

Ballingarry A.F.C

Founded 1984

Member Limerick Desmond Football League
Member Limerick Desmond Ladies League
Member LDSGL
Affiliated to Munster Football Association



Colours: *Green* / *Gold*

Affiliated to Football Association of Ireland
Affiliated to WFAI
Affiliated to Schoolboy Football Association of Ireland

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Date 25/06/2021

Ballingarry AFC Club Safety Statement



SAFETY STATEMENT



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Affiliated to WFAI
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This Club Safety Statement applies to the Chair, Committee, coaching staff, members, visitors and contractors who visit the premises to carry out work, and any tenants and/or suppliers to the club.

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Safety Policy

Ballingarry AFC is committed to promoting and supporting the development of players in the local community and in the surrounding area.

The club are strongly committed to encouraging our members to take part in all football activities bearing in mind that the health, well-being and safety of each individual is always our paramount concern. We lead levels of training and participation dependent on age and ability, and expect our players to participate within these boundaries.

It is the policy of Ballingarry AFC to promote standards of health and safety within the club which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement outlines the policy of Ballingarry AFC in relation to the management of health and safety. Ballingarry AFC is committed to managing and conducting our activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare of our members and others who may be affected by the club's activities.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe buildings, play and training areas, including safe access and egress;
- the provision of safe plant and equipment, articles and substances;
- the provision of safe systems;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting accidents and incidents; and
- Obtaining, when necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. Ballingarry AFC is also committed to managing and conducting club activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare of members at risk.

The Chairperson of Ballingarry AFC has overall responsibility for health and safety within the club. Members share this responsibility in ensuring their own safety while participating in activities. Members are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the club.

Signed

Date

Chairperson Ballingarry AFC



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History

It was in February 1984, in the supper room, that Ballingarry Association Football Club was formed. After much discussion by a gathering of approximately 30 people, it was decided to enter a team in the Desmond District League for the coming season 1984/85. The following officers and committee were elected and entrusted with the task of getting the club off the ground, Chairman: Moss McAuliffe, Secretary: Noel Hayes, Treasurer: John Clancy, Committee: Joe Burke, James Clancy, and James Cronin. It was decided that the clubs colours would be yellow and green, which with little variation, remain in place today.

The crest is divided into three sections, the top scroll showing the name of the club (A.F.C. is an abbreviation for Association Football Club) and the year of the formation of the club, 1984.

The middle section is a shield subdivided into 3 parts and joined by a football, the symbol of football in the parish. The top section depicts a hill, and is a reference to Knockfierna hill, the historical local landmark which it was felt was appropriate to be represented on the crest. In the lower left section is a lion, which is the DeLacy Desmond crest, who were the one-time owners of Ballingarry castle, which is shown in the lower right section, and again it was thought appropriate to represent this on the crest. Finally in the bottom scroll is the Latin phrase "Meritis Augentur Honores" which when translated to English means "Rewards Increase with Effort". It was agreed that this would be a fitting club motto.

Ballingarry AFC play their home games in "The Paddocks", Ballingarry, Co. Limerick.



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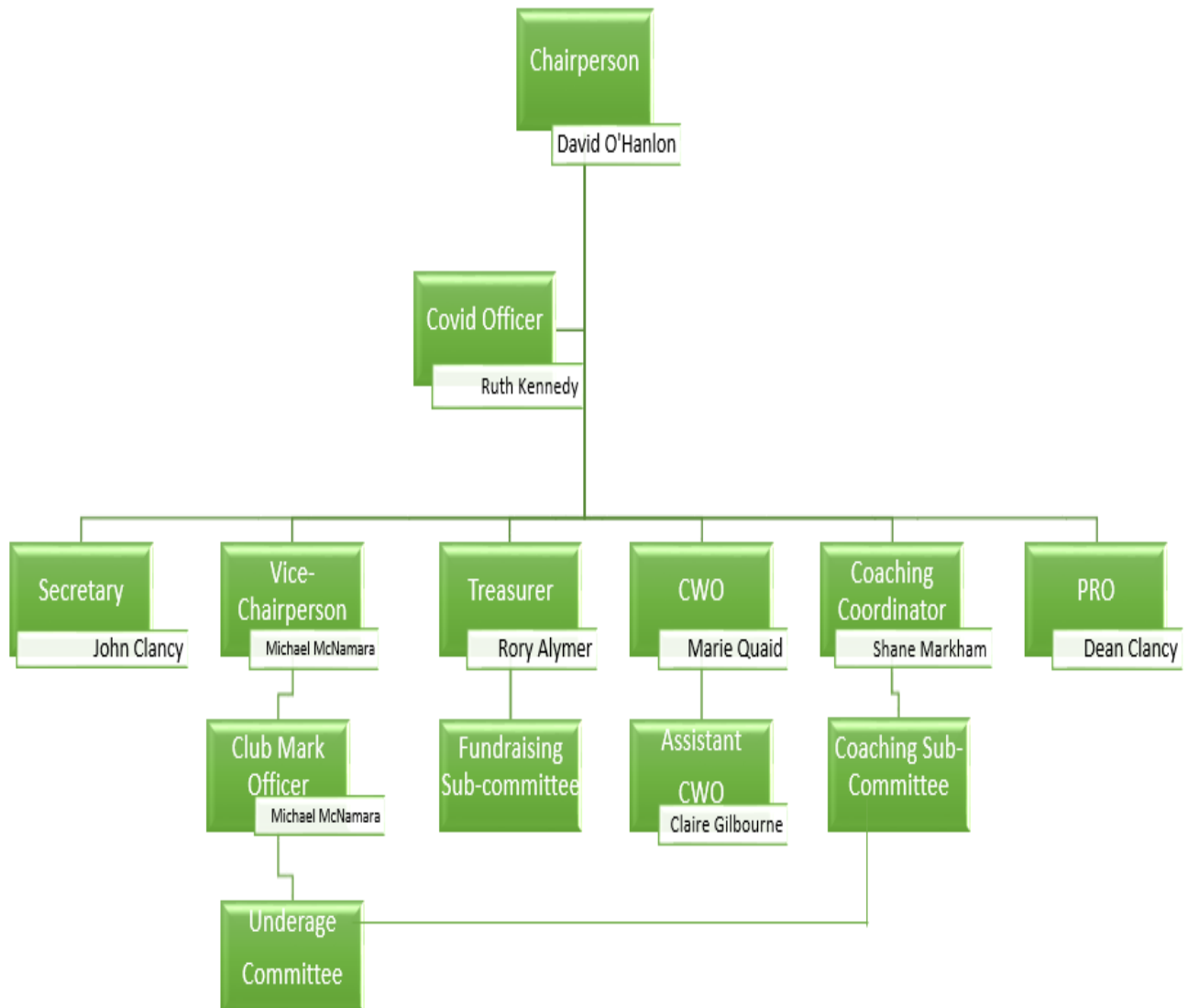
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Club Management Structure



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Policy

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

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

Duties & Responsibilities

Chairperson

The Chairperson (or person in charge) duties include but are not limited to:

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

Club Secretary

The club Secretary (or person in charge) duties include but are not limited to:

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



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Clubs Children's Officer & Designated Liaison Officer

Overview:

All Clubs/Leagues and other Affiliated Members are required to have two key roles in place in order to fulfil the Child welfare and safeguarding roles and responsibilities within the Organisation. These two roles are Club/League Children's Officer and Designated Liaison Person.

Club Children's officer:

Responsibilities:

- Be familiar with the FAI Child Welfare and Safeguarding policy, Complaints and Disciplinary procedures, Social Media Policy and any other relevant guidelines.
- Implement Child centred policies and procedures within the football organisation.
- Ensure safe recruitment procedures are in place.
- Have completed the Risk Assessment and Child Safeguarding Statement.
- Promotion of Child Safeguarding Statement and be the first point of call for it.
- Host regular information meetings and get parental involvement.
- Ensure that Club/League members are adequately trained and adhere to the Child Welfare and Safeguarding Policy.
- Ensure that there are accurate and up to date records of coaches and volunteers training and Garda Vetting Clearance.
- Monitor movement and drop out of players and volunteers.
- Handle any complaints received regarding poor practise.
- Make contact with League, Affiliate and National roles.

Children's Officers do not have the responsibility of investigating or validating Child protection concerns within the Club/League and have no counselling or therapeutic role. This responsibility lies with the Gardaí, Tusla or the HSE.



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Designated Liaison Person:

Overview:

- The Clubs, Leagues, Provisional Associations and other football bodies Designated Liaison Person shall be the Chairperson who will be responsible for dealing with any concerns about the protection of Children.
- The Designated Liaison Person is responsible for reporting allegations or suspicions of Child abuse to Tusla and/or An Garda Síochána
- Support and advice is available from the Football Association of Ireland's Child Welfare and Safeguarding Manager, who is also the Mandated Person.
- To undertake the role of Designated Liaison Person, the individual must have completed the Safeguarding 1 and Safeguarding 3 course.
- Clubs, Leagues, Provisional Association and other football bodies should make the name and contact details of the Designated Liaison Person available to all staff and volunteers working within the Organisation. It may also be useful to appoint a Deputy Liaison Person who can fulfil the role when the Designated Liaison Person is not available.

Responsibilities:

- Have knowledge of the Code of Ethics, and statutory requirements.
- Have a knowledge of categories and indicators of abuse.
- Be familiar with and able to carry out reporting procedures using the correct forms, (see appendix 6 for forms).
- Communicate with parents and/or agencies as appropriate.
- Assist with the ongoing development and implementation of Child protection training needs.
- Liaise with the League Officers and FAI Child Welfare and Safeguarding Manager in relation to Child protection training needs.
- Be aware of local contacts and services in relation to Child protection, i.e. principal and duty social workers and their contacts.
- To inform duty social worker in Tusla – Child and Family agency and/ or An Garda Síochána of relevant concerns about individual Children, using the Reporting Form, keep a copy of this form and ensure acknowledgement of receipt of this form.
- Reporting poor practice to their relevant governing body having ensured that any concerns regarding Child protection issues have been reported to the relevant Statutory Authority.
- Advise Administrators on issues of confidentiality, record keeping and data protection.

Designated Liaison Persons do not have the responsibility of investigating or validating Child protection concerns within the Club/League and have no counselling or therapeutic role. This responsibility lies with the Gardaí, Tusla or the HSE.



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Committee

The Committees duties include but are not limited to:

- Contribute to establishing the safety arrangements for the club and in turn be involved with the implementation and monitoring of safety arrangements.
- Participate in any necessary training or briefing as organised.

They shall ensure that:

- Safe systems and practises are incorporated into all activities in the club.
- All activities are continually monitored and that any potential unhealthy or dangerous practices are reported and eradicated.
- Any specialist or H&S training, if required, is discussed, authorised and put into practise.
- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary.

In relation to training and competing facilities they shall ensure that:

- All equipment and machinery is securely locked away when not in use
- Machinery such as grass mowers are used only by authorised and experienced personnel
- The premises are properly secured when not in use and not available for any ad hoc activities
- Third party contractors do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming.
- Any incursion or unauthorised entry is prevented and, if unable to prevent such, will report such incursion to An Garda Síochána
- A fully-equipped First Aid Kit is available at the club at all times
- Waste and refuse are managed and collected by the appropriate agency

In relation to the club house they shall ensure that:

- All functions in the clubhouse have the prior authorisation of the Club Committee
- The documentation in relation to the booking of functions is properly completed prior to the function taking place.
- That all non-members entering the clubhouse for functions sign the guest book prior to entering the inner premises.
- There is always a senior club member present to supervise the function.
- Guests do not bring any items onto the premises which could endanger other guests
- All functions are closely supervised and that guests do not engage in 'horse play' of any kind.
- Persons using musical equipment comply with any instructions from the supervisor.
- Non-members who are allowed to prepare functions do not climb above ground level.



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Coaching Staff

The Coaching Staff duties include but are not limited to:

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

They will ensure that:

- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as weights, hurdle pole vault, etc. are used only if there are qualified supervisors present
- Weights training is not permitted in the under-age sections
- Under-age members are not allowed to engage in 'horse play' either on the club premises or on transport hired by the club
- Persons who are not paid-up members are not allowed to use the club's facilities
- First-aid kits are immediately available for both training and competitions.
- Significant breaches of the code of conduct are brought to the attention of the Club Committee.

Members

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

- Be familiar with the contents of the Safety Statement and all safety arrangements.
- Operate within provisions of Safety Statement at all times.
- They take no action which could endanger either themselves or their fellow-members.
- They must ensure they are familiar with the location of fire extinguishers.
- They must ensure they are familiar with all fire exits on the club premises.
- They must comply with any safety directives which may be issued from time to time.
- Report:
 - Any dangerous or potentially dangerous situation which may endanger themselves or others.
 - Any identified defects which is likely to cause harm to themselves or others.
 - A breach or incompliance of safety and health arrangements.

Members must not:

- Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at the club.
- Place anyone at risk in connection with the clubs activities.
- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at the club.
- Engage in improper conduct i.e.; violence, bullying or horseplay, which could endanger themselves or others, or their health and safety.



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Children

Ballingarry A.F.C is committed to safeguarding children and by working under the guidance of our FAI Safeguarding Policies our volunteers working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop. Ballingarry A.F.C's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified are contained in the following categories: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications; and General Risk of Harm.

As a sport we must ensure that children's early experiences are positive and enjoyable, irrespective of their ability, gender, social class and race. Our volunteers deliver these positive experiences each week as role models in their dealings with young people. We will continue to build on this excellent work to ensure that all young people see their involvement in sport as a valuable and rewarding part of their lives, for all of their lives.

If you have any concerns regarding the welfare of a child in your club or community please contact the statutory authorities (TUSLA, the Child and Family Agency or the Gardaí) to report your concerns. We all have a duty to care and act on our concerns.

Visitors

It is the responsibility of visitors to the club to:

- Co-operate with Ballingarry AFC with respect to all matters relating to health and safety;
- Obey all reasonable safety instructions given by Ballingarry AFC Committee members, coaches & mentors.
- Take note of, and obey all safety signage, where necessary.

All visitors must sign-in in the visitor's book.

Contractors

Contractors must supply their Safety Statement, their Statement of Safe methods of Working and evidence of up to date Public Liability and Employer liability insurance prior to commencing work. Contractors should not commence work until they have had a safety briefing with their designated point of contact. This Safety Briefing will communicate Ballingarry AFC requirements and hazards created by the Contractors work with necessary relevant safety precautions.



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Promoting a safe Club Environment

To actively carry out the club's policy in relation to health and safety, to maintain a general consciousness of safety and to promote a safe club environment, the following will be kept in place:

- General stewardship by the Club Committee of Health and Safety policy in the club.
- Promoting awareness of safety issues through such means as poster campaigns.
- Giving safety instructions regularly to the under-age sections of the club.
- Using external expertise to maintain fire extinguishers, training in same and in First Aid.
- Proper reporting of accidents or dangerous occurrences action to prevent recurrence.

Identification of hazards and assessment of risks is an ongoing process and any identified hazard or risk should be immediately reported to the Club Committee (or Coach). The Committee will ensure the hazard or risk is assessed immediately as 'high', 'medium' or 'low' and appropriate action taken depending on its level. This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

Monitoring and Revision

The Chairperson will ensure that:

- Accidents and accident investigations are reviewed.
- Resources are provided to correct such exposures to health and safety hazards.
- The Safety Statement is reviewed periodically or when significant changes take place.
- All accidents are reported. Such reports must give full details of the incident, what, when and where it happened, including who was involved, details of any witnesses and details what remedial action taken. Any photographs relevant to the incident should be included.

Training & Instruction

All Club Coaches will attend at a minimum an FAI Course in Coaching relevant to the age group in line with the FAI PDP.

First Aid

It is the desire of Ballingarry AFC to have a trained first-aider at all training sessions. Due to the fact that the club is run on a voluntary basis this is not always possible.

- The club will continue to encourage all coaches and members to be trained in first-aid and facilitate the provision of first-aid training courses at the club.
- The club will maintain a first-aid kit on the club premises.
- Each club coach shall ensure that a first-aid kit is available for use on training days. Coaches have responsibility for checking the first-aid kit on a regular basis and ensuring that it is adequately stocked.



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It is important to remember the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound;
- No tablets, drugs or medicines to be kept or administered; and
- Following an accident requiring first-aid treatment, an accident report form must be completed.

Ballingarry AFC has reviewed the risks associated with its activities and has deemed them to be low risk and therefore a First-Aider is not required on the premises at all times.

The Physio room will be used for treatment of first-aid injuries where privacy is preferred. All members must cooperate with a request to vacate the Physio room should it be necessary for the provision of first-aid treatment.

Accident Reporting

All accidents related to the Club's Activities including those on the premises and accidents which occur when travelling or at away events, however slight, must be reported immediately to the Coach who shall instigate an investigation where required and report the outcome to the Club Committee.

All accidents related to visitors or contractors while on the premises must also be reported immediately to the appropriate Club Contact.

An accident report form is completed by the Coach or Person in Charge as appropriate in conjunction with the person who had the accident.

It is essential that the documentation attached to this statement is completed by the senior club official present (e.g. Accident Report and Witness Reports) immediately, if any accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached. Routine documentation (cleaning of floors) is equally important as it may provide evidence on behalf of the club in the case of an accident. All such documentation will be handed over to the Secretary who will take action as directed by the Club Committee.

Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the club house. When the club is unoccupied, the main entrance and gate must be secured to prevent unauthorised entry.

Action in the event of a fire:

1. Alert other personnel in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
2. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember that equipment will only be effective on a small fire.
3. Evacuate the premises.



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4. Members should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.
5. Make sure that the premises are cleared of members and visitors. Close doors. See that no unauthorised person enters the building.
6. Coaches should ensure that their players are accounted for. Members with visitors should ensure that their visitors are accounted for.
7. Assemble at the designated assembly point. The designated assembly point is located at the car-park.

It is essential that escape routes be clearly identified and maintained available for use. Fire exit route and doors must never be obstructed by persons or objects.

Smoking

In compliance with legislation, Ballingarry AFC operates a strict No Smoking policy, which applies to all members, visitors and contractors. Smoking is permitted outside the club house but all naked flames and cigarette ends must be carefully extinguished and suitably disposed.

Housekeeping

It is up to all members to ensure that the clubhouse, storage facilities and training areas are kept clear. Good housekeeping is everyone's responsibility.

Bullying & Harassment

Ballingarry AFC are committed to providing an environment free of any kind of bullying or harassment. The Club at the highest level will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur.

Ballingarry AFC recognises the stress and anxiety caused by harassment and bullying and has always been committed to ensuring that members have an environment which is free from harassment and bullying. Accordingly, the Club wishes to assure all members that harassment or bullying of any kind, including sexual harassment, will not be tolerated. **Disciplinary action, up to and including expulsion from the club, may be taken against any member found guilty of such conduct.** In addition, the Club has a legal obligation to take such steps as are reasonably practicable to prevent harassment and bullying.

Event Safety

Responsibility for the safety of players, spectators, volunteers, coaches & managers at each event organised by Club, lies with the Club Management. It is the policy of BALLINGARRY AFC to comply with all legislative safety guidelines.

An Event Safety Management Plan will be developed for all major Events



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Risk Assessment

Risk Assessments have been completed for activities by the club. The risk assessment process involves:

- Identification of applicable hazards in the clubs, grounds or activities.
- Establishing the risk related to these hazards.
- Determining the control measures required to eliminate / minimise the risks.

From the risk assessment, the safety arrangements required can be identified and used to implement the control measures.

A risk assessment will be reviewed where:

- (a) There has been significant change in the matters to which it relates, or
- (b) There is another reason to believe that it is no longer valid, e.g. new legislation, following an accident, introduction of a new process, etc.

Following the review, Risk Assessments will be amended as appropriate.

Hazard Identification

The policy of Ballingarry is to identify hazards associated with the club's activities and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of members or third parties.

Risk refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below.

Risk Control measures are intended to reduce the risk to an acceptable level. BALLINGARRY AFC commits itself to the elimination of hazards where reasonably practicable. This approach will take into account normal good practice within the Athletics Association of Ireland and associated standards and guidelines where these are available.

Six Steps to Risk Assessment

- Step 1: Make a list of the work tasks that are your responsibility.
- Step 2: Identify the risks – what are the hazards, who might be harmed and how?
- Step 3: Estimate the risk.
- Step 4: Evaluate the risk.
- Step 5: Record your findings.
- Step 6: Review your findings.

Step 1. Make a list of the tasks that are undertaken within the club

Almost everything in the club – the activities that take place, the people involved in those activities, the equipment they use and the different locations they take place in – can be a hazard in some circumstances.



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That's why it's essential that you make a list of every task undertaken by club members. The best way to do this is to walk around the Club and see for yourself what is going on. If you do not do this, it's possible that a hazard could be overlooked and therefore not included in the risk assessment.

Tasks may include Ground Maintenance, Operation of a Gymnasium or other leisure facilities, training, travelling to away to events, major events, fund raisers, hiring out facilities etc.

It may be useful to record the following

- A description of the location(s) these activities take place
- The people who operate in these areas or may be exposed to hazards (coaches, players, volunteers, parents, members of the public, etc.)
- Permanent and temporary pieces of equipment used at the locations (goalposts, cones, flag poles, Slalom Poles, hurdles, lawnmowers, etc.)
- Activities carried out at different locations. It is useful to breakdown each task into the activities required to complete the task.

Step 2: Identify the risks – what are the hazards, who might be harmed and how?

Now that you have completed your tasks list, you can identify the risks – to do this you need to know what the hazards are, who might be harmed and how.

So how can you identify the hazards?

- Observe the physical layout at each location and the activities being carried out. For example, do people have enough space to perform the task/training/etc. without being unnecessarily at risk?
- Speak to other Club Members and find out whether they consider anything in the area to be a hazard – they may have noticed something which is not obvious to you

Step 3: Estimate the risk

Now that you have identified what the hazards are, you will need to weigh up how serious each risk is.

You need to consider two things:

- How likely it is that something could go wrong
- How serious the outcome could be.

When you have considered all relevant factors, you can rank the likelihood of an accident occurring. You will find it helpful to do this by using a three-point scale:

- Low (1):** If it is unlikely that the event will happen
Medium (2): If it is fairly likely that the event may happen
High (3): If it is likely that the event will happen.



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Now that you have calculated the likelihood of an accident occurring, you need to do the same for the consequence. When you have considered all relevant factors, you can rank the seriousness of the accident.

Again, you will find it helpful to do this by using a three-point scale:

- Low (1):** Minor injuries requiring first aid – for example, grazes or minor cuts
Medium (2): An injury requiring further medical assistance – for example, cuts needing stitches or broken bones
High (3): Major injuries, such as paralysis, or death.

Now you can estimate the level of risk involved – whether something is going to be a low risk, a medium risk or a high risk.

Risk = likelihood x consequence.

Step 4: Evaluate the risk

Once you have estimated the risk and worked out your risk level as a club you must decide what you are going to do about it. Usually, the higher the risk level, the more serious the risk is and the more likely you will need to take action. To make it easier to decide on the urgency of the action, you can allocate an action level to each level of risk.

This way of estimating and evaluating risk is called the 'risk matrix' approach – it's a commonly used tool.

Once you have done something to reduce the risk, you will need to estimate and evaluate the risk again to see whether you have done enough.

Step 5: Record your findings

Now that you've completed the risk assessment, you will need to record your findings.

In general, it is helpful to record:

- Details of the person carrying out the risk assessment.
- The date and time of the assessment.
- Details of the location, people, equipment and activity you are assessing.
- The hazards you have identified together with the risk level.
- Existing control measures and how well they work.
- The date for review of the assessment.

Step 6: Review your findings

As we all know, things change – for example, work procedures change, we buy new equipment and members, helpers and contractors come and go. When changes like these are identified, you will need to review your risk assessments. It is good practice to review assessments annually or sooner, especially if you are made aware of new changes or information. Where risks ratings are low, you still need to review assessments to make sure they stay low.



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Risk Assessment Tips

Risk assessment is a simple process, but here are some tips to make sure you do it well.

- Make sure your assessment is suitable and sufficient. Have you got the right information and are you using the right people. Sometimes you may need to seek advice from someone with specialist knowledge in a particular area.
- Risk assessment involves making a judgment about risk – clearly this is not an exact science. However, ensuring the quality of the information you use to estimate likelihood and consequence helps to reduce the subjectivity. For example, use relevant accident and incident data.
- It's essential to involve the people whose activities you are assessing. You may think you know how a job is done – they really know how it's done.
- Make sure your risk assessments are relevant to the local situation at your club. A risk assessment done somewhere else for an activity that also takes place on your club is not necessarily valid for your circumstances. You will need to modify it to fit your situation. For example, different equipment may be used at different clubs for the same task, and this may affect the risk.
- Where people work alone or encounter an unpredictable event, they may have to do an 'on-the-spot' risk assessment to fit the new circumstances.

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Risk Assessment Record

Identified Hazard	L	S	R	Risk Rating	Control Measures
Access/Egress Poor access/egress can lead to trip hazards. Poor egress in an emergency can threaten lives as can obstructing access for emergency vehicles.	2	2	4	Medium	<ul style="list-style-type: none"> All doorways, corridors must remain unobstructed Fire doors must be kept closed but not blocked or locked Exit doors must be kept clear at all times Access for emergency vehicles must never be blocked by parked cars
Contractor Safety The necessary presence of contractors (trade or service suppliers) may create hazardous situations by the movement of their vehicles or the use of their materials or equipment	1	3	3	Medium	<ul style="list-style-type: none"> All contractors must be briefed on safety requirements and issued with a copy of this Safety Statement before any work commences Contractors are not allowed the use of mechanical or access equipment unless express permission is given Contractor must detail how they will protect Members and in particular young persons from hazards associated with their works. Comply with all reasonable directions from club officials.
Electricity Misuse of electricity can result in fire, explosion, personal injury and even death	1	3	3	Medium	<ul style="list-style-type: none"> R.E.C.I. qualified electricians to routinely check the integrity of electrical installation incl. sockets light fittings & cabling both in Clubhouse and externally in grounds. ELCB's fitted to all socket outlets to be regularly tested. Club members should never: <ul style="list-style-type: none"> Attempt any kind of repair or maintenance of electrical equipment or installations Jam wires into sockets using matchsticks etc. Connect power tools to light sockets (unearthed) Insert plugs into wrong sockets Use the wrong fuse for the current the equipment is carrying All members should assume all electrical circuits/cables are 'live' until proven otherwise Ensure source is isolated before attempting any rescue of a person receiving an electric shock



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Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none"> Report any discolouration or burn marks on plugs Only a qualified electrician may attempt any electrical work at the club.
Fire There is always a risk of fire and this risk can be heightened through, for example, careless smoking, unsupervised use of electrical equipment, poor waste management, etc.	1	3	3	Medium	<ul style="list-style-type: none"> There is a total prohibition of smoking in any enclosed area on the club premises All kitchen equipment must be monitored when switched on and turned off when not in use. Fire extinguishers must be visually checked monthly and serviced annually. Waste and particularly combustibles are not allowed to build up and should be disposed of on a regular basis. All fire escapes are clearly indicated and must be kept clear/unlocked at all times All members/visitors should be made aware of the action to be taken in the event of fire.
Functions Where the clubhouse is used for club and private functions. As those present at such functions may not include club members, any risk to safety must be minimised through close supervision by a senior club member.	2	2	4	Medium	<ul style="list-style-type: none"> Non-members preparing the room are not allowed to climb above floor level or to use ladders to put up decorations prior to the function All persons hiring the premises must understand and undertake to abide by any instructions issued. Where deemed necessary ensure that the entrance door is manned by a person competent to do so. All non-members attending the function must sign in on the book provided for that purpose No 'horse play' is allowed on the club premises. The club shall ensure all rooms used & toilet floors are examined for spillages at least every hour. Prior to any non-member function indicate through an announcement where the fire exits are. No taped repair to or otherwise unsuitable electrical equipment is allowed to be used Persons who are obviously intoxicated should not be admitted.

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Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none"> All exterior lighting must be switched on and in good working order
Toilets Poorly maintained toilets can lead to slip hazards and hygiene hazards.	1	2	2	Low	<ul style="list-style-type: none"> In the interests of good health it is essential that all toilets/wash areas are maintained to a high standard. Cleaning of toilets during functions will be certified by signing the form provided. Smoking is forbidden in the toilet areas During functions, the Supervisor should regularly inspect toilet areas and have any spillages cleaned up Cisterns should be left running to prevent odours in the toilet areas
Pest Control It is in the interest of general health that the premises are kept vermin-free.	1	3	3	Medium	<ul style="list-style-type: none"> Any sighting/signs of vermin should be reported immediately A pest control system should be operated by an outside agency if the need arises (not at present)
Training and Competitions Injuries are a constant hazard in in training and competition and as they cannot be anticipated, the club policy is to be in a position to react swiftly to any minor or major injury.	2	2	4	Medium	<ul style="list-style-type: none"> Training or events must always be supervised. The proper equipment, is in place Under-age players train within their assigned groups. Training is supervised according to Club and FAI guidelines. All coaches have at least the Foundation Coaching course completed. <p>Injuries will happen and in such instance there should be sufficient preparation in place to ensure that the injured party is treated immediately and that the injured party suffers no additional pain or trauma through lack of action. This can be enhanced by:</p> <ul style="list-style-type: none"> Having as many coaches and support staff as possible undergoing First Aid courses Having complete First Aid Kits for all sections of the club Contacting the Emergency Services immediately on 112 or 999 where the situation warrants. Ensuring that the ambulance approach is always kept clear.



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Identified Hazard	L	S	R	Risk Rating	Control Measures
Floodlights In appropriate access at heights can lead to a risk of falls and consequent injury.	1	3	3	Medium	<ul style="list-style-type: none"> Safe means of access such as M.E.W.P. to be used to work on lights M.E.W.P. to be used only if tested & examined within the previous 6 months and operated by a trained person with a FAS Safe pass Card.
Parking Area Movement of vehicles gives rise to the risk of collisions between vehicles and pedestrians. The presence of small children which may not be seen in rear view mirrors gives rise to a significant risk.	1	3	3	Medium	<ul style="list-style-type: none"> On training days (enter training days) cars/vehicles should be controlled in terms of entry and exit. The Parking Area shall be maintained in a clean and tidy condition Reversing of large vehicles must be assisted at all times.
Gates Risk of back strain or gate falling on someone's foot if the gate is damaged during use.	1	2	2	Low	<ul style="list-style-type: none"> Gates will be routinely checked including hinges and mountings for damage.
Clubhouse Generally Minor maintenance to the clubhouse can give rise to a risk of falls where the maintenance is required at high level.	1	2	2	Low	<ul style="list-style-type: none"> Maintain in present state of repair and decoration. For any minor maintenance, decorating or cleaning work suitable platforms will be used where possible. If ladders are deemed necessary, only ladders in good condition may be used. When any member is using a ladder, it must be tied at the top or securely held at the bottom. Ladders are only suitable for short duration simple tasks where 3 points of contact can be maintained.
Child Protection	1	3	3	Medium	<ul style="list-style-type: none"> The Club Child Protection Policy must be adhered to Where possible two coaches will provide all training sessions, where this is not possible at least one parent will be requested to stay for the duration of the training session. If this cannot be accommodated, the session should be cancelled and the parents informed. All coaches and mentors must have received clearance on their Garda Vetting forms
Mobile Phones Many children and young people have access to mobile phones. Given that mobile phone devices can perform a	1	3	3	Medium	<ul style="list-style-type: none"> When participating in groups with children ensure that you have their parent's telephone contact details and



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Identified Hazard	L	S	R	Risk Rating	Control Measures
myriad of tasks it is the responsibility of the event organiser to determine and explain the level of mobile phone usage deemed appropriate when working with children and young people.					<p>that all arrangements are made with parents</p> <ul style="list-style-type: none"> Do not share your personal mobile phone number with children and young people Avoid communicating directly via text or talk with children under 16 years old In emergency circumstances where this is unavoidable follow this up with a telephone call to their parents to make them aware of the content. Text messages should never contain personal information about a child or young person Never contact a child or young person on their mobile phone via text.
Email					<ul style="list-style-type: none"> Individual email communication with young people under 16 years old is not permissible. Individual email communication with young people aged 16 and 17 years old is only permissible with prior written consent from the young person and their parents. Parents should be included in these emails. Email communication should be made using the club email account only. Personal email addresses should never be exchanged with children and young people.
Bundled Text and E-mail messaging Currently under Review	1	1	1	Low	<p>Using bundled text and e-mail messaging can minimise risks associated with this form of communication. No communication by messaging to under age players.</p> <ul style="list-style-type: none"> The contact details for young people must not be shared. The contact numbers for the identified young people should only be used for information sharing about club activities The young people's contact details must be stored in a secure cabinet or a password protected computer system All text and email messages must be sent via a bundle to a group of young people



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Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none"> The text or email messaging system should NEVER be used to send a text or email to an individual All texts or email messages must clearly define who has sent the message This system should be one way with no opportunity of response from the young people receiving the messages The texts and emails sent from this service must never contain any offensive, abusive or inappropriate language All of the text and email messages sent must include an opportunity for the young people to "unsubscribe" from receiving further text and email messages.
Photography/ Digital Cameras	2	2	4	Medium	<ul style="list-style-type: none"> Photographs of children and young people on any device are never permitted without prior signed parental consent (included in registration forms) Children and young people's consent should also be sought giving due consideration to their age and stage of development (included in registration forms) Photographs should only be taken by authorised personnel with a suitable reason with prearranged consent from parents and children When using a photographer ensure that they have completed Garda Vetting Ensure the photographer wears identification at all times Do not allow the photographer unsupervised access to the children and young people Children and young people must not be identified in photographs Written permission must be sought from children, young people and their parents if consented photographs are to be published in any forum i.e. print or online (included in registration forms) Children must be fully clothed in images

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Identified Hazard	L	S	R	Risk Rating	Control Measures
					<ul style="list-style-type: none">• Avoid images which depict children breaking rules or behaving in a dangerous fashion• Avoid photographing children and young people in vulnerable situations• If parents and/or Club are intending to photograph an organised event ensure that they are told what is allowed• Any photography concerns must be reported to the event organiser and the child safeguarding representative

Anti-Bullying/Harassment Policy

BALLINGARRY AFC is committed to policies and practices that provide equality of opportunity for all, protect the dignity of players, mentors and members and promote respect for others. All are required to take personal and individual responsibility to comply with these policies and behave in a non-discriminatory way and not to participate in any acts of inappropriate behaviour, harassment or bullying.

BALLINGARRY AFC is committed to a policy of equal opportunities in the club. All decisions in the Club are based on merit, abilities, suitability, and qualifications. Practices will not be influenced or affected by race, colour, religion, gender, marital status, nationality, family status, sexual orientation, disability, age or membership of the Traveller community. The Club is committed to promoting a good and harmonious environment where every player, mentor and member is treated with respect and dignity, and in which no member feels threatened or intimidated.

Any player, mentor or member with questions or concerns about any type of discrimination in the club are requested to bring these issues to the attention of their immediate manager or the Chairperson or any other member of the Executive Committee for resolution.

Players, mentors and Members can raise concerns and make reports without fear of reprisal. All complaints will be treated confidentially as far as practicable.

All players, mentors and members are required to take personal and individual responsibility to comply with this and related policies, and behave in a non-discriminatory way and anyone contravening this policy and unlawfully discriminating against another club player, mentor or member will render himself or herself liable for disciplinary action, up to and including expulsion from the club.



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Dignity & Respect

The club is committed to implementing and promoting measures to protect the dignity of all and to encourage respect for others. This is achieved by creating an environment free from harassment, bullying, racism and disrespectful behaviour, by dealing effectively with any complaints of such conduct, and also by welcoming diversity and promoting equality.

This policy is applicable to all of the club who are obliged to be aware of the effect their own behaviour may have on others. It extends to club related events including training, games, functions and social events. It is also applicable to all clients, service providers, contractors and suppliers of the club.

Harassment & Sexual Harassment

Any form of harassment or sexual harassment is prohibited by the club. Harassment is defined as any act or conduct that is unwelcome and unacceptable, and could be regarded as offensive, humiliating or intimidating. It can be a one-off event or persistent and repeated behaviour. It can be:

- Non-verbal
- Looks, gestures, isolation, exclusion, refusing to listen to a point of view
- Verbal
- Spoken words, shouting, unfair and excessive criticism
- Physical
- Abusive behaviour, production, displaying or circulation of words, pictures, materials

Sexual harassment is defined as any act of a sexual nature, or with a sexual dimension, that is unwelcome, unsolicited, unwanted or unacceptable and is reasonably regarded as intimidating. A single incident may constitute sexual harassment. It can be:

- Non-verbal
- Looks, gestures, whistling, suggestive symbols, pictures
- Verbal
- Advances, propositions, suggestions, jokes, comments, innuendo
- Physical
- Groping, kissing, fondling, unnecessary touching, assault or rape
- Sex-based conduct
- Conduct that denigrates, ridicules or is intimidatory or physically abusive of the individual because of his or her sex

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with appropriately.



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Bullying

Any form of bullying is prohibited by the club. Bullying is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once off, is not considered to be bullying.

Bullying is distinct from conflicting views and interpersonal difficulties, which should be raised with the appropriate manager in order to have any grievances or difficulties resolved.

Bullying can take the following forms:

Physical Contact

- Verbal abuse
- Implied threats
- Jokes, offensive language, gossip, slander, offensive songs.
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems or non-co-operation or exclusion from social activities.
- Intrusion by pestering, spying and stalking
- Repeated impossible deadlines or impossible tasks.
- Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual.
- Vandalism of personal property.

These examples are not exhaustive, and offences of a similar nature are also prohibited and will be dealt with appropriately.

Rights & Responsibilities

Everyone in the club has the responsibility to prevent harassment, sexual harassment or bullying and to report any instances that they are party or witness to. There is a particular responsibility on managers to ensure the prevention of incidents of harassment and to take action should any incidents be brought to their attention. Anyone engaging in any improper behaviour or sexual harassment on club premises, or anywhere else while on club business, will be subject to disciplinary action, up to and including dismissal.

Anyone who feels that they are being harassed in any way in the club are encouraged to approach their own coach/manager, or another manager. All complaints of harassment will be taken seriously, and are to be held in strict confidence as far as is reasonably practicable, and will be investigated promptly and in an impartial manner. Only if these instances are reported can the club take action to correct the situation. Coaches are responsible for dealing with complaints in the first instance. If a complaint is made to a manager he/she should be understanding and sympathetic. The complaint will be taken seriously and ideally recorded in writing. Confidentiality will be assured as far as is reasonably practicable. Support and advice will be offered, as appropriate. It is the responsibility of the coach/manager to notify the Chairman or committee member of the complaint as soon as possible.

Anyone is free to make a complaint. He/she will not be victimised for making a complaint.



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However, if a complaint is found to be unwarranted or malicious, disciplinary action may be taken. The person who is alleged to have done the harassing or bullying has rights. He/she is entitled to representation, a fair and impartial hearing, and the right to challenge the claim. An allegation of harassment or bullying remains an allegation until an investigation is completed. Disciplinary action will be taken against anyone if, after an investigation, the allegation is upheld.

Coaches are required to act if they suspect any form of harassment or bullying, even if no complaint has been made.

Complaints Procedure

All players and members have a right to make a complaint if they feel they have been harassed, sexually harassed or bullied.

Anyone who believes that he/she has become subject to harassment directly or, who observes or has knowledge of harassment or bullying towards another player or member needs to take action.

False Accusations

Deliberately making false accusations, if proven, will result in the imposition of the appropriate disciplinary action to the complaining party.

Safety Guidelines for Grounds

BUILDINGS GENERALLY

- Examine all buildings and structures to ensure their stability.
- Examine railings and gates.
- Check the integrity of the entrance gate, locks & hinges

Grounds Generally

- Eliminate, in as far as is practicable, all obstacles that might give rise to slips, trips and falls i.e. uneven surfaces, badly maintained steps etc., toilets (wet floors).
- Machinery and Advertising Signs must be placed so as not to present danger to players/coaches/spectators.
- Perimeter fencing must be placed so as not to present danger to players/coaches/spectators.
- Eliminate risk of rodent infestation by good housekeeping and prevent accumulation of litter.
- At least one hour before training/competitions check grounds for dangerous objects like broken bottles, or other articles, that may have been thrown into the grounds by others.
- Catering facilities where provided must be properly maintained.



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Club Safety Inspection Checklist

Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
1	Documentation					
1.1	Safety Statement updated in the previous 12 months					
1.2	Safety Statement signed by the Head of the Executive Committee					
1.3	Child Protection Policy in Place					
1.4	Are all coaches / mentors Garda vetted & Safeguarding completed?					
1.5	Fire Safety Management Plan in Place					
1.6	Is there a fire register in place with records of all fire detection and firefighting equipment and its service history					
1.7	Is emergency lighting tested with records maintained					
1.8	Are practice evacuations/fire drills held at least twice per year with records maintained?					
1.9	Copy of Event Safety Management Guide available					
1.10	Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?					
1.11	Is all electrical equipment checked regularly by a competent person? Are records maintained and available?					
1.12	Are there service records available for machinery?					

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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
1.13	Is there a register of work at height equipment (ladders etc.) and is there a record of their inspection					
1.14	Are there service records available for the heating and ventilation systems					
1.15	Have statutory inspections been performed on the boiler					
2	Access – Gates, Perimeter Walls, Fencing, etc.					
2.1	Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc.					
2.2	Are all gates hung properly and in working order?					
3	Circulation Areas					
3.1	Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?					
3.2	Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?					
3.3	Are there any areas of loose paint, plaster, etc.					
3.4	Are rails in place on steps and/or ramps where deemed necessary?					
3.5	Are floor coverings, tiles, etc., in good condition and not slippery?					
3.6	Are non-slip mats in place in shower areas and at the entrance to the club?					



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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
3.7	Where relevant, are steps/stairways/ramps painted to ease visibility?					
3.8	Are surfaces in external areas, i.e. paths, car-parks, etc. in good condition?					
3.9	Is there adequate lighting in car parks, on paths?					
3.10	Are waste materials properly collected?					
3.11	Are arrangements in place on event occasions to ensure that emergency vehicles may access/exit grounds?					
3.12	Are circulation areas accessible to those with special needs, e.g. mobility difficulties					
4	Fire Safety					
4.1	Are all designated fire exits are clearly marked?					
4.2	Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?					
4.3	Do fire doors open outwards?					
4.4	Is muster area clearly marked?					
4.5	Are evacuation procedures clearly displayed?					
4.6	Are all staff/members familiar with evacuation procedures?					
4.7	Is the firefighting equipment at its designated fire points?					
4.8	Is firefighting equipment serviced as required and a record of service maintained?					

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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
4.9	Are flammable substances e.g. fuels, paper, cleaning materials, Other chemicals, etc., stored correctly, away from any sources of heat?					
4.10	Is the defibrillator available and regularly serviced? Are there an adequate \no of people trained in its use?					
5	Electrical Equipment					
5.1	Is electrical equipment suitable for use intended?					
5.2	Are plugs and sockets in good condition with no cracks or pieces missing					
5.3	Are socket screws and mountings secure					
5.4	Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp					
5.5	Do indicator lights on sockets function correctly					
5.6	Is al insulation on leads free from cracks or signs of deterioration?					
5.7	Where extension leads are being used, they are fully unwound and not left plugged in and unattended.					
6	Lighting (including track/training lighting)					
6.1	Are all light fittings are in working order and are kept in a clean condition?					
6.2	Is lighting is adequate for the type of activities being undertaken					
6.3	Is all electrical housings, cabling, etc. in good condition and with no exposure to live wiring?					



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6.4	Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?					
6.5	Is lighting on approach roads and outside the club sufficient for access and egress					
7	Machinery					
7.1	Is machinery used suitable and appropriate for purpose?					
7.2	Is all machinery stored in a locked area away from access of members of the public?					
7.3	Is machinery operated by competent persons only?					
7.4	Are drive shafts/PTOs/Other moving parts adequately guarded?					
7.5	Is all machinery in good working order					
8	Maintenance					
8.1	Is a safe system of work in place, e.g. does grass cutting, cleaning and other maintenance take place only when the area is free from non-involved persons, particularly children?					
8.2	Is maintenance only carried out by competent persons?					
8.3	Are all roofs, guttering, drain pipes etc., as far as can be seen, sound and well maintained?					
8.4	Are staff, members and volunteers, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves) when appropriate					



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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
8.5	Are all maintenance materials, paints, etc. stored safely and securely?					
9	Doors and Windows					
9.1	Are all doors unobstructed?					
9.2	Are all doors free from broken and/or damages hinges, locks, etc.					
9.3	Are windows free from broken fastenings?					
9.4	Do glazed windows, doors etc. have toughened, laminated glass?					
9.5	Are windows safe when open from contact with passers-by?					
9.6	Do doors and windows open without unnecessary force being applied?					
9.7	Are windows free from broken or cracked panes, frames, etc.					
10	Working at Heights					
10.1	Are safe systems of working at heights documented? I.e. access to raised news boards, erection of flags, lighting, etc.					
10.2	Are facilities in place to facilitate safe working at heights?					
10.3	Are ladders and others equipment using for working at heights stored safely and securely when not in use?					
11	Moving and Handling					
11.1	Is equipment available to move and handle equipment, furniture, waste, etc.?					



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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
11.2	Are staff and those moving equipment provided with training in moving and handling?					
12	Heating and Ventilation systems					
12.1	Is the heating system regularly serviced and maintained in good order?					
12.2	Is maintenance carried out by competent person?					
12.3	Is boiler house kept clean and tidy and free from waste materials?					
13	Gym					
13.1	Is the Gym locked /access controlled when not in use?					
13.2	Is the equipment in good condition, maintained and serviced as specified by suppliers?					
13.3	Is the Gym supervised by a qualified, competent person when in use?					
13.4	Is gymnasium kept tidy and equipment appropriately stored					
13.5	Is first aid box available and accessible?					
13.6	Are floors clean, even and non-slip?					
13.7	Are changing rooms clean and tidy and disinfected?					
13.8	Is an induction evening provided to all members and a record of such induction maintained?					



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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
14	Waste Management					
14.1	Are there adequate waste containers in place in ground/dressing rooms/other facilities?					
14.2	Is there a system to collect waste litter following matches/events?					
14.3	Is waste stored in a secure place pending collection/ disposal?					
14.4	Is all waste disposed of in accordance with local authority regulations?					
14.5	Where building work is underway, is rubble safely secured from access by public?					
14.6	Are staff, members, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves)					
15	Signage					
15.1	Are safety or health signs in place where hazards cannot be avoided or adequately reduced?					
15.2	Are all exit routes clearly visible?					
15.3	Is the Occupiers Liability sign erected and clearly visible?					
16	First Aid					
16.1	Does a First Aid box exist, and is appropriately stocked and available when required?					
16.2	Are there adequate numbers of trained first aiders available during training sessions and other events?					
16.3	Is a stretcher available?					
16.4	Is a defibrillator in place and available?					



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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
16.5	Does the club have members trained (up to date) in CPR and in use of defibrillator?					
17	Event viewing areas, i.e. Stands, terracing, etc.					
17.1	Are all viewing areas in good condition, free from slips, trips and falls hazards,					
17.2	Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc.					
17.3	Are changes in level marked for visibility impaired persons					
18	Toilet areas					
18.1	Are urinals, w.c.s, basins, etc. intact?					
18.2	Are hand washing facilities available (including hand drying facilities) and in working order?					
18.3	Is there a cleaning programme in place?					
19	Emergency Planning					
19.1	Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc.					
19.2	Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?					
20	All Weather training areas					
20.1	Is the area in good condition and fit for use and free from defects?					

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Ref	Description	✓/✗ N/A	Comments or Action required	Photo ✓/✗	Due	Responsible
20.2	Is the area secured by a boundary fence which is maintained and locked / access controlled when not in use?					
20.3	Are the keys maintained by a competent person?					
20.4	Is a record of use maintained?					
20.5	Is the area hired to non-members?					
20.6	Is there a hire form with a waiver in place?					
20.7	Is a record of all use by third parties maintained?					
20.8	Is the area closed during adverse weather? Such as frost/snow?					
20.9	Is all signage on boundary free from sharp edges and not protruding onto the field of play?					
21	Facilities for Hire					
21.1	Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance?					
21.2	Is this insurance vetted on an annual basis					
21.3	Is a schedule of use of facilities documented and maintained?					
21.4	Are the premises checked and cleaned after each use?					

Conclusion

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

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



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Appendix

Club forms related to health and safety.
Accident / Incident report forms.

Policies and Documents form Ballingarry AFC Child Protection Policy

Lead by Example and Demand Best Practice Standards

Personal Standards

Coaches are given a position of trust by parents/guardians and players, and are therefore expected to show the highest standards of behaviour whilst in the company of underage players. As a coach of underage players, you act in "loco parentis" and therefore your duty of care is more onerous than that of a coach to an adult team. The coach must consistently display high personal standards and project a favourable image of the game and of coaching - to other players, coaches, officials, spectators, the media and the general public. Personal appearance is a matter of individual taste but the coach has an obligation to project an image of health, cleanliness and functional efficiency.

Coaches should not drink alcohol so soon before coaching that their judgement may be impaired and the smell of alcohol will still be on their breath when working with players. Whilst players are present, consumption of alcohol should be avoided. When the event is a social one, with players present, consumption should be moderate.

As persons responsible for the well-being of young people, it is inappropriate to smoke in their presence or to behave in any fashion inconsistent with your position of responsibility. Coaches/volunteers must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches/volunteers must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.

Safe Practice

Coaches have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control. Therefore coaches should seek to create a safe and enjoyable environment in which to play and train. Injuries should be recorded, with a note of action taken in relation to each one. It is recommended that each club maintain an accident/incident book with a specific report form to be completed by the coach/manager. A first aid kit should be available at all training sessions and matches. Parents/guardians should be notified of injuries/illness which their children incur while participating in a sporting activity. It would also be advisable for coaches to inform parents if their child becomes upset for whatever reason. The reason why the child became upset may then be clarified. It could be that a child has misinterpreted something that has been said or it could be an indication of bullying.

Parents/guardians should be informed of the starting and finishing times of training sessions and matches.

Besides necessary manipulation of limbs in teaching technique, physical contact is not appropriate. In the sporting context certain types of coaching requires a "hands on approach" i.e. it may be necessary to support a child in order to physically demonstrate a technique. This should only occur when necessary and in an open and appropriate way with the knowledge, permission and full understanding of the child concerned and where appropriate the parents/guardians. Coaches should not treat injuries out of sight of others. Use a "Two-Deep" (two personnel, or two players) supervision system. Only personnel who are qualified in administering First Aid or treating sports injuries should attempt to treat an injury.



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Child Protection: Procedures for Reporting Concerns

Concerns about poor practice and possible abuse within football settings.

Child abuse can and does occur outside the family setting. It is crucial that those involved in football are aware of this possibility and that all allegations are treated seriously and appropriate actions taken.

Allegations may also relate to poor practice where an adult's or peers behaviour is inappropriate and may be causing concern to a young person. Poor practice includes any behaviour which contravenes existing Codes Of Conduct, infringes an individual's rights and/or is a failure to fulfil the highest standards of care.

Action to take if a child or young person informs you directly that he/she is concerned about someone's behaviour towards them. If this happens you should:

- React calmly so as not to frighten the child or young person
- Tell the child or young person he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously.
- Ensure the safety of the child or young person- if the child needs immediate medical treatment, take the child to hospital or call ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue
- Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which may not be feasible in the light of subsequent developments.
- The club may seek advice from Social Services before contacting parents.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report the concerns to the person in charge (Child Protection Officer) or designated person immediately, unless the concern is about the person in charge.
- The person in charge should be clearly identified i.e. Designated Executive Member or Child Protection Officer. If the person in charge is not available, or the concern is about the person in charge, then report your concerns directly to the Social Services or Police. These agencies will advise whether a formal referral is necessary and what further action you may need to take. If you are advised to make a formal referral make it clear to the Social Services or Police that this is a Child Protection referral.
- Confidentiality should be maintained on a strictly "need to know" basis and relevant documents stored in a secure location.

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Recording of information, suspicions or concerns

Information passed to the Social Services or Gardai must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information.

- The child's or young person's name, address, and date of birth.
- The nature of the allegation
- A description of any visible bruising or other injuries
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Your knowledge of and relationship to the child or young person
- Whenever possible, referrals to Social Services should be confirmed in writing within 24 hours.
- Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow up is needed

Reporting Documents/Forms

To assist in consistency and accuracy in following procedure and reporting on the issues covered by {Member Protection Policy}, the following documents are to be used:

- E1 Confidential Record of informal complaint - to be used by [MPIOs] or others who receive a complaint or allegation
- E2 Confidential Record of Formal Complaint - to be used when a formal complaint is received by [SO]
- E3 Confidential Record of Child Abuse Allegation - to be used by [MPIOs] or others who receive complaints/allegations of child abuse
- E4 Record of Mediation - to be used by those who conduct a mediation
- E5 Record of Tribunal Decision

General principles to be followed when completing a report of a complaint:

- Treat all complaints seriously.
- Deal with complaints promptly, sensitively and confidentially.
- Maintain a calm attitude.
- Ask the complainant if they will consent to you taking notes.
- Write the description of the complaint /problem using the complainants own words (as much as is possible).
- Find out the nature of the relationship between the complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history.
- Take a note of the facts and do not pre-judge the situation.
- Ask the complainant whether they fear victimisation or other consequences.
- Find out what outcome the complainant wants and if they need any support.
- Ask the complainant how they want the complaint to be dealt with under the policy.
- Keep the complaint confidential and do not disclose it to another person without the complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint.

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Child Protection Anti-Bullying Policy

What is Bullying?

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others.

It is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children and young people. It includes behaviours such as teasing, taunting, threatening, hitting and extortion by one or more children against a victim.

Is bullying harmful?

Persistent bullying can have a devastating effect on a child's self-esteem. They may feel it's somehow their fault, or that there's something wrong with them, they may become withdrawn and insecure, more cautious, and less willing to take any sort of risk.

Being victimised in this way can cause days of mental anguish and leave lifelong emotional scars. It has driven some young people to try to murder their tormentors and others to suicide. A child who has suffered bullying often needs professional counselling to let out their feelings and rebuild their self-confidence. Bullying also affects any child who witnesses it,

What do children get bullied about?

Some of the factors involved in bullying include:

- Puberty
- Peer pressure
- Gender differences
- Stereotypes/prejudice
- Structure of the group - hierarchy of dominance
- Family background of victims and bullies

Bullying can be distinguished from bossiness and boisterous play. A bossy child will boss whoever is around. So often it is due to lack of self-control or skills of negotiation or compromise. Boisterous play can be dangerous but it does not involve young people wilfully setting out to hurt or victimise. Young people often grow out of this kind of behaviour as they grow older. What distinguishes bullying from bossiness or boisterousness is that the bully always picks on someone less powerful and more vulnerable. Persistent 'slagging', which has the same, devastating effects as bullying, shouldn't be ignored.

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BULLYING INCIDENT REPORT FORM (Sample)

1. Name of person being bullied		Team:	
Name:			
2. Names of person (s) engaged in bullying behaviour			
3. Source of bullying concern/report (tick relevant box (s) *)		4. Location of alleged incidents (tick relevant box (s) *)	
Player concerned	<input type="checkbox"/>	Pitch	<input type="checkbox"/>
Other Person	<input type="checkbox"/>	Astro Turf	<input type="checkbox"/>
Parent	<input type="checkbox"/>	Match day venue	<input type="checkbox"/>
Coach	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Other	<input type="checkbox"/>	Dressing rooms	<input type="checkbox"/>
		Other	<input type="checkbox"/>
5. Name of person who reported the bullying concern			
6. Type of bullying behaviour and its impact *			
Physical aggression	<input type="checkbox"/>	Cyber bullying	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Malicious Gossip	<input type="checkbox"/>
Name calling	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
7. Where behaviour is regarded as identity based bullying, indicate the relevant category			
Homophobic	<input type="checkbox"/>		
Disability/SEN Related	<input type="checkbox"/>		
Membership of traveller community	<input type="checkbox"/>		
Other (specify)	<input type="checkbox"/>		
8. Brief description of bullying behaviour and its impact			
9. Details of action taken			

Signed _____ (Relevant Person) Date _____

Date submitted to Committee/Child Welfare Officer _____

* Note: The categories listed in the tables 3, 4 & 6 are suggested and Ballingarry A.F.C may add to or amend these to suit their own circumstances.



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Accident Reporting Form

Place of Accident: Pitch <input type="checkbox"/> Astro turf <input type="checkbox"/> Car Park <input type="checkbox"/> Club House <input type="checkbox"/> Changing Rooms <input type="checkbox"/> Other (please specify): _____
Accident Details: Date of accident _____ Time of accident _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Is this report being completed on the day of the accident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Accident Information: Name of person informed of accident: _____ Position of person: Coach <input type="checkbox"/> Other (please specify) _____ Name of injured person: _____ Child <input type="checkbox"/> Adult <input type="checkbox"/> Address of injured person (if non-member): _____
Type of Injury: Bruise <input type="checkbox"/> Cut <input type="checkbox"/> Abrasion <input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Suspected Broken bone <input type="checkbox"/> Head Injury <input type="checkbox"/> Where on the body is injury: _____
Specific details of accident: Describe what activity was taking place: _____ How did accident occur: _____ Was the accident witnessed by others: Yes <input type="checkbox"/> No <input type="checkbox"/> Who witnessed accident? _____ Give details of the action taken including any first aid treatment: _____ Give the name(s) of the person/persons administering first-aid: _____
If a child - how was the parent informed: Immediately by phone <input type="checkbox"/> At the end of the session <input type="checkbox"/> Other: _____
Were any of the following contacted: Doctor <input type="checkbox"/> Emergency Ambulance <input type="checkbox"/> Police <input type="checkbox"/> Family <input type="checkbox"/>
What happened to the injured person after the accident? Went home <input type="checkbox"/> Went to hospital <input type="checkbox"/> Carried on with session <input type="checkbox"/> Other: _____
If a child, was the parent/guardian advised to seek medical opinion? Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration: Club representative I _____ [Club representative] confirm that all of the above facts are a true and an accurate record of the accident. If injured person is a child: I, as club representative, have informed parent/guardian of the accident and any first aid administered to the child. I have recommended that if concerned the parent/guardian should contact a medical practitioner. Signed _____ Date _____ Parent I, as parent/guardian, have been informed of the accident and the first aid undertaken. I have been advised to contact a medical practitioner if I am concerned. Signed: _____ Date _____

Report Received by _____ Date _____



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