

Health and Safety Statement

Portmarnock Integrated Arch Club

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Emergency Contacts	Telephone	Contact Name
1. Emergency Line	999 or 112	Control Room
2. Local Fire Brigade:	01 - 8450317 01 – 8063830	Malahide Kilbarrack
3. Nearest A & E Hospital:	01 - 8093000	Beaumont Hospital
4. Doctor	01 - 8461300 01 – 8461335	Anne Flanagan GP Clinic
5. Local Garda Station	6664600	Malahide
6. Club Chairperson	086 - 6048747	Kitty O’Connor
7. Club Secretary	086 - 3567393	Eamon Coffey
8. Club Health and Safety Officer	086 - 3894493	Cathy McCarron
9. Plumber	087 - 4173223	Paul Tyrrell
10. Electrician	087 – 2566660	David Lynch
11. Prosper Fingal	087 – 6575353	Willie Scully
12. Arch Company	087 – 2479937	Shay Smyth

Date:
Revision:

1. Safety, Health and Welfare Statement

The Portmarnock Integrated Arch Club (the “**Club**”) is committed to providing a safe place for:

- (a) all people with special needs, namely, (1) those with special needs resident in Portmarnock parish, and, (2) those with special needs resident outside of Portmarnock parish, who are identified as “Visitors”. The term “Special Members”, as used in this document, refers to (1) and (2) above collectively.
- (b) all helpers, volunteers, coordinators and the Club executive as defined by the constitution
- (c) members of the public, who may be present from time to time.

This Health and Safety statement (the “**Safety Statement**”) has been drafted to comply with the Safety, Health and Welfare at work Act 2005 (the “**2005 Act**”), and all relevant statutory provisions. It is also based on the National Arch Club Guidelines and Catholic Youth Care manual.

This Safety Statement details the information and procedures for all personnel to follow, concerning safety, health and welfare, so as to provide a safe place for activities, safe practices in the execution of all activities, and compliance with the relevant statutory requirements.

This Safety Statement sets out in writing, the Club’s commitments to its members and visitors i.e. to provide, in so far as is reasonably possible, a safe and healthy environment for all its members, volunteers and visitors and to meet the Club’s duties to members of the public with whom it may come into contact.

All Members are expected to co-operate with the Club Executive, to ensure that the objectives of this statement are achieved. All members and volunteers are expected to deal with the Special Members with respect, courtesy and impartiality, and also to extend this conduct to the families of the Special Members. All members and volunteers will conduct themselves in a responsible manner at all times, and also be vigilant on behalf of the Special Members whilst under their care and control.

All Club members, volunteers and Special Members [insofar as possible] will read the Statement carefully, to understand their role and the overall arrangements for health and safety, whilst undertaking activities on behalf of the Club.

This Safety Statement is a dynamic document and will be reviewed as required. The Club executive is responsible for the implementation of the safety systems within the Club.

Members and volunteers are encouraged to put forward suggestions in writing for improvements to this policy.

All forms referred to throughout this Safety Statement, may be located in the Arch Club Health and Safety Forms Folder which is held by the Health and Safety Officer,

Signed _____
Chairperson

Signed _____
Health and Safety Officer

2. Health and Safety Structure and Responsibility

Overall responsibility	Chairperson
Health and Safety Officer	Nominated by Committee
Safety Audit Review	Club Executive
Accident / Incident Review	Club Executive
First Aid and Manual Handling	Nominated by Committee
First Aid Box Maintenance	Nominated by Committee
Coordinator and Volunteer Training	Chairperson

3. Primary Policy Objectives

The Club's safety, health and welfare policy is implemented through the following primary objectives:

- Maintaining and enhancing Club organisational structure and culture that recognises and encourages the full and active participation of all members, visitors and volunteers in the implementation of safety, health and welfare policies;
- Implementing, and where reasonably practicable, continuously improving, the Club's safety, health and welfare management practices;
- Complying with the requirements of appropriate national and international regulations and codes of practice;
- Ensuring that potential safety, health and welfare risks, associated with all of the Club's activities, are assessed as early as practicable, to minimise adverse effects, and identify opportunities for improvement;.
- Continually improving the Club's resources in the control of health and safety risks, through the implementation of a structured training, and development programme, together with building maintenance;
- Soliciting the active participation of members, visitors, volunteers, consultants and contractors, in order to promote sound safety and health practices within the Club's activities.

4. Safety, Health and Welfare Arrangements

Specific arrangements are in place to promote safety within the Club. These include:-

- Resources for health and safety
- Health and safety training
- Accident / incident reporting procedures
- Provision of personal safety equipment, where deemed necessary
- Written practical and safe working systems, where deemed necessary
- Safe environment and welfare arrangements
- First aid training
- Fire alarm and fire assembly procedures
- Emergency procedures
- Security procedures
- Safety audits with review by the Club Executive

5. Duties and Responsibilities

5.1 Whilst the overall responsibility for health and safety within the Club rests with the Club Executive, all members and volunteers have specific and general duties.

The Club executive is responsible for effective health and safety standards, and for ensuring that these standards are taken into account, when organising any activity. The Club executive bears the ultimate responsibility for ensuring that members and volunteers are given correct information and training, and that their duties are realistic, and do not compromise the Club's health and safety standards. The Club executive shall ensure that reporting members are supported in enabling them to reach the correct decision in matters of health and safety.

5.2 Health and Safety Officer

The Health and Safety Officer (the "**H & S Officer**") shall have the following duties:

- (a) to undertake the necessary activities in order to ensure the safe running of the Club;
- (b) to investigate all accidents, keep the Accident Report File and report all accidents to the Club Chairperson;
- (c) to take account of any unsafe situations or working practices and report them to the Club Chairperson;
- (d) to carry out health and safety audits throughout the club every six months and to present the reports of all audits to the Club Executive within 14 days of completion;
- (e) to ensure that the first aid kits are periodically checked and replenished as necessary;
- (f) to carry out regular fire inspections of the Club premises (being the building and surrounding grounds owned by Portmarnock Integrated Arch Club Limited, hereinafter referred to as the "**Club Premises**") with regard to escape routes and portable fire fighting equipment;
- (g) to maintain files in relation to, Accident Report Forms, health and safety audit forms and the Club Health and Safety Statement;
- (h) to organise regular fire drills and organise volunteer staff training where required;
- (i) to consult with the executive and/or chairperson on any training that may be required.

5.3 All members and volunteers

All members and volunteers have a responsibility to take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their acts or omissions whilst on duty. They must cooperate with the Club executive and any other persons to such an extent as will enable the Club to comply with any of the relevant statutory provisions.

No member or volunteer shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other items provided for securing the safety, health or welfare of persons arising out of the Club's activities.

All members or volunteers must report any defects they become aware of in the property, equipment, area or systems of work, which may endanger safety, health or welfare to the H & S Officer, or in his/her absence to a member of the Club executive.

5.4 Executive Members

All Executive members must ensure the following:

- (i) that the Safety Statement is read and understood and brought to the attention of all members and volunteers;
- (ii) that all members and volunteers conduct their activities in accordance with the safe working procedures as detailed in this statement;
- (iii) that all coordinators and volunteers are aware of and trained in emergency procedures and that their training needs are assessed and reported to the Club executive;
- (iv) that adequate supervision levels are maintained at all times;
- (v) that, during club holidays, all drugs are kept under the strict control of a qualified nurse and held in a secure and hygienic location;
- (vi) that resources are available for upgrading, maintenance, replacement and repair of facilities and equipment, liaising with the Chairperson of Portmarnock Integrated Arch Club Limited where necessary.

5.5 Club Coordinators

Coordinators shall ensure the following:

- (i) that each attendee is signed in on arrival, and signed out, everytime he/she leaves the Club premises
- (ii) that optimum hygienic conditions are maintained in the areas under their control;
- (iii) that all regulations relating to the health and safety of members and volunteers are strictly observed and that any accidents / incidents are recorded and reported on the Club's accident form, to the H & S Officer or the chairperson, as soon as possible;
- (iv) that they familiarise themselves with the locations of fire extinguishers, fire alarm call points, key guard boxes and emergency escape routes and exits;
- (v) that the shutters are kept open whilst clubs are in progress

5.6 Parent / Carer / Advocate / Guardian Responsibilities

- Parents/guardians have a responsibility to ensure that the level of participation in which their Special Member is involved in the Club's activities, is appropriate. They will advise the Club's coordinator, in writing, of any changes or restrictions in their member's ability.
- The parent/guardian of Special Members must provide consent if they are permitted to go home alone unaccompanied.
- For Club holidays, parents/guardians must ensure that any medication required by their Special Member is given only to the qualified nurse with clear **WRITTEN** instructions of the use of same. Neither coordinators or volunteers may administer medication to Special Members.
- Parents/guardians must be aware of their own responsibility regarding their own Special Member and that the Club cannot be expected to take on this role.
- Parents/guardians must advise the coordinator and executive in writing if their Special Member has any food or liquid restriction or any allergies, or changes to same.
- Parents/guardians should limit sources of infection at club activities by preventing the attendance of those known to be suffering from a communicable disease.
- Parents/guardians must advise the coordinator if a substitute person is delegated to collect a Special Member from a Club activity.
- Parents/guardians should advise the coordinator when they are collecting their Special Member at the end of Club activities.

6. General Safety Rules for all Club Activities

- All members, coordinators, and volunteers must conform to the requirements of this safety statement and carry out their activities in accordance with its requirements.

General safety rules are as follows:-

- Smoking is prohibited in all areas of the Club Premises, except in a designated outdoor smoking area
- Anti-social behaviour is forbidden at all times
- High standards of cleanliness and hygiene, both personal and otherwise, must be maintained at all times.
- Where advice and persuasion fails to achieve compliance with the safety standards it is the policy of the Club to pursue the matter through disciplinary procedures.
- All activities undertaken by the Club should be suitable for the age, experience and ability of the Special Members and conducted at all times in a safe and supervised environment, and as maybe covered by the Club's insurance policies

- A list of excluded activities is available from the H & S Officer and/or the Club secretary

First aid must be available during all activities whether in the Club or outside the Club Premises.

All injuries including minor ones should be recorded using the Club Accident Report Form and a note of the action taken and reported to the H & S Officer and the Chairperson as soon as possible.

Parents or guardians should be notified of all injuries at the earliest opportunity.

Coordinators and volunteers are forbidden to consume alcohol, or, be under the influence of same, when on regular weekly club duty. The use of recreation drugs is forbidden.

Special Members, with the consent of parent/guardian, are allowed a specific amount of alcohol on some outings and holidays. The consumption of alcohol on Club premises is permitted only for functions on special occasions, when approved by the Club executive.

During the course of any activities or trips away, the executive, together with the coordinators shall ensure that the following matters are attended to:

- Insurance
- Parental/guardian consent and parental contact information
- Medical concerns of all Special Members
- Adequate supervision of sleeping arrangements
- Safe guarding the physical integrity of members and volunteers
- Privacy during showering / toileting / swimming / dressing
- Adequate gender balance and gender based supervision
- Appropriate boundaries with volunteers
- Alcohol – parental / Club guidelines to be maintained at all times
- Good volunteer practices should be maintained at all times.
- No coordinator or volunteer shall travel alone in a car with a Special Member
- Should coordinators/volunteers carry Special Members in their own car, it is at their own personal discretion, and under their own private insurance. It is the Club's directive that coordinators/volunteers advise their insurance company of same.
- Code of discipline for disruptive behaviour – members and volunteers must clearly understand that they may be sent home early for unacceptable incidents / behaviour at the discretion of the coordinator.

7. Contractors entering the Club Premises

It is the Club's policy that contractors must comply with the following general safety rules:

1. Contractors must comply with the 2005 Act, General Application Regulations 2007, Safety, Health and Welfare at Work (Construction) Regulations 2006 and other relevant statutory provisions. Where requested, each contractor should be in a position to provide a safety statement and evidence of adequate insurance cover.

2. Plant and equipment brought onto the Club Premises by contractor must be safe and in good working order and fitted with any necessary safety devices.
3. Contractors must be advised by the H & S Officer to take all due care for their own safety and the safety of others affected by their work.
4. Contractors must report any accidents and/or dangerous occurrences to the Club chairperson without delay and must co-operate in any investigation into the circumstances of the accident.

8. Hazard Identification and Control Measures

The Club recognises that health and safety issues exist in the Club, hence regular inspection of the Club Premises and the activities under the control of the Club will be undertaken by the H & S Officer every six months.

A hazard inspection form will be used which will identify the nature, location of hazard, the risk presented and the suggested appropriate control measures needed to be taken to reduce or eliminate the risk.

Risks will be prioritized according to the severity of the injury, which could be sustained and the estimated number of persons likely to be at risk.

The results of all inspections will be discussed at the next meeting of the Club committee and any action agreed will be monitored.

8.1 Fire Safety System

Action on Hearing the Fire Alarm

1. Coordinators and volunteers shall look after the needs of the Special Members and ensure that they and all those present in the building are evacuated.
2. Proceed to the assigned assembly area– where the register is to be checked that all personnel have been evacuated.
3. Await further instructions

Action on Discovery of a Fire:

1. Raise the alarm activating the nearest fire alarm call point (break glass unit)
2. Call or get someone else to call the Emergency Fire Services
3. Use a fire extinguisher to tackle the fire, **only if you can do so without putting yourself at risk**
4. If you cannot tackle the fire, shut doors and windows to slow down the spread of smoke (only if it will not significantly delay your escape) and evacuate the building closing all doors behind you
5. Proceed to the assigned assembly area
6. Await further instructions

Fire Precautions

Plans of the building showing fire exits and escape routes are wall mounted in a visible location throughout the Club Premises. A fire safety programme has been developed to guard against the outbreak of fire and to ensure as far as practicable the safety of persons in the event of a fire.

Fire detection and alarm systems and fire extinguishers have been installed, inspected, maintained and tested in accordance with current standards. All volunteers and coordinators will be informed on the location of this equipment and on its proper usage in the event of an outbreak of fire.

The BBQ can only be used outdoors, when under direct supervision of the Coordinator or an adult volunteer, and a suitable fire extinguisher is available close by.

All volunteers will be instructed on the following:-

- The principles of fire prevention and its containment
- How to call the fire brigade
- The correct use of the fire equipment provided
- Instruction on the routes of escape and fire assembly points
- Correct measures for the evacuation of persons from the Club Premises
- Safe emergency procedures

8.2 Smoking

Smoking is prohibited at all times in all areas of the Club Premises, except in an outdoor designated smoking area.

8.3 Manual Handling

Lifting of special members may be required on occasions to facilitate the use of bathroom facilities or when using bus or other transports.

Lifting Technique

- The Club shall provide instruction to coordinators and volunteers on the risk of injury through incorrect lifting techniques and manual handling as part of the first aid courses.
- Special Members who require assistance, should be identified, with parental instructions to be followed at all times (if possible, the parent should also be involved).
- Manual handling or lifting tasks should only be carried out by those who have completed their Manual Handling Course.
- All Club personnel prior to any manual handling or lifting tasks should seek assistance with same and consider if any other alternatives are available – use of mechanical hoists, handling belts / slings and wheelchairs with removable arms.

8.4 Hepatitis B

See Appendix A attached hereto.

8.5 Access / Egress

In order to ensure safe evacuation of the building at all times, the following must be ensured:

- All doors and windows are kept clear and maintained in good condition.
- All equipment is stored away safely after use
- All walkways are kept clear of any obstructions
- All floor surfaces are maintained in good condition, kept clean and dry and free from any spillage
- The external security shutters **MUST** be fully open and all opening windows kept clear of any obstruction and the emergency doors unlocked during any activity on the Club's Premises.

8.6 Challenging Behaviour

It is important that coordinators, volunteers, and parents be alert and deal with incidents as they arise and that appropriate training on the management of challenging behaviour is provided as and when required.

Parents or guardians shall be informed of any incident involving their Special Member, in the interest of fairness to all concerned in such a situation, the Club requires that a second person be present, preferably a member of the Club Executive whilst such discussions are taking place.

All such incidents **MUST** be recorded in the incident book and discussed at the next meeting of the Club executive.

8.7 Bullying and Harassment

The Club is committed to generating and maintaining an environment in which the human dignity of all is respected..

The reporting of any perceived breaches of proper conduct may be made in confidence to the chairperson or secretary of the Club.

All coordinators shall be trained to recognise indicators of bullying or harassment.

Sexual Incidents

- No Special Member is to be left in the care of a single volunteer at any time in isolation . This is for the protection of both Special Members and coordinators / volunteers.
- In the case of late collections of Special Members, it is the responsibility of the coordinator to ensure that he / she has another volunteer in attendance until the Special Member is collected – Parents **MUST** be contacted if this is not feasible.
- All such events must be reported to the H & S Officer and chairperson immediately.

8.8 Bus / Coach Hire

Coordinators when hiring any bus or coach should only hire same from a reputable company (check same with Club secretary).

Before departing on any bus or coach the coordinator shall ensure that all seat belts (where fitted) are in order and that the correct clamps are in place for wheelchair users.

9. First Aid.

A First Aid Kit is provided on the Club Premises. The H & S Officer is responsible for making periodic checks on the contents of the first aid kit to ensure it is replenished as necessary.

It is a Club policy that all coordinators shall have completed and passed a first aid course and further that coordinators must ensure that their first aid certificate is kept up to date. A number of volunteers should also have completed a first aid course.

Duties of First Aider/s

Those with first aid qualifications must:

- Administer basic first aid in the event of accident or injury;
- Organise transport to hospital / home where the injury sustained require it;
- Report, as soon as possible, all accidents / injuries to the H & S Officer and chairperson and complete and Accident Report Form.

Medication

First Aiders are not medically qualified and so, cannot provide medication. Medication should only be issued to Special Members by a qualified nurse. Coordinators and volunteers are **not permitted** to administer medication to any Special Members.

Appendix A

Hepatitis B

What is Hepatitis B?

Hepatitis B is a virus, which is present in the blood and body fluids of persons infected with or carrying the virus. The main route of transmission is by accidental inoculation of infected blood, but infection can also take place through small skin wounds, conjunctiva and mucous membranes.

What are the consequences of Hepatitis infection?

The form of Hepatitis caused by Hepatitis B can be severe and some infections can result in chronic liver disease, cancer and death.

What can be done to prevent infection?

- The first and most effective protection is use of safe practices in all situation, where there is a potential risk of infection.
- The second level of protection is vaccination against the disease (see attached).

Safe Practices

General:

- Cuts and open wounds should be kept clean and covered with a waterproof dressing, especially before coming in contact with possible sources of infection.
- When assisting someone in a toilet, disposable gloves and apron should be worn at all times.
- After use, disposable gloves and aprons should be discarded in the yellow bins provided.
- Wash and dry hands after any such procedure.

Spillages of blood or blood stained secretions

- Put on disposable gloves and an apron
- Prepare a solution of 1% Sodium Hydrochloride (Handy to use dissolvable Tablets are available in the Spill Kit) and saturate the spillage. Leave for minimum of 15 minutes and mop up using a disposable wipe or cloth. Dispose of the wipe cloth in the yellow bin.
- Wipe the area again with the solution and fresh wipe or cloth and leave for a further 15 minutes.
- Dispose of the gloves, apron and wipes in the yellow bin provided.
- Wash and dry hands.

Disposal

Yellow bins are provided for disposal of potentially infected waste. This waste is taken away for special disposal procedures and must not be included with normal waste going to the 'Binman'.

Accidental exposure to blood or blood stained body fluids.

- Accidental puncture wounds should be treated by encouraging bleeding, followed by liberal washing with soap and water and treating with alcohol. (Alcohol swabs are included in the spill kit.)
- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood in the eyes or mouth should be irrigated with copious amounts of water.
- The person should then attend the local doctor or hospital casualty department for further attention.

Vaccination

- A safe effective vaccine is now available against Hepatitis B
- The vaccination procedure involves three injections over a three-month period.
- The doctor may also choose to do a blood test to check immunity.
- The Portmarnock Integrated Arch Club will pay the cost of vaccination for any helpers or co-ordinators, who choose to be vaccinated.
- Notify the co-coordinator if you wish to avail of the vaccination.