

# **WEXFORD HARBOUR BOAT & TENNIS CLUB**

## **SAFETY STATEMENT**

**Updated - March 2024**

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## 1.0: POLICY & RESPONSIBILITIES

### 1.1 Management Policy

It is the Policy of Wexford Harbour Boat & Tennis Club (WHBTC) to ensure the Health, Safety and Welfare of all staff while at work and to protect club members, visitors and the general public from injury whilst on club premises or engaged in any club activities insofar as it is reasonably practical.

Safety will always be the first consideration in all matters pertaining to WHBTC's activities.

WHBTC will comply with and promote the standards contained within the Health and Safety at Work Act 2005 and any other relevant legislation.

WHBTC will ensure that safety will form an integral part of employee training in relation to working practices or tasks to be performed. Management will ensure that employees observe all safety rules and conduct themselves in a manner to ensure their own safety and that of others. Staff must utilise all safety equipment, including personal protective equipment provided by the Club, and ensure that this equipment is properly maintained and not abused. The joint co-operation of all employees and members in the observance of this policy will ensure safe working conditions and consequently will be an advantage to all. The Commodore will include in his annual report to the AGM an update on safety matters and any major issues of concern arising in the past year.

Management will provide access online to the contents of the Safety Statement and post a summary on club notice board. A full print copy will be available at the club office.

Management will provide sufficient resources for the implementation of this policy and consult with all employees on matters of health and safety.

As a Members Club, the Management Committee is particularly conscious of the safety of its Junior Members. The prime responsibility for their safety lies with the Parents / Guardians but the club has adopted and implemented the Code of Ethics and Good Practice for Children's sport in Ireland as an integral part of its policy on children in the club.

This safety statement will review and updated annually.

Written risk assessments will be carried out and reviewed as required and brought to the attention of all employees and members.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Commodore**

## 1.2 Declaration of Safety

Wexford Harbour Boat & Tennis Club accepts its duty to employees to provide as far as practical -

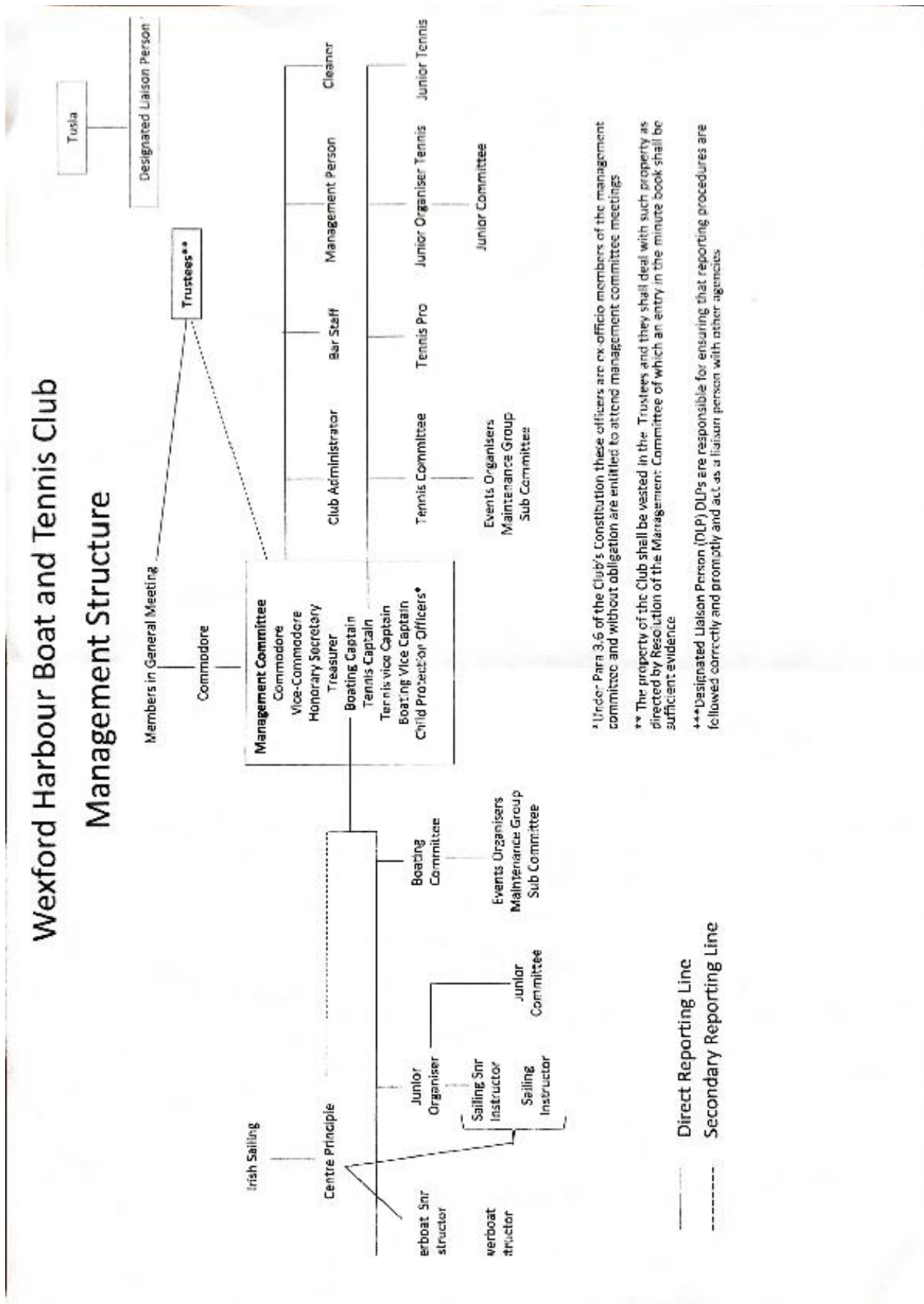
- (a) A safe place of work.
- (b) A safe means of access and exit.
- (c) Safe equipment and machinery.
- (d) Safe systems of work.
- (e) Provision for appropriate instruction, training and supervision.

The success of the Safety Statement will depend on staff co-operation. It is the duty of the Club Management to ensure that each employee has access to the Safety Statement. It is important that all employees acquaint themselves with this document and pay particular attention to the role they have in implementing it. This Safety Document will apply not only to employees but also to Club members, contractors, sub-contractors and members of the public who may from time to time undertake or supervise work within the Club. The Safety Statement will be maintained and updated, and written risk assessments will be carried out and reviewed as required and brought to the attention of all employees and members at least annually.

## 1.3 Management Committee for 2023/2024

Commodore	Jim Staples
Vice Commodore	Joe Corrigan
Treasurer	Robert Kenny
Secretary	Billy Sweetman
Boating Captain	Eoin Thompson
Boating Vice Captain	Sinead Casey
Tennis Captain	Bernie Morrissey
Tennis Vice Captain	Amanda Whitmore

## 1.4 Organisational Structure



## 1.5 Management Committee Responsibilities

- Managing and conducting activities in ways that ensure the safety, health and welfare of employees/members and others who may be affected.
- Providing a safe place of work/activity that is adequate for the activity.
- Providing safe means of access and egress for the place of work.
- Providing safe plant, equipment and machinery.
- Providing safe systems of work (e.g. operating procedures).
- Preventing improper conduct, which is likely to put any employee/member's safety and health at risk.
- Preventing risk to health from any article or substance (including plant, tools, machinery, chemical substances and equipment) as applicable to the place of work.
- Providing appropriate information, instruction, training and supervision, taking account of the employee's capabilities, when an employee begins work or is transferred to new tasks, and when new technology is introduced.
- Providing suitable protective clothing and equipment where hazards cannot be eliminated.
- Preparing and revising emergency plans.
- Designating staff to take on emergency duties as necessary.
- Providing and maintaining welfare facilities (e.g. toilets, changing rooms, etc.).
- Providing, where necessary, a competent person to advise and assist WHBTC in securing the safety, health and welfare of all of its employees/members.

## 1.6 Employee's Responsibilities

- Comply with relevant health and safety legislation.
- Ensure that you are not under the influence of an intoxicant while at work as this could endanger your safety, health and welfare or that of others.
- Do not engage in improper conduct or other behavior that is likely to endanger your safety, health and welfare or that of others.
- Co-operate with your employer and any other person to help them comply with their legal duties.
- Use in the manner prescribed to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means provided (whether for your use alone or for use in common with others) for securing your safety, health and welfare while at work.
- Report to your employer or immediate supervisor, without unreasonable delay, any defects of which you become aware in plant, equipment, place of work or system of work that might endanger the safety, health or welfare at work of any employee/member or that of any other person.
- Not to intentionally or recklessly, interfere with or misuse any appliance, protective clothing, convenience, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.
- Attend any training as may be required of or as may be prescribed to you involving safety, health and welfare at work or relating to work carried out by you.

## **2.0 CONSULTATION & PARTICIPATION**

The Management Committee (MC) of WHBTC recognises that employee involvement in health and safety is an integral part of this safety management system. It is committed to providing adequate and appropriate consultation and welcomes the views of all employees on issues relating to health and safety.

MC will consult with all relevant employees:

- When there is a change, update or modification to a particular work process.
- When new machines or processes are introduced.
- When new substances or materials are introduced.

Furthermore, should any employee raise any matters relating to their health and safety that are connected in any way to our work activities the MC will consider such matters and will endeavor to take any action that the MC consider necessary or appropriate to deal with the matters raised.

## **3.0 SAFETY OFFICER**

The WHBTC management committee shall appoint a Safety Officer for the club. He/she shall be responsible for all activities in the Clubhouse, surrounding land, tennis courts and buildings and on the water. He/She shall review, update as necessary, and approve all relevant safety document annually.

## **4.0 SAFETY REPRESENTATIVE**

Employees shall be facilitated if they wish to select and appoint a Safety Representative. The appointed Safety Representative can consult and make representations to management on health and safety matters relating to the workplace. The purpose of these representations and consultations is to:

- Prevent accidents and ill health;
- Help highlight problems; and
- Help identify solutions.

When the Safety Representative makes representations, the MC will consider these and act on them when it is appropriate to do so.

The functions of the Safety Representative include:

- Having given reasonable notice to the employer, regular inspection of the workplace according to a schedule agreed between him/her and the employer that is based on the nature and extent of the hazards in the place of work.
- Being given access to information that relates to the safety, health and welfare of employees.
- Having the power to investigate accidents and dangerous occurrences subject to any limitations as outlined in the legislation.
- Being given the opportunity to receive appropriate health and safety training to help him/her perform the function of a Safety Representative.
- Accompanying an inspector from the Health & Safety Authority during an inspection of the workplace.

Note: The Safety Representative shall not suffer any disadvantage in their employment through discharging their functions and cannot be held criminally liable for failure to perform any function of a Safety Representative.

In the absence of a Safety Representative elected by staff, the administrator shall exercise this role.

## 4.0 MEMBERS

Members will be made aware of the potential hazards associated with WHBTC. To minimise the risk of injury to members the MC will:

- Practice good housekeeping including:
  - Keeping walkways clear.
  - Cleaning up spills immediately.
- Restrict access to hazardous areas.
- Ensure appropriate safety signs and notices are displayed.
- Ensure safe walkways and access routes are maintained and parking and traffic on the dinghy park, slip and quay is minimized.
- Put procedures in place to ensure all persons are evacuated in a safe and timely manner in the event of an emergency.

Members are required to:

- Conduct themselves in a safe manner at all times.
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.
- Comply with WHBTC safe operating procedures including such procedures, checklists and training as are required for the safe operation of equipment, boats and Club facilities such as the crane.

## 5.0 CONTRACTORS RESPONSIBILITIES

*Definition: A contractor is a person or organisation which signs a contract to do certain work for payment within a specified time.*

### **Key Actions**

All contractors involved in a work activity on WHBTC premises must comply with WHBTC policy for safety, health and welfare.

Contractors carrying out work must:

- Be competent to carry out the work.
- Have adequate resources to carry out the work.
- If they are employers, they will be required to provide their own:
  - Safety Statement
  - Insurance.
- Ensure that work activities do not affect the well-being of our employees, members, visitors or customers.
- Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.
- Report to the designated person on arrival at this workplace.

To ensure compliance with the legislation the MC will provide contractors with the relevant sections of this safety statement to ensure that they are both aware of and can take account of the hazards in this workplace.



## 6.0 VISITORS

Definition: *A visitor is a person other than an employee, member or contractor.*

Visitors may not be aware of the potential hazards associated with the club. To minimise the risk of injury to our visitors the MC will:

- Practice good housekeeping including:
  - Keeping walkways clear.
  - Cleaning up spills immediately.
- Restrict access to hazardous areas.
- Prevent visitors from using equipment or machinery.
- Ensure appropriate safety signs and notices are displayed.
- Ensure safe walkways and access routes are maintained.
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times.
- Observe the fire policy and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated assembly point.

## 7.0 ACCIDENT REPORTING & INVESTIGATION

If an accident or incident occurs in this place of work or in the course of work activities which has affected our employees, member or volunteer or a third party the MC will:

- Ensure details of the accident are recorded.
- Promptly investigate the accident so as to determine the root cause and on completion of the investigation, if warranted, implement remedial measures to prevent a re-occurrence.
- Ensure that accidents are reported to the Health & Safety Authority on Form IR1 (on line) where:
  - Employees are out of work for more than three consecutive days (including the weekend) and where they cannot continue with their normal duties.
  - Members of the public are injured by a workplace activity and are treated by a registered medical practitioner.
  - A fatal accident has occurred.
- The employer of the injured party is responsible for the reporting of accidents on Form IR1 (now on line) when required.

### Further Information

- Any report to the Health & Safety Authority can be made, **online**, via the HSA's website, [www.hsa.ie](http://www.hsa.ie), or alternatively by hard copy (i.e. completing the Form of Notice of Accident (IR1) available from the HSA and posting the completed form to:

Workplace Contact Unit,  
Health & Safety Authority,  
Metropolitan Building,  
James Joyce Street,  
Dublin 1.

## 8.0 DANGEROUS OCCURRENCE REPORTING

Certain specified Dangerous Occurrences shall be reported to the Health & Safety Authority.

- MC will ensure that any such occurrence will be reported to the Health & Safety Authority, by hard copy (i.e. completing the Form of Notice of Dangerous Occurrence (IR3) available from the HSA) and posting the completed form to:  
Workplace Contact Unit,  
Health & Safety Authority,  
Metropolitan Building,  
James Joyce Street,  
Dublin 1.

Always investigate dangerous occurrences so that you can:

- Identify the root cause of the occurrence.
- Ensure remedial measures are put in place to prevent a re-occurrence.
- Retrain staff and modify control measures or work practices as necessary to prevent a re-occurrence.
- A list of dangerous occurrences is available in the 'Learn More' section of *BeSMART.ie*

## 9.0 WELFARE FACILITIES & WORKPLACE REQUIREMENTS

### Key Actions

Where required the MC will provide in the workplace adequate welfare facilities and a suitable and safe workplace environment for use by WHBTC employees, members and visitors, including but not limited to:

- Toilet facilities.
- Food preparation areas.
- Changing areas.
- Adequate ventilation, temperature and lighting.
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean.
- Fire detection and fire-fighting equipment.
- Emergency routes, lighting and exits.
- Pedestrian and traffic management systems.
- Provide and maintain welfare facilities in a clean hygienic condition.

## 10.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

### Key Actions

MC will ensure that all our employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, the MC will provide PPE free of charge to employees appropriate to the task/work environment.

On receipt of appropriate PPE, the MC expects our employees to:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Look after any PPE provided to them.
- Ensure PPE is suitable for the task/environment.
- Always read the manufacturer's instructions.
- Replace damaged PPE.

## 11.0 EMERGENCY PROCEDURES

### Emergency Operating Procedures (EOPs),

Due to the range of diverse activities taking place, such as on the water activities MC has prepared and there is available and MC requires that all Employees, Members and Visitors be familiar with the WHBTC Emergency Action Plan

### Key Actions for an Emergency in or around the Clubhouse/Premises,

Emergency refers to any event that may require an evacuation of the premises (e.g. gas leak, fire, bomb threat, etc.). The person who becomes or is made aware of a potential emergency should first sound the alarm. On hearing the alarm, all employees and visitors must:-

- **GO IMMEDIATELY** to the emergency exits, closing all doors as they leave.
- **NOT** wait to find out what is happening.
- **NOT** stop to collect personal items.
- **GO** at once to their assembly point and wait for further instruction.
- **NOT** re-enter the building until authorised to do so by the emergency services.

### Fire Detection & Warning Systems

- Carry out periodic fire drills and check your fire detection and warning systems on a regular basis to ensure they are working correctly.
- Ensure your fire safety detection/warning systems and fire-fighting equipment is serviced and maintained by a competent person.

## 12.0 FIRST AID

After assessment of the type of hazards that exist in this workplace, the MC will ensure adequate provision of first-aid equipment and facilities. Furthermore, the MC will:

- Appoint a person to take charge of first-aid equipment. The role of this appointed person should include looking after the first-aid equipment and facilities and ensure that it is complete and in-date.
- Ensure first-aid equipment is prominently and appropriately placed, that employees are aware of its location and that it is accessible to all employees and members.
- Make sure that the defibrillator is serviceable and that an appropriate number of staff and members are trained in its use.

## 13.0 PREGNANT EMPLOYEES

There are specific regulations dealing with pregnancy at work, which the MC will apply when any of WHBTC's employees declares that they are pregnant, have recently given birth, are breastfeeding and who provide an appropriate medical certificate.

On becoming aware that an employee is pregnant, the MC will assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything that would damage her health or that of her developing child.

- MC will carry out a specific risk assessment for that employee, taking particular account of any medical advice that the employee has received. If a risk cannot be eliminated or reduced to an acceptable level the MC will:
  - Adjust the working conditions or hours of work or both; or If this is not possible, provide alternative work or if this is not possible, grant the employee health and safety leave.
- Identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.
- The earliest stages of pregnancy are the most critical ones for the developing child; it is in an employee's best interest to notify you when she is pregnant.

### Further Information

- The Health & Safety Authority has produced a guidance document entitled *Protection of Pregnant, Post Natal and Breastfeeding Employees*. This is available to download in the 'Learn More' section of *BeSMART.ie*

## 14.0 YOUNG EMPLOYEES

There are specific regulations dealing with young people at work. The MC will comply with them in the event of a person of less than 18 years of age entering employment with WHBTC. In particular:

- If the young person is under 16 years of age, the MC will obtain written permission from a parent or guardian.
- MC will not exceed the recommended working hours for young persons.
- MC will put in place all control measures required by risk assessment of the risk to the safety and health of the young person arising from:
  - Their lack of experience, maturity or awareness of risk.
    - Any work activity likely to involve a risk of harmful exposure to physical, biological or chemical agents.
    - The physical and psychological capacity of the young person.
- Carry out a risk assessment before employing a child (under 16) or young person (over 16 but less than 18) taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity.

### Further Information

- The Health & Safety Authority has produced a guidance document entitled *Protection of Children and Young Persons*. This is available in the 'Learn More' section of *BeSMART.ie*

## 15.0 WORK RELATED STRESS & DIGNITY AT WORK

### Key Actions

As your employer, the MC will as far as reasonably practicable ensure that:

- No employee's workload is so great that he or she will have to consistently work overtime.
- No employee will be subjected to harassment from or degrading behavior by colleagues, managers or members, and everyone in the workplace treats others with respect and courtesy even if they do not 'get along'.
- No employee has to work in an environment which is unsafe and in which there are worries about accidents.
- Employees are trained so they can do their jobs effectively and safely.
- Everyone knows what his or her core job is.

### Further Information

- The Health & Safety Authority has produced a *Code of Practice on the Prevention and Resolution of Bullying at Work*, which is available in the 'Learn More' section of *BeSMART.ie*

## 16.0 JUNIOR MEMBERS

### Members as young people

There are relevant sporting body (Irish Sailing & Tennis Ireland) codes of practice which the club implements by way of the club constitution to protect young members, the club has appointed a male and female child protection officer, contact details are displayed on club notice board.

In particular, the Management Committee will ensure as far as reasonably practicable that:

- All employees and people carrying out club sponsored coaching have full Garda clearance to work with children
- For all club sponsored events and training, officials and coaches will comply with the "2 Adult Rule" in respect of changing facilities.
- For all boating activities sponsored by the club, adequate safety cover on the water will be provided.
- Bullying either between juniors or of junior members by senior members will not be tolerated.

## 16.0 RECORD OF SIGNATURES

Please sign below confirming you have read the safety statement.

Date	Name	Signature

Rev No & Date	By Whom	Revision
Rev 1.  14 Mar 24	Jim Staples	Reviewed document