh's GFC shall arrange for a drug education programme for members, players, parents etc. as appropriate. This drug education programme may include the promotion of club policy, provision of literature, workshops or information sessions. The Club A.S.A.P. Officer in conjunction with the Club Chairperson and Executive shall make arrangements with local drug, alcohol or health promotion services to provide age appropriate drug education annually for young people associated with the club.

### **13.7 Protocol for Dealing with Drug Misuse**

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

### **13.8 Outline of Restrictions**

The misuse or supply of drugs is viewed as unacceptable by the O'Raghallaigh's GFC. Members or officials are prohibited from presenting themselves for club duties while under the influence of a drug. Breaches of these restrictions are punishable by warnings, suspensions and expulsions as deemed appropriate.

### **13.9 Reporting of Incidents**

Alleged or confirmed incidents in breach of this policy shall be referred to the Club Chairperson.

### **13.10 Recording of Information**

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

### **13.11 Confidentiality & GDPR**

**While it is not possible to guarantee, every effort shall be made to respect confidentiality and comply with 2018 GDPR legislation**

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

Incidents involving any person under 18 years of age will require their parents/guardians to be informed. Parents/guardians shall be invited to discuss what has happened and shall be informed of any course of action to be taken by the club. The Club Chairperson shall nominate a person to inform parents/guardians in each case.

### **13.13 Garda Síochána Involvement**

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

### **13.14 Search**

The Club Chairperson retains the right to direct a search of any part of club property if there is reasonable cause to believe a substance in breach of this policy is contained therein. Two

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

#### **13.15 Disposing of Suspected Illegal Substances**

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

#### **13.16 Availability, Use & Storage of Solvents & Gases**

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

#### **13.17 Monitoring & Evaluation**

This policy is in force at all times and during all activities conducted under the rules of Cumann Lúthchleas Gael. This policy shall be evaluated annually and after every drug-related incident. This policy took effect on **1<sup>st</sup> July 2012** and shall be reviewed annually thereafter by the A.S.A.P. Club Officer in conjunction with the Club Chairperson and Executive.

### **14. LONE WORKING POLICY**

#### **14.1 Policy Statement**

The O'Raghallaigh's GFC policy is that all parties involved in lone working should accept their roles and responsibilities that they undertake club duties or employment. The club holds the

main responsibility for protecting the safety and health of lone workers. Section 19 of the Safety, Health and Welfare at Work Act 2005 requires the club to undertake a risk assessment, and so this shall determine whether or not an employee may work alone and conditions for working alone.

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employee, is classed as a lone worker. Lone workers include:

- people in fixed establishments where only one person works on the premises, e.g. in small workshops, kiosks, petrol stations, shops and home-workers
- people work separately from others, e.g. in factories, warehouses, some research and training establishments, leisure centres or fairgrounds
- People who work outside normal hours, e.g. cleaners, security, special production, maintenance or repair staff, etc.
- People who work working away from their fixed base, e.g. On construction, plant installation, maintenance and cleaning work, electrical repairs, lift repairs, painting and decorating, vehicle recovery, etc.
- agricultural and forestry workers
- service workers, e.g. rent collectors, postal staff, social workers, home helps, district nurses, pest control workers, drivers, engineers, architects, estate agents, sales representatives and similar professionals visiting domestic and commercial premises.

Hazards that lone workers may encounter include:

- accidents or emergencies arising out of the work, including inadequate provision of first aid
- sudden illnesses
- inadequate provision of rest, hygiene and welfare facilities
- physical violence from members of the public and/or intruders



#### **14.2 Responsibilities of the Employees**

Lone workers themselves have a responsibility to help their employer fulfil this duty, and so they must:

- Take reasonable care to look after their own safety and health.
- Safeguard the safety and health of other people affected by their work.
- Co-operate with their employer's safety and health procedures.
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given.
- Not misuse equipment provided for their safety and health.
- Report all accidents, injuries, near-misses and other dangerous occurrences

#### **14.3 Responsibilities of the Employer**

Employers of lone workers should:

- involve staff or their representatives when undertaking the required risk assessment process;
- take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice;
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up; and
- Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

#### **14.4 Control Measures**

The risk assessment should prescribe control measures to be implemented in order to eliminate/minimise the identified risks. Such control measures include:

- Recordable CCTV at all entrances and exits, with security lighting.
- Controlled periodic checks
- Automatic warning devices, e.g. intruder alarm with a panic alarm connected to the local Garda Station.
- Instruction and training in proper procedures, e.g. code words for potentially violent situations when combined with mobile phone communication.
- First-aid kits and training
- Implementing Standard Operating Procedures (SOP's)
- Locking and securing place of work
- Incident reporting procedures.

#### **14.5 Standard Closing Up of Bar and Club Facilities**

The following should be implemented when locking up and closing up the bar and club house.

- Before commencing lone working, notify your nominated person of time that you will be starting and finishing at, and agree periodic checks.
- Before locking up notify your nominated person that you are locking up and that you will be home at a certain time.
- Check to see that all persons have left the building before commencing the locking up procedure.
- Check to make sure that all external doors are locked before carrying out any tidy, cleaning, general bar closing up procedure.
- Check and make sure that all fire doors are closed over / shut.
- Before you leave, check CCTV to make sure it is safe to leave the building.
- Set the Alarm.
- When locking the front door and closing the shutter make sure that you keep monitoring the surrounding area.
- Make sure you notify the nominate person that you are on your way home.
- If possible carry out the above duties with another person rather than working alone.

- If the nominated person does not hear from lone work at the designated time, they should try and contact the lone work, if they don't hear from the lone work after several attempts they should contact the appropriate authorities.

## **15. FIRE PREVENTATION**

### **15.1 Resources**

The following procedures will be implemented to assist in the prevention of fire outbreak:

- The daily removal of waste paper and rubbish by cleaning and maintenance employees.
- Limiting flammable liquids and gases to small quantities, handling them with care and storing them in appropriately labelled containers in designated suitable storage areas.
- Checking electrical and gas appliances regularly for defects. Any defects noted should be immediately brought to the attention of the Development Officer.
- *Hot Work Permit* required for persons involved in any operation, which generates heat, sparks, or flame. The Safety Officer or liaison officer appointed by O'Raghallaigh's GFC will issue this permit.
- All contractors engaged to carry out works on the site will be made aware of the O'Raghallaigh's GFC fire safety requirements.
- No services to be installed if passing through walls or floors without the prior permission and approval of the Executive Committee, in the interests of maintaining the integrity of fire compartmentation

### **15.2 Instruction & Training**

All parties to whom specific duties have been assigned will be given appropriate training and instruction.

### **15.3 Maintenance of Escape Routes**

It is the responsibility of all parties to ensure that all emergency escape routes are kept free from obstruction and immediately available for use, by checking the routes daily under their control.

All employees, tenant(s), Community Employment (CE) programme workers, contractors, players (adult & juveniles), members, volunteers, customers, guests and members of the public are required to co-operate fully with this procedure in ensuring that these routes are kept free and unobstructed. Every employee is responsible for fire safety by avoiding creation of fire hazards with either flammable materials (careful storage, disposal, etc.) or sources of ignition (smoking, electrical equipment).

#### **15.4 Fire Protection System & Equipment**

Fire detection and alarm systems have been installed in some locations (Stand Area and Dressing Rooms, Bar Area, and New Dressing Rooms attached to the club) and will be maintained in accordance with BS 3218:2009: Emergency lighting systems have been installed in some locations (Stand Area and Dressing Rooms, Bar Area, and New Dressing Rooms attached to the club). These will be regularly maintained in accordance with the requirements of BS 3217:2008.

Fire mains and Hydrants and Fire Hose Reels are inspected and maintained in accordance with BS 5306: Part 1: 2006. The date of the most recent inspection is noted on each hose reel. Test reports on ring mains and hydrants are held in the Fire Registers.

Portable fire extinguishers complying with I.S 290:1986 are inspected and maintained in accordance with I.S. 291: 2002. The date of testing is noted on each extinguisher and a copy kept in the Fire Register.

Exits should be clearly marked and kept free from obstructions at all times. Storage of ladders, shelving, etc. is not permitted and is a violation of the Technical Guidance Document Building Regulations Part B.

#### **15.5 Fire & Emergency Evacuation Plans & Drills**

Emergency evacuation drills are planned and organised by the Safety Committee in conjunction with the Safety Officer and are held at least once per year. The procedures used during drills will simulate real emergency procedures in so far as is reasonably practicable. Each drill is reviewed immediately afterwards by the Fire Wardens. A report on the drill is circulated to all employees, and the Safety Committee agrees modifications arising from the drill where necessary.

### **15.6 Sounding of Alarm**

On hearing the fire alarm sound intermittently all occupants should prepare to evacuate the building. An intermittent bell signal indicates a fault or that the system is under test. When the intermittent bell sounds, the fire warden will investigate the cause. If it is a false alarm, they will silence the bells and reset the system. If it is a real fire then they will trigger the continuous bell. If after three minutes of intermittent sounding, the system has not been reset, then the system will go into full alarm mode (continuous ringing).

A continuous bell signal indicates a fire. On hearing the fire alarm sound continuously all occupants must leave the premises immediately, using the nearest available exit, and proceed to the Assembly Point.

On discovering a fire, the alarm should be sounded by activating the nearest break glass unit. If this occurs during normal working hours the person in charge should be responsible for calling the Fire Brigade on 112 or 999.

Please note that in the event of any emergency occurring, one or all of the people listed above should be notified immediately.

### **15.7 Fire Wardens**

All employees should be trained to fire warden level in the reporting, evacuation level and calling firefighting and emergency services. This training shall be undertaken by a competent firm and renewed as deemed necessary by the appropriate authority.

#### **15.7.1 Chief fire warden**

The Safety Representative will act as Chief Fire Wardens. Each Chief Fire Warden will be responsible for collating information from the other Fire Wardens. The Head of the Institute will be responsible for liaising with the Emergency Services. The Chief Fire Wardens will ensure that meetings are convened with Fire Wardens and Safety Committee immediately after drills and emergency evacuations to monitor and review procedures.

#### **15.7.2 Fire wardens**

To assist in a speedy evacuation all employees / persons in charge will act as Fire Wardens and direct them to the Assembly Point. They should ensure that all parts of their respective areas are vacant, before proceeding to the Assembly Point. Fire Wardens in ensuring that all persons have been accounted for. They will also be responsible for checking the evacuation time, and any operational difficulties highlighted by the drill / evacuation.

#### **15.8 Maintenance of Fire Register**

A Fire Safety Register and General Safety Register are maintained in the Club Meeting Room. The document contains information relating to dates of fire and evacuation drills, Fire Wardens duties, inspection and testing of equipment, details of fire incidents and false alarms that occur, and any other information considered relevant by the Safety Committee.

The Register is reviewed and inspected by the Safety Committee at least once per year. It is available for inspection at any time by any authorised Officer of the Fire Authority. It is the responsibility of the Head of the Institute to ensure that the Fire Register is kept up to date.

#### **15.9 Provision of Information to Building Users**

Fire Instruction Notices are posted in prominent locations throughout the Institute advising all building occupants of the emergency escape procedures. Floor plans are posted in prominent locations throughout the Institute indicating emergency escape routes and the fire assembly point.

It is the responsibility of the Safety Officer to ensure that all employees, players (adult & juveniles), members, and volunteers are informed of the Emergency Evacuation Plan. It is the responsibility of the Development Officer to ensure that all, Community Employment (CE) programme workers, and contractors are informed of the Emergency Evacuation Plan. It is the responsibility of the Chairman / Chairperson to ensure that all, tenant(s), are informed of the Emergency Evacuation Plan. It is the responsibility of the Bar Manager to ensure that all customers, guests and members of the public are informed of the Emergency Evacuation Plan. Draw their attention to the fire safety arrangements, and to guide them to the Assembly Point in the event of evacuation.

#### **15.10 Assistance to Fire Brigade & Emergency Services**

Seek advice from authorised officers of the Fire Authority in relation to implementation of Fire Safety Management Programme. Bound sets of Layout Plans are kept at Reception, for use by the Fire Brigade in the event of emergency. Fire Wardens are required to liaise and co-operate with Fire Brigade.

## **16. CONTROL MEASURES**

### **16.1 Hazard Identification**

Hazard is taken to mean any substance, piece of equipment, article, material or practice, which has the potential to cause harm to the safety, health or welfare of employees at work. The main process for identifying hazards, are periodic audits, which will be carried out at least once per year and recorded in the Safety Statement.

It is important to note that hazards may arise at any time, whether by change in activities, installation of new equipment, change in work practice etc. It is the duty of the employees concerned to notify the Chairman / Chairperson or Safety Officer of any potential hazards due to change in circumstances.

## **16.2 Risk Assessment**

The risk associated with a hazard is the measure of the likelihood or probability of an accident coupled with the potential severity of the injury or loss. Where hazards are identified during the Safety Audits, these hazards are ranked in the following manner as part of the Risk Assessment process:

### **16.2.1 H (High)**

This rating applies where there is

- A possibility of fatality, serious injury or significant loss.
- A possibility of injury to a number of people.
- A serious violation of statutory regulation.

### **16.2.2 M (Medium)**

This rating applies where there is

- A conceivable though unlikely possibility of fatality or serious injury.
- A possibility of minor injury to a small number of people.

### **16.2.3 L (Low)**



This rating applies where injury is unlikely though conceivable.

### **16.3 Risk Control**

Having identified the hazards, and rated the risk posed by the hazard the next stage of the process is to implement control measures to remedy the situation. It is the responsibility of the Head of the Institute to ensure that all control measures are implemented by the date stipulated on the Hazard Identification and Control Sheets.

Safe Work Practice Sheets / permits to work have been developed for certain working activities within the club. These sheets are appended to the Safety Statement. The primary objective of Safe Work Practice Sheets is to protect the interests of staff and students. It is therefore important that employees and students read and understand these sheets.

Workshop rules have been drawn up to reduce the level of risk that may arise. These are attached to the Safety Statement, and are displayed in prominent locations in the relevant areas in and outside the workshops entrances and exits. All parties are required to read and understand these Regulations.

## **17. MONITROING & REVIEW**

### **17.1 Process**

It is the responsibility of the Chairman / Chairperson on behalf of the Executive Committee to ensure that the Safety Management Programme is constantly monitored, reviewed and updated as required. Risk Assessments will be carried out at least annually by the relevant internal trained competent personnel and / or external competent person who will also be responsible for ensuring that the required control measures are implemented by the date specified on the Hazard Identification and Control Sheets.

The composition of the Safety Statement will be examined thoroughly at least annually by the safety Officer, Safety Rep, in conjunction with the Safety Committee and external competent person, where deemed necessary, in order to determine any alterations that may be required.

## **18. COVID 19 PANDAMIC**

### **18.1 INTRODUCTION**

The Irish Government and National Health agencies published a roadmap and a Return to Work Safety Protocol to support and advise organisations of the measures that need to be implemented during the easing of restrictions around the COVID 19 pandemic.

Each sporting organisation and club house was tasked with developing a roadmap, guidelines and recommendations for their members on how they could safely return to using the physical facilities, training and competitive competitions through each phase of the Government's plan. The objective is to advise members and clubs on how a resumption of activities can best be achieved in a controlled and safe manner.

The GAA COVID 19 Advisory Group was tasked with preparing a guidance document and recommendations that would inform the safe resumption of activities within the Gaelic Games. The documents published by the GAA are live documents which will continually be updated as we move through the phases.

Fáilte Ireland has developed operational guidelines in line with the Health Service Executive (HSE), Health Protection Surveillance Centre (HPSC) and the Food Safety Authority of Ireland (FSAI) for the reopening of bars and public houses. The documents published are live documents which will continually be updated as we move through the phases.

This document was drafted considering the GAA COVID 19 Advisory Group "Covid-19 Guidelines on Safe Return to Gaelic Games" and the "Guidelines for Reopening Pubs" it should never be read or implemented in isolation. The roadmap contained in this document outlines and

defines a set of recommended minimum practices for the reintroduction of activities in a methodical manner which preserves player and community safety. The resumption of activity and the timing of progression between the various phases outlined may be influenced by factors outside the control of the club, GAA or Fáilte Ireland.

The guidelines, protocols and recommendations within the document can evolve and staying abreast of changes in Government policy and developments within the GAA and Fáilte Ireland.

The priority always must be to protect the health and welfare of all those involved in Gaelic Games and to minimise the risk of transmission within the wider community.

## 18.2 MEDICAL INFORMATION

COVID-19 is a viral infection which is highly infectious and contagious. COVID-19 disease is caused by infection with a virus, technically named SARS-CoV-2 virus, is a newly identified (novel) virus and the seventh (7th) Coronavirus known to infect humans. The resulting viral illness is referred to as COVID-19 disease. This virus is in the same coronavirus family as Severe Acute Respiratory Syndrome Coronavirus (SARS-CoV or SARS) and Middle East Respiratory Syndrome Coronavirus (MERS-CoV or MERS), which caused the two previous coronavirus epidemic outbreaks, and have similar physical and biochemical properties and comparable transmission routes as COVID-19.

There is no effective treatment or vaccine. Most people infected with the COVID-19 virus will experience no symptoms or mild to moderate respiratory illness and recover without requiring special treatment. Those who are infected may be infectious for 48 hours before symptoms appear. Based on current knowledge, younger healthy people are less likely to develop severe symptoms. ***However, if infected, they may spread the disease to their families, friends, colleagues, and teammates.***

COVID-19 viral disease is most likely spread from person to person through:

- when an infected person coughs or sneezes,
- close contact with an infected person while they are infectious (in by spending more than 15 minutes of face-to-face contact within 2 metres of an infected person or living in the same house or shared accommodation) and,
- touching surfaces that are contaminated by droplets coughed or sneezed from an infected person and bringing your unwashed hands to your face.

It can take up to 14 days for symptoms of coronavirus (COVID-19) to appear. Individuals may have no symptoms but have the virus and pass the infection to others. Virus shedding appears to be highest at the time of symptom onset and just before the onset of symptoms.

**Common symptoms** of coronavirus include:

- a fever (high temperature of 37.5° C (degrees Celsius or above),
- a cough - this can be any kind of cough, not just a dry cough,
- shortness of breath or breathing difficulties,
- loss of sense of smell (anosmia) and,
- loss of sense of taste (ageusia) or distortion of sense of taste (dysgeusia).

**Less common symptoms** of coronavirus include:

- diarrhoea,
- aches & pains,
- conjunctivitis,
- rash and,
- chilblains on fingers/toes.

### **18.3 Resumption of Activity Plan**

This document will go through the phases and is a live document which will require continued updating. It will be continuously reviewed and amended as public health guidelines are updated and as phases pass.

#### **18.4 Facilities**

The club is located at the Gaelic Grounds, North Road, Drogheda, County Louth. It consists to of the following accommodation facilities:

- Car Parking Area.
- Club House.
- Training Pitch.
- Main Pitch.
- Stand & Dressing Rooms.
- Juvenile Dressing Rooms

The club accommodates the following people:

- Employees,
- Tenant(s),
- The Community Employment (CE) programme workers,
- Contractors,
- Players,
- Members,
- Volunteers,
- Customers,
- Guests
- Public.

#### **18.5 Sporting Activities & Teams**

The Club has both Ladies and Gents Football and Handball. The age range is as follows:

1. Nursery,
2. Under 10,
3. Under 12,
4. Under 14,

5. Under 16,
6. Under 18 (Minor),
7. Junior 2 Adult and,
8. Senior Adult.

#### **18.6 Tenants**

Each tenant will be required to develop and produce a Resumption of Operations Plan (Appendix 1) what will be required to be submitted to the Club Development Committee for approval. Only when the plan is approved can the date for the resumption of operations be agreed. A plan for the use of shared common space will need to be developed between the Club and its Tenants on how access and circulation will be managed, including the shared facilities like toilets.

#### **18.7 GOVERNANCE**

The Club Executive has over responsibility for the implementation of the Resumption of Activity Plan for the Club House. **The Chairperson (Mr. Anthony Griffin)** as the Club Executive elected representative has overall responsibility for overseeing the development and implementation of this plan. In his absence the **Secretary of the Club (Mr. Adrian Hanna)** is deemed to be his deputy with the Club Health and Safety Officer (TBC) responsible for the development of the plan and keeper of the records.

The Club Executive have given instruction for the Bar & Club House Committee to formulate a plan for the resumption of activity which will be chaired the Chairman. The Bar & Club House Committee will appoint an overall COVID Coordinator to coordinate the implementation if the plan within the Club House and Bar only.

The Bar & Club House Committee will review each phase and the mechanisms of how to implement each base before moving to the next phases. The Club's phases may not move

forward at the speed as set out in the guidelines by the GAA or Fáilte Ireland as a full review of the facilities and resources available to manage the phases will need to be considered.

The COVID Coordinator will communicate any changes to the resumption of activity plan to the tenants and club members that use the facilities.

## **18.8 RESUMPTION OF ACTIVITY**

### **18.8.1 Club House General Operations**

The Bar & Club House Committee will resume operations of the Club House in line with the Government, GAA and Fáilte Ireland recommendation and the additional measures set out in this plan. The tenants resumption of activity plans will form part of the overall plan and will complement the overall Club House plan.

The use of the Club House and Bar will be by pre-booked appointment only and walk in's will not be facilitated. The patrons must either be a Club member or a guest of a club member.

The Club House and Bar will initially only operate between the hours of 18:00 and 22:30 daily with the maximum stay for any member or guest of 105 minutes. If alcoholic beverages are been served the club will provide a meal that might be expected to be served as a main midday or evening meal or as a main course in either such meal and is of a kind for which it would be reasonable to charge not less than €9.

### **18.8.2 COVID Coordinator**

The Bar & Club House Committee will appoint an overall COVID Coordinator to coordinate the implementation of the plan within the Club House and Bar only. The COVID Coordinator on instruction from the Bar & Club House Committee will be required to supervise the implementation and installation of the various measures below on behalf of the Bar & Club House Committee. The COVID Coordinator duties will include but not limited to:

- Coordinating the implementation of the plan throughout the Club facilities with COVID Supervisors, tenants, club members, etc.,
- Organisation and installation of signage, sanitizers, and cleaning programme,
- Coordinating and managing bookings for facilities,
- Coordinating and managing cleaning of facilities,
- Providing updated information to COVID Supervisors,
- Encouraging good hygiene and social distancing practice and,
- Making sure all club members and tenants have the necessary information and have access to this plan.

#### **18.8.3 COVID Supervisors**

The COVID Coordinator will designate his / her duties to a COVID Supervisor in his / her absence. They are required to familiarize themselves with the Gaelic Games online education module, and resumption of activity plan for the Club House and Bar.

COVID Supervisor will be on duty and will always be clearly identifiable while facilities are open until further notice. Their duties are as follows:

- Coordinating the implementation of the plan throughout the Club facilities with COVID Supervisors, tenants, club members, etc.,
- Organisation and installation of signage, sanitizers, and cleaning programme,
- Coordinating and managing bookings for facilities,
- Coordinating and managing cleaning of facilities,
- Providing updated information to COVID Supervisors,
- Encouraging good hygiene and social distancing practice and,
- Making sure all club members and tenants have the necessary information and have access to this plan.

#### **18.8.4 Training & Toolbox Talks**

The Health and Safety Officer will brief the COVID Coordinator and COVID Supervisors through a Microsoft Teams Toolbox Talk (Appendix 2) on their roles and responsibilities and the current



requirements. The COVID Coordinator will be required to keep a record of that training / toolbox and distribute any new information to the COVID Supervisors that they need to inform their group / team.

#### **18.8.5 Signage**

Appropriate signage in line with public health guidelines will be placed in the following locations:

- The entrance lobby inside the Club House (If the tenants are to return to activity),
- At the exit to the north side of the club house bar,
- Behind the bar,
- Toilets and changing rooms,
- Store rooms and preparation rooms and,
- Key locations around the club house.

These signs should be clearly visible and easy to understand. Signs should emphasize the government recommended social distancing rules (2m at present), hand hygiene, respiratory hygiene, avoidance of personal contact, shaking hands and spitting etc.

### **18.9 OPERATIONS**

#### **18.9.1 Opening Hours**

The Club House and Bar will initially only operate between the hours of 18:00 and 22:30 daily with the maximum stay for any member or guest of 105 minutes.

#### **18.9.2 Activity**

The use of the Club House and Bar will be by pre-booked appointment only and walk in's will not be facilitated. The patrons must either be a Club member or a guest of a club member.

#### **18.9.3 Food & Beverages**

If alcoholic beverages are been served the club will provide a meal that might be expected to be served as a main midday or evening meal or as a main course in either such meal and is of a kind for which it would be reasonable to charge not less than €9. Ahead of re-opening, the cleaning of beer lines will be arranged. Ice machines will be emptied and recalibrated before re-opening. The water lines to ice machines will be cleaned out prior to refreshing with new ice. To avoid cross-contamination, each ice scoop will be stored in a separate covered receptacle and washed and disinfected regularly.

#### **18.9.4 Face Coverings & Gloves**

As the we move through the periods of phased return, work activities and club house activities should be carried to minimise contact, where this is not possible a close contact with any other person for more than 15 minutes, they should wear a face covering. Employees will be required to wear either a face mask or face visor at all times when working in the bar. Face coverings shall be worn by staff in customer facing roles where no other protective measures are in place.

#### **18.9.5 Pre-Booking & Contact Tracing**

Pre-booking will be taken via the Club House phone or email. The patron will be required to give the name of the lead patron and a telephone number for contact tracing purposes. The Club is not required to keep records of every person in the pre-booked party. Details must be securely retained for one month and then they can be disposed of by shredding.

#### **18.9.6 Prevention of Cross-Contamination**

The potential for cross-contamination is greater where there are many surface contact points. Examples of such locations include, stairs, entrance lobby, toilets or delivery areas etc. Various steps will be taken to prevent any further cross-contamination including:

- Entry to the bar will be via the main entrance,
- Exit will be the north facing door opposite the pitches,
- Staff and members will not share cups, pens, utensils etc.

- Delivery and maintenance workers will use their own pen to sign in rather than using a shared pen,
- Hand sanitiser dispensers at all entry/exit points of the club house and,
- Touch points will be minimised by taking a 'hands-free' approach where possible.

#### **18.9.7 Managing Deliveries**

The Bar Manager and COVID Coordinator will draft and agree a delivery protocol with suppliers and ensure hand hygiene facilities are available for delivery drivers. This protocol will need to:

- Adhere to HACCP guidelines for all food deliveries.
- Arrange with suppliers to put paperless delivery acceptance and acknowledgements in place, if possible.

In summary, to help prevent the spread of COVID-19, follow good hygiene practices including:

- Promoting employee and guest hygiene practices.
- Arranging for the additional cleaning of communal areas.
- Ensuring that appropriate, sufficient and well-maintained hand hygiene facilities are available.
- Providing employees with the appropriate education and training required to carry out their day-to-day tasks safely.
- Displaying up-to-date signage and posters.
- Providing employees with the sufficient equipment to carry out appropriate disinfection practices.

#### **18.9.8 One Way System**

Entry to the bar will be the main entrance, with the exit being the north facing door opposite the pitches. The one way system will be clearly marked on the floor directing patrons and also notifications will be placed at both doors.

#### **18.9.9 Bar Counter**

All seats will be removed from around the bar and there will be no sitting at the bar. Face coverings shall be worn by staff in customer facing roles where no other protective measures are in place.

#### **18.9.10 Glassware**

Fresh glasses must be used for each new drink, particularly from optics and beer taps. When pouring drinks, employees must handle glasses by the stem or base and place on clean service trays or the bar counter before serving. Avoid touching the nozzle, tap optic or bottle against the glass. There must be minimal handling of glassware when clearing glasses. Following the washing and drying of glassware, do not stack glasses on top of each other and ensure to store glasses away from the bar front.

#### **18.9.11 Table Service**

There will be no ordering or payment at the bar. Table service will be provided at all times. Contactless payment is encouraged at all times.

Staff serve individual tables will adhere to physical distancing where possible. Orders should be taken in a time efficient manner and at a suitable distance to minimise time spent in close contact with members. Face coverings shall be worn by staff in customer facing roles where no other protective measures are in place.

Where offered, bar snacks or finger food can be served per table, they are not to be served as catering platters to larger groups, they must be served on individual plates to each member.

Menus will be single use or made of a material that can easily be cleaned after each use. Electronic menus, phone apps and menu boards are an alternative option. Where possible recommended drinks or food will be made verbally to members.

#### **18.9.12 Toilets Capacity**

There is a maximum of two people per toilet at any one time.

#### **18.9.13        Queuing**

Any area where customers or employees queue will be clearly marked for appropriate physical distancing. Floor markings will be utilised.

Face coverings shall be worn by staff in customer facing roles where no other protective measures are in place.

#### **18.9.14        Tables and Bar Occupancy**

Physical distancing of 2 metres should be maintained between tables. However, if this is not possible, this can be reduced to 1 metre in controlled environments if the other risk mitigation requirements have been met. If all risk mitigation requirements have been met, and physical distancing is reduced to 1 metre, pre-booked time limited slots must be in place for customers, which are a maximum of 105 minutes duration plus a minimum of 15 minutes between bookings in order to allow for adequate cleaning and to allow customers to leave and enter, without mixing.

Pre-booking and time limited slots of 105 minutes duration are not a requirement if physical distancing of 2 metres is strictly maintained. Physical distancing of 2 metres does not apply within members of the same household. Physical distancing is required between tables / seats of non-household individuals.

No more than 6 people from no more than 3 households allowed at a table. This is applicable to pre-bookings and walk-in customers.

Face coverings shall be worn by staff in customer facing roles where no other protective measures are in place.

#### **18.9.15        Team Meetings**

Team meetings should be held outdoors or in spaces that allow for compliance with Government social distancing guidelines (currently 2 metres).

## **18.10 SUSPECTED CASE OF COVID 19**

### **18.10.1 Procedure**

Anyone who feels unwell with 'flu or 'flu-like symptoms in advance of coming to training or games should stay at home, contact their GP and follow the guidelines provided by the HSE.

In cases where the onset occurs during activity in the club, the person who feels unwell should immediately report to the identified isolation room and inform their COVID Coordinator / Supervisor. If the COVID Coordinator / Supervisor or medical team require treating (emergency only) or interact with the person, they should maintain strict social distancing or wear the required recommended PPE by the HSE.

The unwell person should always wear a face mask and should avoid touching people, surfaces and objects while in the room.

The COVID Coordinator / Supervisor will assist the unwell club member by contacting the local GP or GP on call for advice and will note the names and contact details (address, mobile number) of all people in the same area as the unwell person or who have come into close contact with the unwell person to provide to the HSE for the purposes of contact tracing.

Following a suspected case being reported, the individuals in the area who have been in close contact (have been <2m from the person for more than 15 minutes) will be advised to go home, avoiding public transport, and self-isolate for 14 days following HSE guidelines

### **18.10.2 Medical Isolation Room**

In the unlikely event that a player becomes unwell during a training session, facilities will be in place for immediate isolation in a designated medical room. This will be in a Juvenile dressing room attached to the Club House.

The COVID Coordinator will make sure that isolation room will be equipped with a hand sanitiser, wipes, tissues, face masks and a clinical-waste disposal bin.

### **18.10.3        Cleaning of the Area**

Cleaning of the area after a suspected case will be carried out by an industrial cleaning company and the Club House or Bar shall remain closed until the cleaning is complete. The HSE will advise as to what area is to be closed and cleaned.

## **18.11   CLEANING PROTOCOL**

### **18.11.1        General Cleaning**

The team will implement modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Contact and touch surfaces such as work equipment, door handles and handrails are visibly clean at all times and are cleaned and disinfected at least twice daily. Cleaning must be performed at least twice per day and whenever facilities are visibly dirty. There should be a regular cleaning programme with daily deep disinfection in place.

Cleaning is required to the entire contents of the room / area. Careful consideration must be given to all areas of the room including infrequently and frequently touched areas and all accessible surfaces including:

- Light switches,
- Taps and toilet flush handle bowl,
- Door handles,
- Chairs,
- Remote controls,
- Window handles,

- Telephones and,
- Bathroom surfaces, etc.

Normal diligence is required when cleaning spillages, organic matter and bodily fluids. All areas should be also appropriately disinfected. Place all waste (including an individual's used tissues, masks and the waste material produced during the disinfection process) into an appropriate plastic rubbish bag and tie it closed.

When finished, remove and discard your gloves into the waste bag and wash your hands immediately. If your apron is visibly contaminated, dirty, wet or damaged, remove and discard it (avoid touching the front of the apron) into the waste bag. Then clean your hands immediately. If your apron is visibly clean, dry and intact, leave it on for the next step.

Put on a new pair of gloves (and apron if it has been removed) and place the plastic waste bag into a second plastic bag and tie it. Remove your gloves, discard appropriately and clean your hands.

Remove apron (avoid touching the front of the apron), discard appropriately and clean your hands. Remove the face mask, discard appropriately and clean your hands. Equipment used for disinfection must be appropriately disinfected:

- at the end of this process,
- if the items become visibly contaminated and.
- at the end of each day.

Once the room has been cleaned and disinfected and all areas are dry, the room can be put back into use.

#### **18.11.2 Hand gel dispensers**

Hand dispensers should be in the following locations:



- The entrance and exits inside the Club House,

#### **18.11.3 Bar Facilities**

Table tops, shelves, seats, stools, chairs will be cleared and immediately cleaned / disinfected after use, and if not in use disinfected at least twice daily. The bar counter should be disinfected at regular intervals and the work space behind the bar. The following must also be cleaned and disinfected more frequently:

- Beer taps, handles and optics,
- Drip trays and washable bar mats,
- Counter mounts and nozzles,
- Glass mats,
- Handheld measures,
- Cocktail equipment,
- Ice buckets, scoops and tongs,
- Fruit preparation equipment and,
- Storage containers, etc.

Straws should be individually wrapped. Embellishment or decoration of glasses (e.g. cocktail umbrellas) should be minimised.

Where fruit garnishes are required, good hand hygiene practices must be in place while preparing the fruit - follow HACCP guidelines. Keep garnishes refrigerated and in a covered container until required and serve using tongs/scoop. The scoop must have its own covered receptacle.

#### **18.11.4 Food Preparation & Storage**

The shall be cleared and immediately cleaned / disinfected after use, and if not in use disinfected at least twice daily.

#### **18.11.5 Toilets**

Toilets must be regarded as potentially contaminated areas. Ventilation is important, doors and windows should remain open in so far as is reasonable and appropriate. Basic hygiene etiquette adapted to the circumstances should be promoted: for example, use of elbows to open doors, and using paper towels to turn taps on and off. On exit of toilet, use hand sanitizer.

#### **18.11.6 Other Areas**

The frequency of cleaning and disinfection will be increased in all areas to at least twice daily. Particular attention will be paid to frequently touched surfaces which will be visibly clean at all times. These include:

- Entry/exit doors,
- Handrails,
- Smoking areas,
- Exterior seating/benches,
- Exterior of refuse bins,
- Tables and seating in employee rest rooms,
- Light switches throughout the property and,
- Lockers, etc.

### **18.12 RESPONSIBILITIES OF EMPLOYER**

In addition to the start responsibilities of employees under the Safety, Health and Welfare at Work Act and General Application Regulations the employees are responsible to comply with Hygiene best practice and COVID 19 additional measures.

#### **18.12.1 Physical Distancing**

Employees must maintain the recommended physical distance from each other behind the bar.

To help achieve this:

- Limit the number of employees behind the bar at one time.
- Keep a record of who is on duty and when.
- Divide the bar into areas/zones and allocate a zone to each employee.

- Minimise and control the movement between these areas.
- As far as reasonably possible, a distance of 2 metres and a minimum of 1 metre should be maintained between employees behind the bar.
- Where 2 metres is not possible all other measures to protect employees should be in place.
- Provide PPE.

### **18.13 RESPONSIBILITIES OF EMPLOYEES**

In addition to the start responsibilities of employees under the Safety, Health and Welfare at Work Act and General Application Regulations the employees are responsible to comply with Hygiene best practice and COVID 19 additional measures. Hands must be washed as often as necessary and always:

- Before starting work,
- Before handling cooked or ready-to-eat food,
- Before eating,
- After handling or preparing raw food,
- After handling waste,
- After cleaning duties including sweeping/mopping, etc.
- After using the toilet,
- After blowing nose, sneezing or coughing,
- After eating, drinking or smoking,
- After handling money and,
- At the end of a shift.

Employees need to wear Personal Protective Equipment (PPE) and use it correctly.

- Wear a face mask or visor at all times when working in the bar area.
- Gloves may be used by food workers for food handling, according to usual food safety guidance, but they must ensure that the gloves are changed frequently and that hands

are washed before putting gloves on, between glove changes and when gloves are removed.

- Gloves must be changed after carrying out non-food related activities such as opening/closing doors by hand, emptying bins, handling money, etc.
- Food workers should be aware that wearing gloves can allow bacteria to build up on the surface of the hands, so hand hygiene is extremely important when gloves are removed to avoid subsequent contamination of food.
- It is acceptable to prepare and handle food with bare hands provided proper hand washing procedures are in place. Hand sanitisers can be used as an additional measure but should not replace handwashing.

## **19. BIBLIOGRAPHY**

1. Safety, Health and Welfare Act 2005 (S.I. No. 10 of 2005).
2. Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007).

3. Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007 (S.I. No. 732 of 2007).
4. Chemicals Act 2008 (No. 13 of 2008) and Chemicals (Amendment) Act 2010 (No 32 of 2010)
5. Chemicals Act (CLP Regulation) Regulations 2011 (S.I. No. 102 of 2011)
6. Noise Regulations transpose Directive 2003/10/EC.
7. HSA Guidelines on The Noise of Music
8. HSA Code of Practice on the Prevention of Workplace Bullying
9. GAA Code of Behaviour for Working with Young People
10. GAA Guideline for Dealing with Allegations of Abuse
11. GAA Code of Best Practice in Youth Sport
12. Code of Ethics and Good Practice for Children's Sport
13. Organisation of Working Time Act 1997 (No 20 of 1997)
14. GAA National Policy.

## **20. APPENDICES**

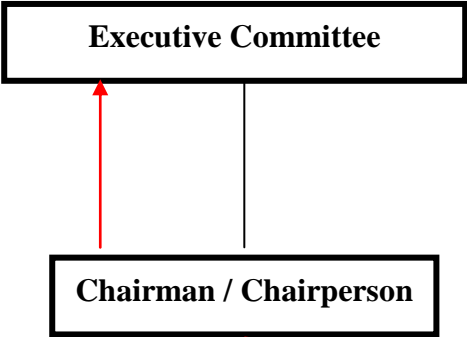
### **20.1 APPENDIX 1 – Occupancy & Roles**

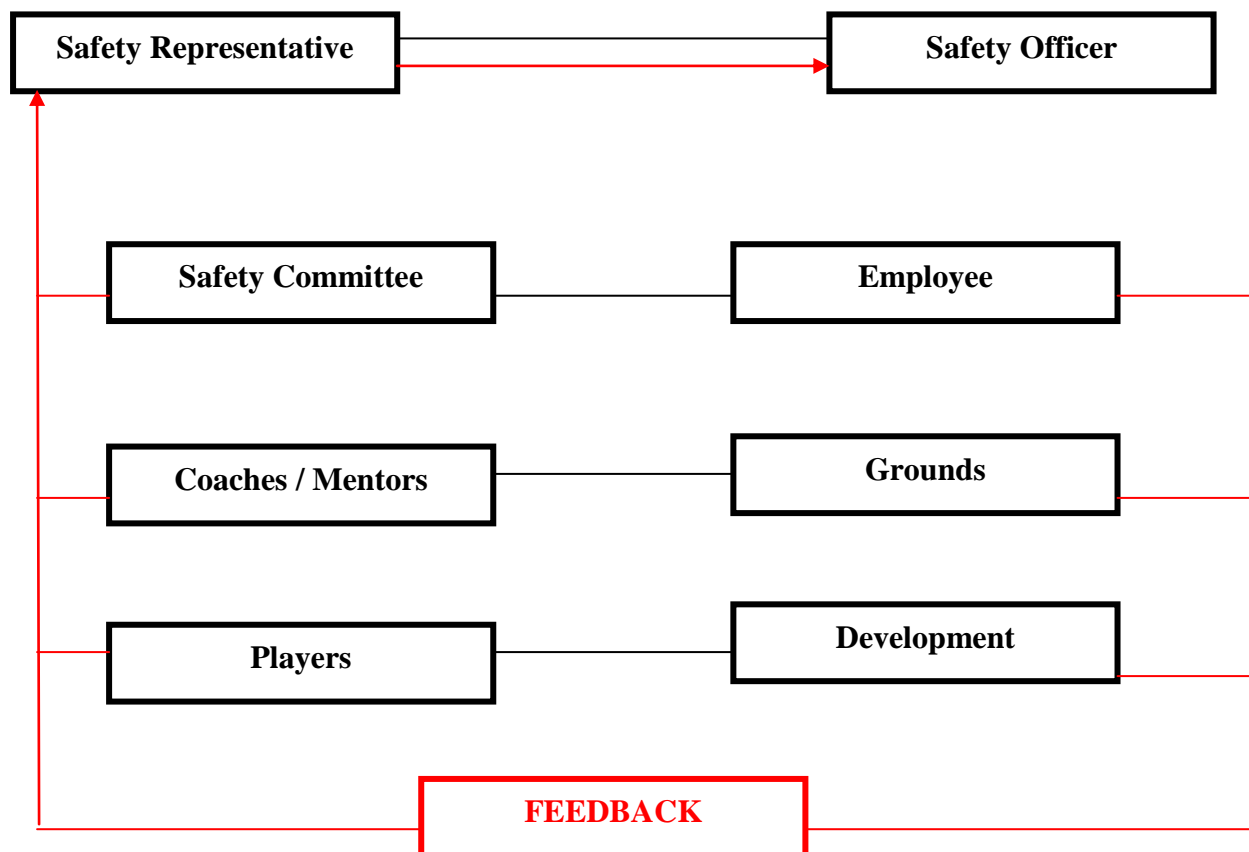
#### **20.1.1 LIST OF CLUB OFFICERS**

# O'RAGHALLAIGH'S GFC CLUB SAFETY STATEMENT

<b><u>Cathaoirleach</u></b> <i>Chairperson</i>	Anthony Griffin
<b><u>Leas Cathaoirleach</u></b> <i>Vice Chairperson</i>	Kevin King
<b><u>Rúnaí</u></b> <i>Secretary</i>	Adrian Hanna
<b><u>Leas Rúnaí</u></b> <i>Asst. Secretary</i>	Danny O'Brien
<b><u>Cisteoir</u></b> <i>Treasurer</i>	Olan Walshe
<b><u>Leas Cisteoir</u></b> <i>Asst. Treasurer</i>	Dave Duffy
<b><u>Cláraitheoir</u></b> <i>Registrar</i>	Michelle Carroll
<b><u>Oifigeach Árachais</u></b> <i>Insurance Officer</i>	Michelle Carroll
<b><u>Oifigeach na nÓg</u></b> <i>Children's Officer</i>	Jenny Kirkwood
<b><u>Oifigeach Sabháilteachtan</u></b> <i>Safety Officer</i>	VACANT
<b><u>Oifigeach Gaeilge/Cultúr</u></b> <i>Irish Language/Cultural Officer</i>	Suzanne Markey & Adrian Hanna
<b><u>OCP</u></b> <i>PRO</i>	Suzanne Markey
<b><u>Oifigeach Oiliúna</u></b> <i>Coaching Officer</i>	Andrew Rogan
<b><u>Oifigeach Forbartha</u></b> <i>Development Officer</i>	Development Committee chaired by club chair
<b><u>Oifigeach Sláinte agus Folláine</u></b> <i>Health and Well-being Officer</i>	Maura Rogan
<b><u>Teachta don Choiste Chontae</u></b> <i>Central Board Delegate</i>	Robert McKenna
<b><u>Teachta na n-imreoirí</u></b> <i>Player Representative</i>	David Floyd / Gordon Yorke
<b>Designated Liaison Person (DLP)</b>	Peter Moore

20.1.2 Safety Management Organisational Chart





### 20.1.3 LIST OF TENANTS & CLUBS

<b>TENANT</b>	1
<b>Name / Organisation</b>	Body Fix
<b>Contact</b>	Mr Eoghan McEvoy
<b>Email</b>	
<b>Phone</b>	
<b>Hours of Operation</b>	7 days a week



## O'RAGHALLAIGH'S GFC CLUB SAFETY STATEMENT

<b>Facilities</b>	Upstairs treatment rooms, main hall and squash court
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<b>TENANT</b>	2
<b>Name / Organisation</b>	Brendan O'Keeffe Karate
<b>Contact</b>	Mr Brendan O'Keeffe
<b>Email</b>	
<b>Phone</b>	
<b>Hours of Operation</b>	2 nights a week for 2 hours each night
<b>Facilities</b>	Upstairs open area and main hall

<b>TENANT</b>	3
<b>Name / Organisation</b>	Slimming World
<b>Contact</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Hours of Operation</b>	
<b>Facilities</b>	Upstairs open area

<b>TENANT</b>	4
<b>Name / Organisation</b>	Slimming World
<b>Contact</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Hours of Operation</b>	
<b>Facilities</b>	Upstairs open area

## **20.2 APPENDIX 2 - LIST OF TRAINING RECEIVED BY CLUB MEMBERS**

**20.2.1 FIRST AID TRAINING:** Names and contact details available on request to both club chairperson, Anthony Griffin

**20.2.2 DEFIBULATOR TRAINING:** Names and contact details available on request to both club chairperson, Anthony Griffin

**20.2.3 FOUNDATION COACHING COURSE LEVEL 1 & 2 TRAINING;** Names and contact details available on request to both club chairperson, Anthony Griffin & Children's officer, Jenny Kirkwood

**20.2.4 COACHING COURSE LEVEL 1 Children:** Names and contact details available on request to both club chairperson, Anthony Griffin & Children's officer, Jenny Kirkwood

**20.2.5 COACHING COURSE LEVEL 1 Youth & Adult;** Names and contact details available on request to both club chairperson, Anthony Griffin & Children's officer, Jenny Kirkwood

**20.2.6 GARDA VENTTING:** Names and contact details available on request to both club chairperson, Anthony Griffin & Children's officer, Jenny Kirkwood



## **20.3 APPENDIX 3 - Forms**

### **20.3.1 Accident / Incident Report Form**

The completed form should be sent for attention of the Safety Officer and a copy retained by the reporter.

This form should be completed if a dangerous incident occurs

**20.3.2 An Garda Síochána – E-Vetting in the GAA: Please read the information and guidance below before commencing this process. The online vetting form can be found at:**

**<https://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>;**

This must be completed if the risk assessment deems that any employees at work, tenant(s), CE Workers, contractors, players (adults), members, volunteers, customers, guests and members of the public that may come in contact with young persons while on club duties.

### **20.3.3 Accident / Incident Report Form (Code of Behaviour)**

This form must be completed whenever an incident under the Code of Behaviour arises. A copy of this document is available from Club Children's Officer, Club Meeting Room or Safety Officer. Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

A copy of this form should be kept by Club Children's Officer, Safety Officer and sent to the social services after the telephone report and to the Governing Body Children's Officer for monitoring purposes if required.

#### **20.3.4 Players / Coaches Injury Report Form**

This form covers injuries in training as well as playing matches. If medical attention is required after the incident / accident such as a physiotherapist / doctors this form must be filled in.

A copy of this form should be kept by Club Children's Officer (Juvenile Players only), Safety Officer, Club Insurance Officer as soon as possible after the injury occurred.

#### **20.3.5 Day Trip Permission Form & Medical Consent Form**

This form should be completed by a parent/guardian before a child can participate in an overnight or day trip away from home. One form should be completed for each child/young person.

A copy of this form should be kept by Club Children's Officer and Juvenile Committee.

### **20.4 APPENDIX 3 - Permits to Work**

Permits to work are required for the following operations:

- Hot works.
- Isolation of electrical power.
- Maintenance work on machinery / equipment.
- Isolation of gas & working on gas.

## **20.5 APPENDIX 4 - Checklists**

## **20.6 APPENDIX 5 - Risk Assessment**