



NATIONAL YACHT CLUB

SAFETY STATEMENT

Last Updated: June 2007

Contents.	Page
Section 1 Committee Policies	4
Committee Statement.....	5
Declaration of Safety	6
Committee Responsibilities	6
Safety management Structure	6
Employee co-operation	7
Safety Rules	7
Disciplinary Procedures	7
Resources for Mitigation of the Risk & Procedures	7
 Section 2 Employee Welfare	 8
Occupational Health, Workplace Conditions & housekeeping.....	9
General Working Environment.....	9
Training and Instructions	9
Personnel Protective Equipment.....	10
Pregnant Employees	10
Bullying in the Workplace.....	11
First Aid.....	11
Safety Consultation.....	12
 Section 3 Safe Systems of Work	 14
Safe Systems of Work	15
Lifting and Handling.....	15
Electrical Equipment	15
Visual display Units.....	16
Cleaning.....	17
Notice To Mariners.....	17
RIBs, Launches and Rescue Boats.....	17
Safe handling of Pyrotechnics	17
Safe Care of Persons Rescued From Water	18
Fire Safety.....	18
 Section 4 Hazard Identification / Risk Assessment	 20
Offices.....	22
Kitchen.....	28
Common Areas.....	36
Bar Services Areas.....	37
General.....	39
Workshop, Boathouse & Platform.....	41
Hypothermia.....	48
 Section 5 Committee’s Annual Report	 49
 Section 6 Declaration of Sight	 51
 Appendix 1	
Accident Reporting and Investigation	53
 Appendix 2	
Personal Protective Equipment Check List.....	63
 Appendix 3	
Training Records Sheets	64
 Appendix 4	
Safety Audit Sheets.....	65
 Appendix 5	
Emergency Phone Numbers and First Aiders	66

Contents (Cont.)

Appendix 6
Contractors and Visitors67

SECTION 1

COMMITTEE POLICY

- **Committee Statement**
- **Declaration of safety**
- **Committee Responsibilities**
- **Safety Management Structure**
- **Employee Co-operation**
- **General safety rules**
- **Training and Instruction**
- **Resources for Mitigation of Risk &
Procedure**

1.1 BOARD OF MANAGEMENT'S POLICY

It is the Policy of the National Yacht Club is to ensure the Health, Safety and Welfare of all staff while at work and to protect club members, visitors and the general public from injury due to the activities of the Yacht Club insofar as that is reasonably practical. Safety will always be the first consideration in all matters pertaining to the Yacht Club's activities. The Yacht Club will comply with all statutory Requirements, Regulations and approved Code of Practice dealing with Health and Safety where these are applicable to our activities. We will ensure that during the course of employee training, in relation to, a specific process, working practices or tasks to be performed by an employee, that safety would form an integral part of such training and in all subsequent operations. Employees should observe all safety rules and conduct themselves in a manner to ensure their own safety and that of others. They must utilise all safety equipment, including personal protective equipment provided by the Club, and ensure that this equipment is properly maintained and not abused. The joint co-operation of all employees in the observance of this policy will ensure safe working conditions and consequently will be an advantage to all. We will ensure the implementation of the Safety, Health and Welfare at Work Act, 1989 insofar as practicable, and any other Statutory Safety Requirements. The Yacht Club will also submit an Annual Progress Report and the implementation of the Safety Programme in terms of -

- * Achievements.
- * Shortcomings.
- * Improvements for the coming year.
- * Resources allocated to Safety, Health and Welfare at Work for the previous year.
- * Provide a Resource Budget for the following year.

The objective of this Safety Statement is to make employees aware of the potential hazards associated with the workplace and to provide practical guidance to all Personnel so they can perform their work in a safe manner.

Signed: _____ **Date:** _____
Commodore

1.2 DECLARATION OF SAFETY

The National Yacht club accepts its duty to employees to provide as far as practical -

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

The success of the Safety Statement will depend on your co-operation. It is the duty of the Club Management to ensure that each employee has access to a copy of the Safety Statement. It is important that all employees acquaint themselves with this document and pay particular attention to the role they have in implementing it. This Safety Document will apply not only to employees but also to contractors, sub-contractors, Club members and members of the public who may from time to time undertake or supervise work within the Club.

1.3 COMMITTEE RESPONSIBILITIES

It is the committee's Policy to:

- Provide safe and healthy working conditions.
- Endeavour to avoid accidents and injury.
- Ensure all employees are aware of potential hazards and potentially hazardous materials in the workplace.
- Protect the public who come into contact with the Yacht Club and its business.
- Comply with legislation.
- Provide and publish health and safety procedures.
- Provide training, instruction and supervision to enable employees to work safely and efficiently.
- Provide all necessary safety devices and protective equipment and to supervise their use.
- Appoint with agreement a Safety Officer.
- Agree with Safety Officer to carry out Safety Inspections.
- Provide funding to address aspects of Health and Safety if and when they arise.
- The Committee undertakes to provide health surveillance, at regular intervals, where necessary.

1.4 THE SAFETY OFFICER:

The appointed Safety Officer is responsible for the establishment and maintenance of an effective policy for Health Safety and Welfare at work by: -

- Taking a direct interest in the policy and positively supporting any person whose function it is to carry it out.
- Ensuring at all times that competent staff, consultancy advice, and appropriate materials are available to meet the requirements of all safety legislation.
- Periodically appraising the effectiveness of the policy.
- Periodically reviewing his responsibility and that of all other persons concerned with the effectiveness of the policy.
- Ensuring that the policy is understood at all levels.
- Ensuring that the responsibility is properly assigned and accepted at all levels.
- Ensuring that the Club Manger and all staff under his control are held accountable for their performance in relation to occupational health and safety.

1.5 EMPLOYEE CO-OPERATION

It shall be the duty of every employee while working for the Club;

- To take reasonable care for his or her own safety, health and welfare and that of any other person who may be effected by his or her acts or omissions by that work.
- To co-operate with the Employer or any other person that will enable his Employer or other person to comply with the relevant statutory provisions.
- To make correct use of machinery apparatus, equipment, dangerous substances and any other means of production.
- To use necessary safety devices and personal protective equipment provided and not to interfere with or damage this equipment and to use it in accordance with instructions received.
- Any staff member who is aware that he has a communicable disease or medical condition is required to take all reasonable steps to ensure that he does not jeopardise the health of his colleagues, if necessary by absenting himself from work, and notify the Management of the nature of the disease.
- In particular, they should also be considerate to the extra needs of the young and inexperienced workers, and also of the older workers whose agility; sight and hearing may be less than perfect.
- To report to his Employer, Safety Officer, person with responsibility for Health and Safety or immediate Supervisor without unreasonable delay any defects in equipment, place of work, system of work which might endanger safety, health and welfare at work.
- To provide the Committee with information which may lead to the introduction of measures to prevent the recurrence of accidents.
- To comply with the Committee's procedure regarding accident reporting - **See Accident and Reporting Section as detailed later.**

1.6 GENERAL SAFETY RULES

- * Carelessness and not paying attention to task in hand is the most common cause of accidents. No horseplay, fool-acting, running, jumping etc. in the workplace.
- * Staff are not to interfere with personal protective equipment.
- * Any hazards/defects in equipment, protective equipment or the workplace infrastructure to be reported to Management.
- * All equipment should be isolated before cleaning or repair.
- * Safety is in the interest of employees to operate and efficiently run the business of the Club. Safety precautions and guidelines issued by Management should be taken seriously and implemented. Safety Audits are undertaken periodically and safety audit sheets are provided in this regard.

1.7 DISCIPLINARY PROCEDURES

Persistent gross negligence of safety regulations will warrant instant dismissal.

Where regular shortcomings are noted regarding Health and Safety, the employee will be given a reasonable opportunity to put them right. This will consist of a verbal warning(s) and will indicate the specific regulation that has been breached, how it is to be rectified and the time limit in which it is to be achieved. If the required improvement is achieved the employee will be informed. However, should the required improvement not result, a further warning(s) will be given and this will indicate that continued failure may result in dismissal. This/these will be a written warning(s). The employee has the right to have the Safety Officer, or other Representative present. The Yacht Club will at all times observe the conditions, practices and procedures of current labour law.

1.8 RESOURCES FOR MITIGATION OF RISK & PROCEDURE

As far as is reasonable and practical the National Yacht Club commits itself to dealing with the hazards identified, firstly on the basis of their elimination where possible. This approach will take into account objective standards or guidelines where they exist and specialist advice where required. The person responsible shall examine the options available for dealing with the hazards identified taking into account the potential risk factor.

The Committee, with the Safety Officer will carry out regular Safety Audits in attendance. **The attached Safety Audit Sheet should be completed.**

SECTION 2

EMPLOYEE WELFARE

- **Occupational Health, Workplace Conditions**
- **General Working Environment**
- **Training and Instruction**
- **Personnel Protective Equipment**
- **Pregnant Employees**
- **Bullying in the Workplace**
- **First Aid**
- **Staff consultation**

2.1 OCCUPATIONAL HEALTH, WORKPLACE CONDITIONS & HOUSEKEEPING

As part of the National Yacht Club's commitment to safety and welfare at work, the Yacht Club will ensure that a hygienic, healthy environment is maintained at all times.

Areas involved are: -

- Washrooms and toilets.
- Stores.
- The Yacht Club provides the following:-
 - Toilets, basins and floors in the washrooms are regularly cleaned.
 - Washrooms are kept supplied with clean towels, soap and toilet paper.
 - The sinks, work tops, table tops and floor in all areas are regularly cleaned.
 - Spillages should immediately be cleaned up and hazard signs "yellow men" posted, until area is dry.
- The Committee provides a comfortable work environment in terms of heat and lighting.
- Housekeeping involves maintenance, tidiness, orderliness of all areas and equipment used. The objective is:-
 - (a) To prevent accidents.
 - (b) To prevent fire.
 - (c) For general cleanliness.
 - (d) To increase efficiency.

Typical results of bad housekeeping are falls, trips, spills, collisions, fires and inefficiency. The objective is to avoid all of these.

2.2 GENERAL WORKING ENVIRONMENT

The general working areas around the Club are cleaned on a regular basis. These should be maintained in a clear and unobstructed manner. Staff should report any defects in this regard immediately to Management.

2.3 TRAINING AND INSTRUCTION

All new employees will receive general induction training, this will include information and training on the National Yacht Club's, Safety, Health and Welfare Statement and the emergency requirements and procedures, which are in operation. Formal job training will be given to all employees where the need is identified; this will include any safety, health and welfare hazard, which is inherent in the job to be done. Each employee transferred from one area of the Club to another will be instructed in the hazards and safety procedures of the new area before commencing work. It is essential that no person shall attempt a potentially hazardous task without proper training and instruction. Training Schedules will be kept and logged for each task. **Sample attached.**

2.3.1 Assessing the Trainee:

- Assess what is the Trainees existing knowledge.
- Has the Trainee worked on similar equipment elsewhere.
- If trained elsewhere has the Trainee adequate knowledge of safe working practices.

2.3.2 Basic Instruction

- Prepare a checklist of all points that the Trainee must remember.
- Explain how the equipment works
- Explain the dangers of the equipment
- Explain the safety features of the equipment and how they protect the operator
- Explain how to operate the equipment
- Explain how to clean the equipment safely
- Explain what to do if the equipment appears faulty.

2.3.3 Supervised Working:

- * Set the Trainee to work under close supervision.
- * Make sure the Duty Manager has time and knowledge to supervise effectively.
- * Make sure the Duty Manager watches for dangerous practices developing.

2.3.4 Final assessment of the Trainee:

- * Check the Trainee knows how to use and clean the machine properly and safely
- * Make sure the Trainee can be safely left to operate the machine without close supervision.

2.4 PERSONAL PROTECTIVE EQUIPMENT

The Yacht Club is conscious of the need to protect their Employee's safety and health and will endeavour to provide the necessary protective clothing and equipment, where required, to ensure same. Advice will be sought from Specialists where a specific need or problem arises. If an employee is unhappy with the personal protective equipment provided or if it is defective, he/she should make it known to Manager/Safety Officer. All personnel should take good care of the upkeep and storage of personal protective equipment supplied. An employee who through carelessness does not wear the equipment provided for a particular job will be warned and **disciplinary action taken under the laid down procedure. (see separate section)**. Contractors coming on site will also be required to wear the recommended safety apparel for their particular line of work. Failure to comply with this may prejudice future contracts with the National Yacht Club. Staff involved in outside work away from the premises should also wear personal protective equipment if such need arises.

2.5 PREGNANT EMPLOYEES

This section refers to Employees who (1) are pregnant (2) recently gave birth (within the first fourteen weeks) (3) are breast-feeding (having given birth not more than twenty-six weeks previously).

Employees who fall into any of the above categories should advise the Club Manager of their condition as soon as it is practicable and provide, for inspection, a medical or other appropriate certificate.

The Manager will then carry out a re-assessment of the potential risks to the Employee resulting from any activity at the place of work likely to involve a risk or exposure to an agent, process or working condition and to determine the nature, degree and duration of such exposure. **This assessment will be carried out using the attached lists number 1.**

Unless adequate control measures (where the hazard is reduced to a level, which will not harm the pregnant woman, or developing child or breast fed child) can and are put in place, the Employee will not be exposed to the hazards outlined by the attached lists.

1. Control measures will take the form of either eliminating the hazard or putting into place any effective safeguard possible. Effective safeguards will also include:-
2. Adjusting temporarily the working conditions or working hours (or both) of the Employee concerned.
3. If 1 and/or 2 is not effective or possible, to provide the Employee with other safe work not presenting the hazards identified.
4. If none of the options (1 - 3 above) can be implemented, then Safety and Health leave will be granted.

2.5.1 Additional Notes:-

1. Working Hours.

- * If a Registered Medical Practitioner certifies that it is necessary for the Safety or Health of an Employee that she should not be required to perform night work during pregnancy or for 14 weeks following childbirth, the Manager will not oblige her to perform night work for that period. In this case the Manger will transfer the Employee to daytime work or, where such a transfer is not technically or objectively feasible on duly sustained grounds or both, will grant that employee leave or extend the period of maternity leave.
- * In the context of the paragraph above, “night work” is defined as work in the period between 11:00 p.m. on any day and 6:00 a.m. on the next day, where (A) the Employee works at least three hours in the said period as a normal course or (B) at least 25 per cent of the Employee’s monthly working time is performed in the said period.
- * The Manager will take appropriate steps to ensure Employees and/or the Safety Officer are provided with information on
 - (A) The results of the assessment carried out, and
 - (B) The measures to be taken to safeguard the Employee’s Safety and Health.

2.6 BULLYING.

What is bullying? Bullying can be defined as repeated and systematic harassment and attacks on others. Individuals or groups can perpetrate bullying. Bullying takes many forms, and can include many different behaviours, such as:

- physical violence and attacks,
- verbal taunts, name-calling and put-downs,
- threats and intimidation.
- extortion or stealing of money and possessions,
- exclusion from the peer group.

Racially or **ethnically based** verbal abuse and **gender-based** put-downs are also found in the bullying situation.

1. First and foremost, management must make it safe for staff to report bullying.
2. Management must be aware of all forms of bullying behaviour. All of these types of bullying behaviours can be categorised under three main headings; Physical Bullying, Verbal Bullying, and Relational Bullying. Many bullies try to pass off acts of aggression as roughhousing between friends, just having fun.
3. There must be a clear and effective plan for dealing with both the bully and the victim. It is important that all staff know the consequences for bullying. Victims need to be taught how to develop friendship skills and learn to interact with assertiveness and confidence.
4. Management need to know about the different kinds of bullies. Some apparent victims are actually provocateurs, and change their role from victim to bully, depending on who they are interacting with.

2.7 FIRST AID

The objectives of First Aid are: -

- To control conditions that might endanger life.
- To prevent further injury.
- To relieve pain, prevent contamination and to treat for shock.
- To make the patient as comfortable as possible.
- To organise immediate and safe transport to the nearest hospital.
- A First Aid Kit is available and kept on the premises.
- A member of staff has received First Aid Training.
- A Doctor should be called promptly if the accident is serious or alternatively an ambulance should be called if required.
- If neither a Doctor nor an Ambulance is available, the patient should be taken to hospital as quickly as possible or as soon as the injury will permit.

2.7.1 First Aid Recommendations

First Aid box, which shall be located in a known place within the workplace and access, will be available at all times for staff.

RECOMMENDED CONTENTS OF FIRST AID BOXES AND KITS

Materials	First Aid Travel Kit Contents	First Aid Box Contents		
		1-5 Persons	6-25 Persons	26-50 (a) Persons
Adhesive Plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	--	--	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium individually Wrapped Sterile Unmediated Wound Dressings (approx. 10 x 8 cms)	--	--	6	8
Largely Individually Wrapped Sterile Unmediated Wound Dressings (Approx. 13. X 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmediated Wound Dressings (approx. 28 x 17.5 cms)	--	--	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Additionally, where there is no clear running water, Sterile Eye Wash (b)	1	1	2	2
Notes				
(a) Where more than 50 persons are employed pro rata provision should be made.				
(b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. Eye bath/eye cups/refillable containers should not be used for eye irrigation.				

The contents of all First Aid boxes/kits will be checked monthly by the Manager to ensure that they are in compliance with the requirements as recommended. A record of the Manager undertaking the check, date of inspection and the signature of the Manager following each check shall be maintained.

2.8 SAFETY CONSULTATION

There is a general duty on employers to consult with their employees on matters relating to health and safety. The Safety Health & Welfare at Work Act 1989 also empowers employees to appoint a Safety Representative to make representations on their behalf to the employer, gives them rights to investigate accidents and dangerous occurrences and obtain information from Inspectors.

2.8.1 Safety Officer:

The National Yacht Club will facilitate the appointment of a Safety Officer. The Safety Officer will have specific entitlements, including:

- Access to information that pertains to the Safety, Health, and Welfare of employees.
- Be given access to appropriate training.
- Be informed when a Health & Safety Authority Inspector visits.
- The right to investigate accidents and dangerous occurrences.

2.8.2 Safety Officer: (If appointed).

The Safety Officer is responsible for ensuring that: -

- Showing through personal behaviour, that only the highest standards of safety are acceptable.
- All processes are completed safely.
- The Yacht Club's Safety Statement and other Safety Guidance is observed.
- The Safety Statement is continually monitored and revised when necessary.
- Ensuring that all work necessary for safety and good health is carried out promptly.
- Safety Standards through the formulation of planned maintenance and safety programmes are established.
- Only specifically trained and authorised persons are allowed to adjust machinery and equipment.
- All moving parts of equipment are adequately guarded.
- All activities are planned so that they may be carried out in a safe manner.
- All employees and visitors wear the correct Personal Protective Equipment.
- That all staff are competent, and in fit medical condition, to carry out their work and are fully aware of all potential hazards to themselves and others.
- That all staff is trained in safe methods of working, appropriate to their tasks.
- Adequate supervision is available at all time, particularly where young persons or inexperienced workers are concerned.
- Thorough and prompt investigations are carried out into all reported accidents, dangerous occurrences and near misses to establish their cause and to put in place remedial measures.
- Accidents and dangerous occurrences within the workplace are monitored and preparing an annual report analysing accident trends.
- All Safety rules, regulations and procedures are kept under review so that they remain applicable to the equipment and processes.
- All new equipment, processes and machinery brought onto the premises conform to the highest possible current regulatory provisions governing health and safety.
- All staff are held accountable for their performance in relation to occupational health and safety and that this performance is evaluated periodically.
- All interested parties are kept informed regarding new equipment, that installation is properly carried out and that service records are maintained.
 - All statutory examinations and inspections of equipment are carried out and records maintained.
 - Co-ordinating the efforts of Management and employees in working towards achieving the Yacht Club's objectives.
 - Advising on matters relating to the Safety, Health and Welfare of Employees.
 - Liaising with Government and other bodies on matters pertinent to Health and Safety.
 - Good housekeeping standards are maintained and in particular that fire exit routes are kept clear and that fire points are not obstructed.
 - Ensuring that inspection and testing of fire protection installations are carried out as required and that appropriate records of such tests are kept.
 - All employees are made aware of their responsibilities for Occupational Health and Safety within the Yacht Club.
 - Carry out regular Safety Audits.

SECTION 3

- **Safe System of Work**
- **Lifting and Handling**
- **Electrical Safety**
- **Visual Display Units**
- **Cleaning**
- **Fast Rescue Boat**
- **Safe Use of Pyrotechnics**
- **Safe Care of Person rescued**
- **Fire Safety**

3.1 SAFE SYSTEMS OF WORK

It is the Club's policy to ensure that tasks are within the competence and capacity of all employees. Systems of Work have been designed with that purpose in mind. It is clear that some processes necessarily give rise to risks, which can only be controlled by the adherence to proper procedures. Training provided to workers will identify the areas where care and skill must be exercised. It is the policy of the Club when purchasing new equipment, altering existing equipment or changing the system of work to study such proposed purchases or changes to ensure so far as is reasonably practicable that they are without significant hazard.

3.2 LIFTING AND HANDLING

In so far as is possible mechanical means should be used for the movement of goods within the premises, including loading and unloading of vehicles. This will include use of forklift trucks and the like, conveyor systems, pallet stackers and other mechanical aids deemed suitable e.g. hand trolleys, hand carts etc. The relevant legislation in this regard is the Safety Health and Welfare at Work Act General Application Regulations 1993 and the provisions of it should be consulted in this regard.

3.2.1 Manual Handling:

Many accidents and injuries result from poor manual handling techniques. Examples include the following: -

- Poor posture.
- Over exertion.
- Over reaching.
- Bending rather than squatting for loads at low levels.
- Stepping over rather than around objects on the floor while carrying loads.

3.2.2 Correct procedures include: -

- Size up load, check weight, remove possible hazards e.g. sharp edges.
- Watch for traps against other objects.
- A load must never be stacked above chest height.
- One person must be in charge of team lifting to observe the full operation.
- Relax and bend knees, take up a broad base.
- Take up a correct grip, firm and with both hands.
- Raise head keep chin in.
- Keep back straight.
- Keep arms and elbows close to body.
- Stand-up keeping back straight, with load close to body.
- If load is awkward get help lifting it.
- If two people are lifting a load, make sure the load is lifted together.
- These provisions apply for setting down a load as well.
- Appropriate instructions and safe systems of work will be devised for specific tasks of moving items, putting down items and loading as demand requires.

3.3 ELECTRICAL SAFETY

3.3.1 Risks:

- Shocks from live equipment.
- Burns from live equipment.
- Fires/fumes.

3.3.2 Examples of how these can arise are:

- Faulty light switches.
- Damaged cables.
- Loose fittings and inadequate insulation.
- Overheating of electrical motors due to inadequate ventilation.
- Use of electrical equipment in areas for which it is not designed - close to water sources, in areas of higher fire or explosion potential.

3.3.3. ELECTRICAL SAFETY Cont/:

- The electrical installation will be properly installed, maintained and checked periodically by a competent Electrician. All works carried out will be in accordance with recognised good practice e.g. the guidelines laid down by the Electro Technical Council of Ireland. Specialist equipment will be installed where necessary e.g. outdoor or wet conditions/environments, dusty or corrosive atmospheres or flammable/explosion atmospheres.
- Untrained people can easily make deadly mistakes without realising it and should not carry out electrical work of any nature.
- Make shift repairs should not be allowed.
- Working areas will have sufficient power and socket outlets and be arranged so as not to have the need for cables trailing across floors or the use of extension cables.
- Cables should not be strung across floors, they must be adequately supported to a wall or above head height.
- Equipment e.g. socket outlets, should not be sited where they can get easily damaged.
- Plugs or flexible cables must be correctly connected and cables secured to the cord grip. Their condition should be checked regularly. It is important to replace broken plugs immediately and to use the correct fuse.
- Plugs/sockets never to be overloaded.
- Suitable circuit breaking and earthing equipment is installed.
- Equipment will be suitably identified where necessary to prevent danger. It will also show the makers name and all ratings to show that it is suitable for the purpose for which it is to be used.

It is all too easy to forget that electricity at normal mains voltage (240V) can kill. Wet conditions increase the risk of electric shock so particular care is needed in areas of close proximity to water sources and wet areas. The following points are especially important: -

Small electrical equipment is usually connected to socket outlets by flexible cables. Working areas should have sufficient socket outlets to avoid the need for cables trailing across floors or the use of extension cables. Socket outlets should not be sited where they can get wet.

Plugs on flexible cables must be correctly connected and the cable secured in the cord grip. It is important to replace broken plugs immediately and to use the correct fuse. Domestic 13 amp square pin plugs are not suitable for use in wet conditions. The earth wire (where fitted) must always be properly connected. If in doubt ask the advise of a competent Electrician.

Flexible cables should be checked frequently for damage, loose plugs etc. Flexible cables that are used every day should be checked at least once a week. Damaged cables must be taken out of service without delay. Occasionally it may be possible to repair them by shortening to cut out the damaged section or by fitting a suitable cable coupler. Generally however, they cannot be repaired safely and should be replaced immediately. **Do not try to carry out makeshift repairs to damaged cables.**

3.4 VISUAL DISPLAY UNITS

Staff regularly using VDU's may suffer eyestrain.

- * Work areas where they are in use must be maintained with a comfortable level of heat.
- * VDU's should not be positioned opposite windows or other light sources that can be the source of glare.
- * Suitable chairs must be given to operators to reduce potential back strain.
- * Keyboards should be detachable to avoid strain to arms and hands.
- * Document holders must be available.
- * Equipment must be regularly checked to ensure those problems such as unnecessary flickering of the screen is avoided.
- * Cleaning Sprays are available for the removal of dusts from screens.
- * Management should be advised if staff is suffering from eyesight problems as a result of usage of VDU screens.
- * Eyesight screening of VDU users to be provided.
- * Anti-glare screens are provided.

It is accepted however that a large dependence on screens is not necessary in the business of the Club at present, however this will be reviewed in light of any future changes.

3.5 CLEANING

Safe cleaning methods should be clearly set out and anyone who is involved in cleaning equipment should be fully trained in the safe procedure for this. Check advice provided in the manufacturers instruction book.

- * Before taking the equipment apart, unplug it or switch it off at the isolator. The isolator is the main switch, which cuts off the supply to the electrical equipment on the equipment.
- * Beware of sharp blades, which can be dangerous, even when they are not moving.
- * Do not allow cleaning water to get into the equipment's electrical equipment.
- * After cleaning do not operate equipment until it is re-assembled and all guards are in place.

3.6 NOTICE TO MARINERS

All relevant Notices To Mariners issued by the Department of Marine and Natural Resources will be posted on notice boards for the attention of staff and members.

3.7 RIBS, LAUNCHES & FAST RESCUE BOATS

An important function of these boats in an emergency is to function as rescue boats, i.e. to search, find and recover any persons who may fall over board.

In order to successfully fulfil this function the upkeep of these boats must bear the highest priority, in order to remain effective.

The Boatman and his crewmember need to keep a sharp look out for survivors and debris especially when operating at high speed.

Once survivors are located their recovery into the boat should be in a horizontal manner. That is to say, the casualty should be rolled over the collar of the craft, as opposed to being lifted vertically out of the water. The recovery of an average 11 stone man who may or who may not be conscious, is not an easy task and is carried out with an individual who is suffering from hypothermia the wrong posture for entry could very well kill the casualty.

The principle of achieving a horizontal posture for recovery into a rescue craft could be essential for the well being of a casualty.

The recovery of the individual from the water into a rescue craft should be carried out on the weather side. If the lee side is used then the casualty may be forced against and under the rigid hull as the boat makes considerable leeway when nearly stationary.

The initial approach towards a person in the water should be straight and at such reduced speed as to bring the craft to the stopped position when the person is alongside. At all times the casualty must be kept clear of the stern of the craft.

Recovery should be effected alongside by rolling the casualty inboard in a horizontal position over the weather side.

Care and Use of Life -jackets

Do not damage your lifejacket, it is there to save your life.

Lifejackets should be kept clean, and if inflatable lifejackets are used, regular checks should be made (in addition to the annual service) to ensure the buoyancy chambers remain puncture free.

The tie tapes should be in good condition – if they are damaged the lifejacket must be replaced.

Retro-reflective tape has been put on the lifejacket to aid rescuers in locating survivors in the water.

3.8 SAFE HANDLING OF PYROTECHNICS (FLARES)

Many pyrotechnics contain materials that can generate considerable heat. They are safe and easy to use if handled correctly. Pyrotechnics must always be stored and used in accordance with the manufacturers instructions. Pyrotechnics

shall be checked on a monthly basis.

The following points are guidelines as to the safe use of pyrotechnics.

- Follow the manufacturer's instructions when storing and handling pyrotechnics.
- All boatmen should become familiar with these operating instructions
- They must never be used after the expiry date.
- They should be stored in a safe place but easily accessible in the event of an emergency.
- Pyrotechnics must never be used for fun.
- Pyrotechnics must be stamped with an expiry date by the manufacturer.

3.9 SAFE CARE OF PERSONS RESCUED FROM WATER SUFFERING FROM HYPOTHERMIA

The treatment of the hypothermia will obviously depend on both the condition of the survivor and the facilities available. Generally speaking survivors who are rational and capable of recounting their experiences, although shivering dramatically, will recover simply by removing wet clothes and dressing in warm, dry clothes or blankets. Hot sweet drinks and rest in a warm environment not exceeding 22 degrees centigrade (normal room temperature) are also recommended.

Always bear in mind that even conscious survivors can collapse and become unconscious shortly after rescue. Alcohol and massage must be avoided.

In more serious cases, where the survivor is not shivering, is semiconscious, unconscious or apparently dead the following first aid must be immediately undertaken whilst awaiting medical assistance or advice.

1. First check the survivor's breathing.
2. If the survivor is not breathing, ensure the airway is clear and start artificial respiration immediately (mouth to mouth).
3. Attempts at resuscitation should be continue for at least 30 minutes if medical advice is not available.
4. If the survivor is breathing, but unconscious, lay him in the comma position.
5. Avoid all unnecessary manhandling. Do not even manhandle wet clothes off. Cut the clothes with a pair of scissors and fold them apart so that they are not close to the skin. Do not massage.
6. Prevent further heat loss by wrapping the patient in blankets, get them below decks out of the wind to a room between 15 and 20 degrees centigrade, preferably keeping horizontal with the head slightly down.

3.10 FIRE SAFETY

The Manger of the Club has the responsibility of carrying out Fire Drills and providing training in General Fire Precautions. The functions are to familiarise staff in their duties and responsibilities in the event of fire. Fire Drills must be carried out at least twice yearly.

3.10.1 Fire Drills:

Drills and providing training in General Fire Precautions. The functions are to familiarise staff in their duties and responsibilities in the event of fire.

- The drill is intended to make sure by training and rehearsal that in the event of a fire, staff can carry out their duties in a calm and orderly manner.
- That the means of escape are used in accordance to a pre-determined and well-practised plan.
- The Manager will keep Records of such drills.
- Fire Wardens have been appointed.
- Fire Training has been provided.

3.10.2 The following are the procedures to be adopted following detection of a fire: -

- * Raise alarm.
- * Call the Fire Brigade.
- * Designate persons to check premises are completely evacuated i.e. Toilets, Store Rooms. Offices etc.

- * Deploy fire extinguishers at strategic points throughout the premises.
- * Attack fire if possible without putting your self or any other persons at danger.
- * Evacuate the premises without delaying to collect personal belongings.
- * Visitors should be escorted off the premises by staff members.
- * Never re-enter the premises for any reason.
- * Proceed quickly and safely to the designated assembly point.
- * Conduct roll call as soon as possible.
- * Ensure clear access for the Fire Brigade.
- * Advise the Fire Officer of the situation on his arrival.

3.10.3 Fire Extinguishers:

Suitability.

- | | | |
|---|--------------------|--|
| * | WATER | Wood, paper and fabrics. (Non Electrical) |
| * | LIGHT WATER/FOAM | Flammable liquids and fats. (Non Electrical) |
| * | CARBON DIOXIDE/CO2 | Electrical and flammable liquids. |
| * | HALON/BCF | Electrical and flammable liquids. |
| * | FIRE BLANKET | Kitchen Area etc. |

3.10.4 Evacuation:

- * Evacuate the premises immediately
- * Proceed to assembly point
- * Report to Fire Warden

3.10.5 General Instructions:

Where it is deemed safe to do so, staff should

- * Switch off all equipment.
- * Close windows and doors etc.
- * Isolate power supplies etc.

3.10.6 Assembly Point:

- * Designated permanent assembly point(s).
- * Erect permanent assembly point(s) sign(s).
- * Locate assembly point(s) away from the premises preferably under cover.

3.10.7 Roll Call:

- * Conduct roll call using Staff Register as soon as possible by designated person(s).

SECTION 4

HAZARD IDENTIFICATION

4.1 HAZARD IDENTIFICATION

Under Section 12 of the 1989 Safety, Health & Welfare at Work Act every employer is required to examine the place of work systematically to identify the hazards, assessment of the risk, and the control measures that are put in place to minimise the risk of an accident.

4.1.1 Identification of Hazards:

A hazard is anything that can potentially cause harm, damage to property, damage to the environment or a combination of the above.

4.1.2 Assessment of the Risk:

This refers to the probability or likelihood that this harm or injury can occur.

Risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury.

In this section risks are graded as follows:

- **High Risk (H)**

Can cause death or major injury.

- **Medium Risk (M)**

Injuries where staff may be off work more than three days.

- **Low Risk (L)**

All other injuries including those where people are off work for periods up to three days.

4.1.3 Control Measures:

These are measures that are put in place to reduce the risk arising from the potential hazards.

4.2.1 HAZARD IDENTIFICATION (OFFICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Workplace Environment</u> <u>(General)</u></p> <ul style="list-style-type: none"> • Noise • Lighting • Air Quality • Electrical • Heating 	<p>Medium.</p>	<p>Minimise the risks by constant supervision and monitoring of the environment.</p> <p>Lighting should be cleaned at regular intervals.</p> <p>Ensure that all electrical connections are safe.</p> <p>Radiators are provided and should be maintained to provide heat to office at a normal temperature of 20°-22°C.</p>
<p><u>Offices.</u></p> <ul style="list-style-type: none"> • Collisions • Trips and Falls • Cuts 	<p>Medium.</p>	<p>Note torn or loose floor coverings and report to the Safety Officer. Suitable repairs will be carried out promptly.</p> <p>Do not trail electrical leads across the floor or passageways.</p> <p>Do not block passageways, corridors or stairways - these must be kept clear at all times.</p> <p>Broken or defective furniture, chairs, filing cabinets and general equipment should be reported to the Safety Officer and not used until safely repaired.</p> <p>Fill filing cabinets from the bottom drawer upwards and do not open more than one drawer at any time. Store heavier items in the bottom drawers. Always close drawers after use.</p> <p>Waste bins are to be emptied regularly.</p> <p>Ensure that ashtray contents are properly extinguished before disposing into waste bins.</p> <p>Clear up any spillage's immediately.</p> <p>Be careful when taking drinks not to spill it on electrical equipment.</p>
<p><u>Repetitive Strain injury</u></p>	<p>Medium.</p>	<p>Reduce risk of Repetitive Strain Injury by taking rest breaks every 3 - 4 hours.</p>

4.2.2 HAZARD IDENTIFICATION (OFFICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<u>Offices Contd.</u>		<p>Ensure that cleaning utensils e.g. vacuum cleaners, brushes, fluids are neatly stored away in cupboards or non-obstructive positions. Take sensible precautions when using equipment e.g.</p> <p>Do not trail vacuum cleaner leads over long distances - use the nearest available power point.</p> <p>Use a dustpan and brush to collect broken glass - not by hand. Take care to dispose of safely so that others will not be inadvertently cut.</p> <p>Do not mix cleaning fluids and use as directed on label.</p>
<u>Visual Display Equipment.</u>	Low	<p>VDU analysis and assessment of workstations to be undertaken and recommendations to be carried out.</p> <p>Footrests are to be provided if required.</p> <p>Work rests are mandatory.</p> <p>Eyesight tests are to be undertaken prior to beginning work on a VDU.</p> <p>Ergonomics set up to be explained and understood by all staff.</p> <p>Lighting levels to be kept between 300 - 500 lux.</p> <p>Cleaning equipment to be provided for screen/key board.</p> <p>Anti-glare screens are to be provided.</p> <p>See relevant section.</p>

4.2.3 HAZARD IDENTIFICATION (OFFICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>General Office Equipment.</u></p> <ul style="list-style-type: none"> Office Equipment in use on the premises includes, for example, photocopying machines, laser printers. <p>The hazards associated with this type of equipment include electrocution, burns and fire. All such equipment in use is modern and fitted with a range of safety features.</p>	<p>Low.</p>	<p>Risks are minimised by observation of the arrangements and controls set out below:</p> <p><u>Installation of Equipment:</u></p> <p>Machines should be positioned in a well-ventilated area away from doorways. The main isolating switch should be accessible at all times. The manufacturer’s manual should be available at the location of each machine.</p> <p><u>Minor Repairs:</u></p> <p>Minor repairs, such as removing paper jams from the photocopier may be carried out by office staff where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking systems to prevent electrocution they should still be switched off and unplugged before gaining access to the interior. Care is needed to avoid hot surfaces. Under no circumstances should office staff use screw drivers or any other article to tamper with the inside of machines</p>
<p><u>General Office Equipment Contd.</u></p>		<p><u>Major Faults:</u></p> <p>Major faults including any electrical faults, frayed wires etc. must be reported to the Manager. No attempt should be made by office staff to repair electrical faults. In such cases the machine should be isolated until repaired by an electrician.</p> <p><u>Maintenance:</u></p> <p>Authorised personnel will carry out basic maintenance of machines. This includes replenishment of toner. Where replacement of toner involves more than cartridge replacement, rubber gloves must be worn.</p> <p><u>Light Intensity:</u></p> <p>Photocopying and laser printers are provided with strong light sources, the intensities of which are such that there should be no hazards to health. However, staff should ensure that covers are in place when copies are made.</p>

4.2.4 HAZARD IDENTIFICATION (OFFICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<u>Photocopier</u>	Low	<p>Photocopier must be used and maintained in accordance with manufacturer’s instructions.</p> <p>The cover of the photocopier must be kept down while copies are being made in order to protect eyes.</p> <p>Only authorised staff should clear paper jams in the machine.</p> <p>The machine must be switched off when not in use.</p> <p>Used toner cartridges and waste paper should be disposed of safely.</p>
<u>Office Equipment.</u> (Tools)	Low	<p>Take care when using pins, staples, letter openers, etc.</p> <p>Only use equipment for the use for which it is specifically designed.</p>
<u>Access and Exits.</u>	Low	<p>Doorways, emergency exits, staircases and landings will be kept clear from obstruction at all times.</p> <p>Keep passageways and fire exit routes clear from obstruction at all times.</p> <p>Mats and rugs should be sensibly placed ensuring no curled up edges.</p>
<u>Desk Top Set Up.</u>	Low	<p>Desks are to be set up so that items that are in constant use are in easy reach.</p> <p>Avoid overcrowding the desktop - only store what is essential on desktop.</p> <p>Ensure that there is adequate room to use PC and keyboard.</p> <p>Position VDU so as to prevent glare on the screen.</p> <p>Office chairs shall comply with Irish Standards and have adjustable back and seat.</p>

4.2.5 HAZARD IDENTIFICATION (OFFICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Vertical Filing Cabinets</u></p>	<p>Low/Med</p>	<p>These should be fitted with an anti-tilt device so that when one drawer is opened the other drawers are automatically locked and remain so until the drawer in use is closed. Only one drawer should be opened at any one time. To attempt to open more than one drawer may result in the locking mechanism being damaged.</p> <p>The opened drawer should be closed prior to opening another.</p> <p>Filing cabinets should not be placed on top of each other. Safety fixing holes should be provided in sides of cabinet for safe fixing to each other and/or to wall, as cabinets are liable to topple if the upper drawers are loaded and the lower drawers are empty.</p> <p>BS.5459: Part III recommends that all filing cabinets be loaded starting from the bottom drawer and working upwards.</p>
<p><u>Electricity:</u></p> <ul style="list-style-type: none"> • Fire, • Shocks 	<p>High</p>	<p>Regular checks by Electrician.</p> <p>Do not handle with wet hands.</p> <p>Isolation switches clearly marked and prominent.</p> <p>Adequate number of sockets, no overloading.</p> <p>Switches and isolators to be labelled to indicate supply.</p> <p>Please refer to Electrical Safety within this document.</p> <p>All electrical outlets should be securely covered. Many licensing and accreditation standards state that "outlets should be covered when not in use." This can be accomplished by using small "push-in" covers. Outlets that will not be used should be covered with solid closed electrical plates (available at hardware stores). If an outlet is used regularly, you may install a hinged or screw-in outlet guard that also covers the electrical cord end.</p>

4.2.6 HAZARD IDENTIFICATION (OFFICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Floors and Floor Coverings.</u></p> <ul style="list-style-type: none"> • Slips • Trips • Falls 	<p>Medium</p>	<p>All floors are to be kept free from obstructions at all times.</p> <p>Floor coverings will be continuously inspected and repaired as necessary.</p> <p>Spillage's will be cleaned immediately.</p> <p>Floors are to be kept clean at all times.</p> <p>Changes in floor level to be clearly marked.</p> <p>Adequate floor lighting must be provided.</p> <p>Floor cleaning should ideally be performed when the premises is closed for business.</p> <p>All refuse and waste material should be removed.</p>
<p><u>Lighting.</u></p>	<p>Medium</p>	<p>Lighting should be adequate in all areas.</p> <p>Burnt out bulbs will be replaced immediately.</p>
<p><u>Electric's.</u></p> <ul style="list-style-type: none"> • Fire • Shocks. 	<p>Medium.</p>	<p>Regular checks by Electrician.</p> <p>Defects to be reported (see Safe Systems of Work, Section 3).</p> <p>Do not handle with wet hands.</p> <p>Isolation switches clear and prominent.</p> <p>Adequate number of sockets, no overloading.</p> <p>Switches and isolators to be labelled to indicate supply.</p> <p>Please refer to Electrical Safety within this document.</p>
<p><u>Plugs and Sockets.</u></p>	<p>Medium</p>	<p>Plugs should be checked to ensure that they have the correct fuse.</p> <p>A defective plugs or sockets must not be used.</p> <p>Any damage to it should be reported to the Manager and repairs carried out immediately.</p>

4.2.7 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Housekeeping & Hygiene.</u></p>	<p>Medium</p>	<p>Good housekeeping practices will be insisted upon. All waste will be swept up and bagged for safe disposal. Proper and adequate waste disposal facilities will be provided and maintained. Spills of liquids or other materials will be cleaned immediately. Kitchen areas will be kept clean at all times. The floors in the kitchen shall not be used to store rubbish, chemicals or cleaning equipment.</p>
<p><u>Spillage's.</u></p> <ul style="list-style-type: none"> • Slips • Falls 	<p>High</p>	<p>Any spillage's are to be removed immediately. If a spillage occurs a member of staff should stay at spillage site until it is removed. “Yellow men” to be put up at spillage’s area. Floors are to be inspected regularly. Items of food and packaging must be cleared away immediately. E.g. Butter, Soup, Cream, Glass (to be collected and removed using gloves). Good Housekeeping. Never walk on wet tiles. Regular inspection of floor defects and these are to be repaired immediately. Non-slip footwear to be worn.</p>
<p><u>Shelving.</u></p>	<p>Medium</p>	<p>Shelving should never be over-stocked. All items and stock should be centred on shelving. Do not overload shelving.</p>

4.2.8 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Kitchen Equipment.</u></p> <ul style="list-style-type: none"> • Entanglement • Contact 	<p>High</p>	<p>Staff must be adequately trained in the safe use of all kitchen equipment.</p> <p>Defective equipment should not be used.</p> <p>Any damage must be reported to the Manager and repairs carried out immediately.</p>
<p><u>Electrical Appliances.</u></p>	<p>High</p>	<p>All electrical fittings and connections will be installed and maintained to recommended standards.</p> <p>All electrical appliances will be inspected on a regular basis.</p> <p>Faulty or damaged equipment will be reported immediately and repairs or replacement carried out.</p>
<p><u>Food Preparation Equipment.</u></p> <ul style="list-style-type: none"> • Gas Explosion • Burns • Electric Shock. • Cuts 	<p>Medium/High</p>	<p>Guards to be in place. Missing or defective guards to be reported to Management. Extraction hoods to be cleaned regularly.</p> <p>Unqualified or inexperienced staff should not use dangerous equipment.</p> <p>All equipment to be operated in accordance with manufacturer’s instructions.</p> <p>Serviced periodically per Manufacturers Instructions/Manual.</p> <p>Always ensure mains switch is off when cleaning Gas/Electric appliances or when appliances are not in use.</p> <p>All machinery to be guarded to BS5304.</p> <p>No long hair or loose clothing to be worn. Proper working clothing should be worn at all times.</p> <p>Rings, bracelets, etc. should be removed.</p>
<p><u>Food and Stores.</u></p> <ul style="list-style-type: none"> • Contamination • Infection 	<p>High</p>	<p>Area where food is stored must be kept clean at all times.</p> <p>All foods are to be kept at correct temperature. Temperature storage is critical.</p> <p>Food is a perishable commodity subject to possible bacteria/viruses.</p> <p>All food preparation areas are to be kept clean.</p> <p>Any spillages must be removed immediately.</p> <p>All hygiene regulations are to be followed.</p> <p>Floors, walls, shelving to be kept clean and well maintained.</p> <p>Areas behind counters to be kept clean and free of obstructions.</p>

4.2.9 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>All Vegetable Preparation Equipment.</u></p> <ul style="list-style-type: none"> • Contacts • Cuts 	<p>High/Med.</p>	<p>Abide by Manufacturers safe operating instructions.</p> <p>Never take shortcuts.</p> <p>Never rely on machine interlocks when cleaning and always isolate power supply.</p> <p>Any machine defects noted to be reported to Management.</p> <p>Electrical cables to be in good condition.</p> <p>Equipment only to be used by trained operators.</p> <p>Consult instruction manual when cleaning.</p>
<p><u>Deep Fat Fryers.</u></p> <ul style="list-style-type: none"> • Faulty Thermostats. • Incorrect control of temperature gauge. • Hot Oil. <ul style="list-style-type: none"> A. Burns. B. Shocks. 	<p>Medium/High</p>	<p>Always have close fitting metal lids.</p> <p>Always lower food slowly.</p> <p>Care must be taken when placing and removing baskets from hot oil.</p> <p>Ensure enough fat or oil covers thermostat.</p> <p>Ensure that oil is at recommended level at all times.</p> <p>Fryer should be switched off when cooking is finished.</p> <p>Fire blanket to be located close by.</p> <p>Care when cleaning. Allow unit to cool.</p> <p>Use Protective Clothing/Gloves.</p>
<p><u>Microwaves.</u></p> <ul style="list-style-type: none"> • Radiation • Burns • Scalds 	<p>High</p>	<p>Microwaves must be serviced on a regular basis.</p> <p>Radiation leakage checks by service contract company.</p> <p>Check that seal around the door is in good condition at all times.</p> <p>Clean daily to ensure spillages do not impede door closing.</p> <p>Never operate when empty.</p> <p>Care is to be exercised when removing hot food form microwave.</p> <p>Protective gloves are to be used.</p> <p>Never use metal or foil. Never do own repairs.</p>

4.2.10 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Bain-Marie.</u></p> <ul style="list-style-type: none"> • Burns • Shock • Scalds 	<p>Medium.</p>	<p>Clean regularly.</p> <p>Fill with water to appropriate level.</p> <p>Set Temperature.</p> <p>Ensure drain trap is closed.</p> <p>Ensure containers and lids are in place.</p>
<p><u>Cooker.</u></p> <ul style="list-style-type: none"> • Fire • Burns 	<p>Medium/High</p>	<p>Cooking ranges should not be overloaded with extra pots and pans.</p> <p>Caution should be taken when removing hot pots and pans from cooking ranges.</p> <p>Never leave handles of pots hanging over the cooker edge.</p> <p>Check for broken guards.</p> <p>Ranges/Cookers should never be overloaded.</p> <p>Staff are to be adequately trained in the safe use of this equipment.</p> <p>All staff must be made aware of the fire hazards in the kitchen.</p> <p>All staff must receive training in evacuation drills and fire fighting techniques.</p> <p>Fire escapes must be kept clear at all times.</p> <p>All rubbish must be cleared regularly.</p> <p>All electrical wiring and fittings are to be inspected regularly and maintained in safe working order.</p> <p>All fire extinguishers and fire blankets are to be inspected regularly and any defects reported.</p> <p>Staff is to be aware of the importance of maintaining a safe working environment.</p> <p>Care should be taken when operating hot appliances.</p>

4.2.11 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Knives.</u></p> <ul style="list-style-type: none"> • Cuts. • Knives being left on work surfaces with cutting edge erect. • Knives being left in sinks of water where they cannot be seen. • Hygiene. 	<p>High.</p>	<p>Must be suitable for size of task.</p> <p>Supervisors should ensure that defects are reported and remedied immediately.</p> <p>Pay close attention when using knives. Do not distract others using knives.</p> <p>When using a steel to sharpen a guard should be fitted.</p> <p>Knives to be drawn away from the body when sharpening.</p> <p>When not in use Knives to be stored in racks (preferably Magnetic) in a safe place. Protective blade cases to be used.</p> <p>Do not leave knives in sink, or in any place where they cannot be easily seen, or where somebody might pick up accidentally by the blade.</p> <p>Blades should be sharp and handles secure - dispose of old unused or faulty knives.</p> <p>Clean knives in hot clean water. Dry knives after cleaning.</p> <p>Knives, which are in poor condition, should be discarded.</p>
<p><u>Hot Surfaces.</u></p> <ul style="list-style-type: none"> • Splashing • Burns 	<p>Medium</p>	<p>Never put face too close to food when inspecting.</p> <p>Never put grill bar or shelf out so it can tip backwards.</p> <p>Clean machine daily.</p>
<p><u>Range Extraction Hoods.</u></p> <ul style="list-style-type: none"> • Fire 	<p>Medium</p>	<p>Extraction hoods and filters are to be regularly checked and any build up of dirt and grease cleaned out.</p> <p>Extraction should be directed to the open.</p> <p>Hood can become clogged causing a grease fire.</p> <p>Filters should be cleaned regularly.</p>

4.2.12 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Hot Water Kettles and Boiler</u></p> <ul style="list-style-type: none"> • Scalding 	<p>High</p>	<p>Water in boiler is to be kept at a safe level. Ensure it is clean and at a sufficient water level. Top surface to be cleaned when not in use. Care must be taken when removing boiling water from the boiler. Ensure it is at the correct temperature. Ensure the drain tap is closed. Cover the lid and ensure that the machine is secure. Ensure that control knobs are in place.</p>
<p><u>Ovens.</u></p> <ul style="list-style-type: none"> • Burns 	<p>Medium/High.</p>	<p>Use oven gloves. Seek assistance if load is too heavy.</p>
<p><u>Fridges</u></p> <ul style="list-style-type: none"> • Fire. • Contamination. 	<p>Medium.</p>	<p>Rear grills to be free from obstructions. Be careful when removing food. Never use metal or foil. Never do own repairs. Thermostats are to be checked regularly to ensure that the unit is working correctly and temperature is maintained at set level. Temperature should be set at 4 °Celsius or below. Walk-in fridges must be capable of opening from the inside.</p>
<p><u>Dishwashers.</u></p> <ul style="list-style-type: none"> • Scalds • Shocks • Various potential hazards relating to cleaning fluids/agents 	<p>Medium</p>	<p>Clean the machine daily. Never open while in operation. Ensure there is a safety micro switch fitted. Ensure safety screens are in position. Never overload. Regular cleaning of filters. Scrape food first, stack carefully. Check temperature gauges. Ensure that you read the hazard data information sheet supplied with cleaning fluids/agents and that instructions regarding safe usage and handling are followed.</p>

4.2.13 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Planetary Mixer</u></p> <ul style="list-style-type: none"> • Hands can be bruised and/or crushed between the beater and the bowl. (This arises if the operator adds ingredients, scrapes bowl or hand tests mix consistency during mixing operations.) • Injuries can also occur from manual handling activity as a full mixing bowl can be very heavy. 	<p>Medium.</p>	<p>Do not use or clean this machine unless you have been trained.</p> <p>When the machine is running:-</p> <ul style="list-style-type: none"> • Never try to feel the mix. • Never try to scrape down the bowl. • Never reach into the bowl when adding ingredients. <p>Use a bowl extension ring whenever possible.</p> <p>Ensure that care is taken not to knock the gear or clutch lever into operating position unintentionally.</p> <p>Use a castor framed trolley to move heavy loads.</p> <p>When cleaning:</p> <p>Consult the instruction manual.</p> <p>Before you start, unplug from power supply or switch it off at electrical isolator.</p> <p>Do not rely on the machine controls.</p>
<p><u>Saucepans/Pots/Utensils.</u></p>	<p>Medium</p>	<p>Suitable handles in good condition.</p> <p>Never leave unattended over a hot stove.</p>
<p><u>Coffee Machine.</u></p> <ul style="list-style-type: none"> • Burns • Contact Injury 	<p>Medium.</p>	<p>Never tamper with this machine, whether plugged in or not.</p> <p>The coffee machine, if not properly loaded and secured, will, as a high-pressure unit, blow out boiling contents.</p> <p>Care must be taken to ensure correct use of the machine.</p>
<p><u>Eye Level Grill</u></p>	<p>High</p>	<p>Staff is to be made aware of hot items in the grill when the grill is in use.</p> <p>Oven gloves should be worn at all times.</p> <p>Food should be removed with tongs and machine kept free of fat.</p>
<p><u>Wine Bottle Opening.</u></p> <ul style="list-style-type: none"> • Cuts 	<p>Med.</p>	<p>Only use openers, which are in good condition.</p> <p>Use a cloth to hold the bottle.</p> <p>Do not rush this task.</p> <p>Position ice bucket/wine bottle holder in a safe position adjacent to tables out of main access route.</p>

4.2.14 HAZARD IDENTIFICATION (KITCHEN)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Can Openers.</u></p> <ul style="list-style-type: none"> • Cuts. • Food Contamination. 	<p>Medium.</p>	<p>Blades to be replaced if damaged. Clean daily.</p>
<p><u>Food Movement/Tray Carrying.</u></p> <ul style="list-style-type: none"> • Falls • Burns • Trips 	<p>Medium.</p>	<p>Use trays provided. Areas and machines/equipment to be free of obstruction. Changes in floor levels to be clearly marked. Do not be afraid to shout warnings ahead of you. Do not pass trays over customers/staff, but around them. Always ensure staff are aware of the double door principal to Kitchen i.e. one door for “IN” and one for “OUT”. Safety viewing glass should be fitted at eye level in these doors. There should be no trays left in unsafe areas i.e. on the floor, in the seated areas.</p>
<p><u>Trip Hazards.</u> <u>Spillage’s.</u></p>	<p>Med/High.</p>	<p>Warning/identification markers are to be put in the area of spillages. The area should be fully cleaned up and dry before removing it. One member of staff to stay at area until it is cleaned and dry. e.g. Butter, Soup, Cream, Glass (to be collected and removed using gloves). Good Housekeeping is essential. Never walk on wet tiles. Regular inspection for floor defects. Any found are to be repaired immediately. Floor cleaning using degreasing solutions will be carried out on a regular basis by Club staff when patrons do not occupy the area.</p>

4.2.15 HAZARD IDENTIFICATION (COMMON AREAS)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Dumb Waiter</u></p> <ul style="list-style-type: none"> • Spills • Scalds 	<p>Med.</p>	<p>Ensure that the unit is interlocked at top and bottom. Staff should be aware that this lift contains hot items. Contents must be removed with care.</p>
<p><u>Cloakroom</u></p> <ul style="list-style-type: none"> • Slips/Trips • Cuts 	<p>Low/Medium</p>	<p>Ensure that this room is kept neat and tidy. Ensure that hangers, wire hangers in particular, are neatly stored. Damaged hangers should be disposed of.</p>
<p><u>Access and Egress.</u></p> <ul style="list-style-type: none"> • Trips • Falls • Reduced Fire Evacuation Time. 	<p>Med/High</p>	<p>Keep passageways and fire exit routes clear from obstruction at all times. Sunken door mat to be maintained in satisfactory condition. Other mats and rugs should be sensibly placed ensuring no rucks or curled up edges.</p>
<p><u>Bar Areas</u></p> <p>Various</p> <ul style="list-style-type: none"> • Cuts, Slips, Falls etc. 	<p>Medium</p>	<p>Patrons tables should be cleared regularly to ensure no build up of empty bottles, glasses or other items. . Patrons should be requested to keep young children under proper supervision and control.</p>
<p><u>Unruly, abusive, violent, undesirable patrons.</u></p> <ul style="list-style-type: none"> • Physical violence related injuries. 	<p>Med/High</p>	<p>Politely but firmly, ask them to stop their behaviour or to leave. Politely refuse further service. Junior staff should be instructed to refer any difficulties to the duty Manager. Call and ask the local Gardai to attend to give assistance, in advance of 1 and 2 above, should the circumstances appear sufficiently serious. Should a fight occur; call the Gardai dialling 999; the public in the immediate area (or if necessary in entirety) should be evacuated; loose objects such as crockery bottles and glasses should be collected up if possible.</p>

4.2.16 HAZARD IDENTIFICATION (BAR SERVICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Keg Usage.</u></p> <ul style="list-style-type: none"> • Manual handling related injuries • Pressurised system - various injuries from sudden pressure release. 	<p>Medium.</p>	<p>Release gas pressure in the system by flicking the gas valve parallel to the wall.</p> <p>Release the tapping head by putting back on the red handle.</p> <p>Ensuring the red handle is fully up, turn it anti-clockwise until it lifts out of keg socket.</p> <p>Select another keg out of the same product and take off the safety seal from it,</p> <p>Observing the safety seal code provided by GGSI and others.</p> <p>Place tapping head in P socket and turn it until it slips into place, turning it clockwise and until its seepage is sealed.</p> <p>Once again, pull back red handle and push down until it clicks into place.</p> <p>Go to the gas valve now and flick back to original position.</p> <p>Go to fob detector and press the lever on top of it to fill up the fob with beer.</p> <p>Go to the bottom fob and flick the handle until the float inside rises to the top.</p> <p>Check for leaks in the system by looking and listening.</p> <p>Never position your head or body over the tapping head at any stage.</p> <p>Beware of spray of beer from capping head when untapping empty kegs</p> <p>If there is gas leaking, simply turn the supply off from the gas valve and report it to the Manager.</p> <p>As kegs are very heavy, great care should be taken at all times when working in the cold room or stacking kegs in any other area.</p>

4.2.17 HAZARD IDENTIFICATION (BAR SERVICES)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Gas Cylinder Usage.</u></p>	<p>High</p>	<p>Organise a full gas cylinder, which will either be beside the empty one or in some other part of the premises.</p> <p>Turn the empty gas cylinder off by turning the handle clockwise all the way.</p> <p>Using the spanner attached to the gas meters, unscrew the connector from the gas cylinder by turning anti-clockwise.</p> <p>Attach the cylinder to a full gas cylinder, and secure with a spanner.</p> <p>Slowly turn the gas cylinder on by turning the handle anti-clockwise.</p> <p>Check for leaks. The gas cylinder is now tapped. If you notice any leaks, turn the gas off and secure again with spanner. Make sure that all gas cylinders of whatever sizes, or whatever they contain, are securely, mechanically restrained for you're own safety and the safety of others.</p>
<p><u>Delivery of Goods/Kegs/Frozen Foods.</u></p> <ul style="list-style-type: none"> • Slips/Falls 	<p>Medium</p>	<p>Safe systems of work to be instigated.</p> <p>Two men to lift heavy items, mechanical lifting aids to be used where possible.</p>
<p><u>Manual Handling.</u></p>	<p>High</p>	<p>Refer to section on Manual Handling.</p> <p>All persons involved in the handling of Kegs and Bar storage shall be adequately trained.</p>

4.2.18 HAZARD IDENTIFICATION (GENERAL)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Cleaning Equipment Storage.</u></p> <ul style="list-style-type: none"> • Various - potential for damaging equipment, injuries from equipment falling due to improper storage and injuries pending on type of cleaning fluids/agents stored. <p><u>Chemicals and Cleaning Fluids.</u></p> <ul style="list-style-type: none"> • Contact with skin <p>Inflammation</p>	<p>Low/Medium</p>	<p>Store equipment neatly in utility storerooms only.</p> <p>Chemicals used for cleaning should be clearly marked.</p> <p>Read hazard data information sheets and follow all instructions.</p> <p>A chemical from an unlabelled container should never be used.</p> <p>Chemicals must always be handled with the utmost care.</p> <p>Manufacturer’s advice and safety data sheets (MSDS) on the correct use of the chemicals should always be followed.</p>
<p><u>Cleaning.</u></p> <p>Various</p> <ul style="list-style-type: none"> • Cuts • Electric Shock • Fire • Cleaning Fluids <p>Can be irritants, sensitisers etc.</p>	<p>Medium</p>	<p>Safe use of detergents, read hazard data information sheet.</p> <p>Gloves and barrier creams to be worn.</p> <p>Containers provided for the safe disposal of glassware.</p> <p>Contents of ashtrays to be put in metal bins.</p> <p>Isolate the power supply before cleaning the equipment.</p> <p>Use clean hot water.</p> <p>Before taking machine apart unplug it or switch it off at the isolator. The isolator is the main switch that cuts off the supply to the electric equipment to the machine. Do not rely on the machine operating controls or interlock switches when cleaning.</p> <p>Beware of sharp blades and do not allow cleaning items to get into the machines electrical equipment.</p> <p>After cleaning do not operate the machine until is has been re-assembled and all guards are correctly re-installed.</p> <p>Do not transfer cleaning chemicals or other cleaning commodities into other containers such as unmarked bottles etc. as this can lead to serious accidents.</p>

4.2.19 HAZARD IDENTIFICATION (GENERAL)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<u>Furniture:</u>	Medium	<p>Check furniture for loose or protruding screws, nails, hinges, latches, or other hardware.</p> <p>Sharp edges and corners should be rounded.</p> <p>Sand surfaces that are rough or splintered and repair cracks.</p> <p>Check doors, legs, joints, and other parts for stability.</p> <p>Bookshelves and chests should be securely bolted to walls so they cannot fall, even if a child tries to climb on them.</p> <p>Free-standing furniture, such as shelves used for room dividers should be secured to prevent falling.</p> <p>Drawers should have "stops" so they cannot be pulled out too far.</p>
<u>Bulletin Boards.</u>	Medium	<p>Remove all staples, thumbtacks, and putty.</p> <p>Check under posters and coverings for hidden staples or other hazards.</p> <p>To decorate bulletin boards, cover with coloured paper and staple around the edges, then completely cover the line of staples with wide clear packaging tape. This will prevent staples from being pulled out. Then, attach wide strips of clear self-adhesive plastic or clear packaging tape to the board. Art work can then be securely taped to this strip yet easily removed without damaging the board or decoration.</p>

4.2.20 HAZARD IDENTIFICATION (WORKSHOP, BOATHOUSE, PLATFORM)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Workshop Benches / work Area</u></p>	<p>Med/High</p>	<p>Workbenches should be well lit and working areas should be kept uncluttered and, as far as is practicable, free of litter. Tools and equipment not required for immediate use should be cleared away and properly stowed in their designated place. Heavy items on workbenches should be centred to avoid falling off.</p>
<p><u>Maintenance Tools.</u></p>	<p>Med.</p>	<p>The correct type, size and weight of tool should be selected for the job and attention paid to any manufacturer’s instructions. Examine all hand tools for secure fixing and burred edges and reject if necessary. When work with a hand tool is completed the tool should be stored in the appropriate tool box or other designated storage area. Care should be taken that tools are not left on floors, cluttering up workspace. Discard hammers with chipped heads or cracked shafts. Discard chisels with mushroom heads. Spanners should not be levered with lengths of pipe. Discard files without handles. Never use spanners with worn jaws. Do not use screwdrivers as a wedge, chisel or punch. The cutting edges of tools should be kept sharp and protected with a sheath when not in use. Handles of equipment should be smooth finished and maintained in good condition. Grease and dirt should be regularly cleaned off. Do not use worn vice jaws. Never run power tools from lighting sockets.</p>

4.2.21 HAZARD IDENTIFICATION (WORKSHOP, BOATHOUSE, PLATFORM)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Drills</u></p> <ul style="list-style-type: none"> • Violent ejection of workpiece. • Eye injury from particle ejection. • Entanglement with bit. 	<p>High.</p>	<p>Check chuck is secure and all work is securely clamped. Safety glasses and goggles to be worn. No rings, long hair, loose clothes or gloves. Tight fitting overalls only are to be worn. Adjustable transparent guard fitted to chuck. Full comprehensive training in safe operating procedures provided.</p>
<p><u>Tool Safety (general) .</u></p> <ul style="list-style-type: none"> • Risk of various injuries. 	<p>Med/High.</p>	<p>Machines and tools should only be used for the function they are designed for. Damaged equipment should never be used. When machines are not in use they should be switched off. No repairs or maintenance to be carried out on a machine while it is in use. When tools are not in use they should be placed in a suitable tool rack, box or carrier. Staff to be instructed in the safe operation of machinery and in the safe use of tools.</p>
<p><u>Electrical Hand Held Tools.</u></p>	<p>High</p>	<p>Electrical equipment will only be used for the purpose for which it was intended. Qualified personnel will only carry out maintenance work on electrical equipment. Plugs, fuses, etc. can be be changed by staff with appropriate training. Any provisions will be reported immediately.</p>
<p><u>Cutting Tools</u> (Knives, hacksaw, scissors)</p> <ul style="list-style-type: none"> • Cuts to hands. 	<p>Low.</p>	<p>Store in designated places after use. Do not leave lying on work surfaces. Use retractable blade type knife only. Discard if the retracting mechanism fails.</p>

4.2.22 HAZARD IDENTIFICATION (WORKSHOP, BOATHOUSE, PLATFORM)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Hazardous Material</u></p> <ul style="list-style-type: none"> • Contact with skin • Inflammation 	<p>Medium</p>	<p>All potentially hazardous substances will be identified. Protective measures and storage arrangements will be implemented in accordance with the manufacturers instructions.</p>
<p><u>Glues and Solvents</u></p>	<p>High</p>	<p>Glues and Solvents must be stored in accordance with manufacturers instructions. Before using any chemical read instructions. Store chemicals in quantities that are going to be used. Use the safest chemical possible. All lids must be replaced after use. All employees must be familiar with spillage procedures.</p>
<p><u>Aerosol Canisters.</u></p> <ul style="list-style-type: none"> • Pressurised canister can explode if exposed to high temperatures. • The contents can be flammable or potentially hazardous in other ways pending on their nature. • Non flammable gasses used as propellants decompose if exposed to flame or hot surfaces and can liberate toxic and/or corrosive gasses. 	<p>Medium.</p>	<p>Read the label to familiarise yourself with hazard data information. Do not smoke when using them. Do not spray their contents onto hot surfaces or into flames. Use only in a well ventilated area. Avoid breathing mist or vapour from their usage. Avoid skin and eye contact with their contents. If contact does occur seek medical advise. Do not puncture. Do not dispose of by incineration - follow safe disposal instructions on the label. Store in a cool dry place, away from heat sources and direct sunlight. Do not expose to temperatures above 50 degrees C (120 degrees F). A spray mount 3M is used in 400ml / 260G pressurised aerosol containers.</p>

4.2.23 HAZARD IDENTIFICATION (WORKSHOP, BOATHOUSE, PLATFORM)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Thinners/White Spirit.</u></p> <ul style="list-style-type: none"> • Fire. 	<p>Med/High.</p>	<p>Stored in a fireproof cabinet - keep closed at all times.</p> <p>Ensure that lids/caps are put back onto containers after decanting quantities.</p> <p>Only decant enough for the job in hand.</p> <p>Use the safety-carrying container.</p> <p>Immediately clean up any spillage.</p> <p>Do not smoke whilst handling.</p> <p>Dispose of soaked wipes, and any other used items such as old cleaning fluid dispensing bottles, into the separate metal bin(s) provided. Ensure that the lid is put back onto the bin.</p>
<p><u>Dermatitis.</u></p> <p>Harmful Agents:</p>	<p>Med/High</p>	<p>PVC gloves.</p> <p>Clean overalls - no gaps between cuffs and gloves.</p> <p>Wash hands regularly.</p> <p>Hot water, cleansers, towels.</p> <p>Barrier creams.</p>
<p><u>Storage and Use of highly flammable liquids (flashpoint less than 32 degrees).</u></p> <ul style="list-style-type: none"> • Fire/Explosion. 	<p>High.</p>	<p>Smoking is not permitted in storage or areas in which they are used or dispensed.</p> <p>Other than quantities required for the immediate job in hand, all supplies should be kept in the fireproof cabinet, which should be kept closed.</p> <p>All containers should be kept firmly closed when not in use.</p> <p>Suitable warning signs mark the store.</p> <p>Clearly mark all containers indicating the nature of the contents.</p> <p>Only decant enough for the job in hand.</p> <p>Use the safety container to transport to the work area.</p> <p>Immediately clean up any spillages.</p> <p>Dispose of all items soaked with flammable liquids into dedicated metal bins with close fitting metal lids. Do not dispose with general waste.</p>

4.2.24 HAZARD IDENTIFICATION (WORKSHOP, BOATHOUSE, PLATFORM)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<u>Boat Hoists / Cranes</u>	High	Prior to operating the boat hoist, the following safety precautions have to be adhered to:- <ul style="list-style-type: none"> - A competent staff must always operate the hoist. - The hoist must always be operated with in its safe working load. - Check that unauthorised persons are clear of the area before operating the hoist. This is also valid during operations. - Operate crane only in accordance with manufacturer’s operating instructions. - Cradles must be used at all times and avoid having boats suspended in mid-air and unattended. - Mast must be secure intact when boats are lowered or removed from water using cradle.
<u>Transfer of persons by Boat</u>	High.	The yacht club shall provide suitable launch boats for this purpose in good seaworthy condition. Competent trained person (s), Coxswains, experienced in boat handling shall only operate the launch boats. Lifejackets and suitable personal protective equipment must be worn at all times. Boarding and disembarkation should be carried out in an orderly manner under the Coxswain's directions. The Coxswain must ensure an even and safe distribution of persons within the boat. Standing shall not be permitted.
<u>Working on Waterborne boats.</u> <ul style="list-style-type: none"> • <u>Exposure</u> • <u>Falls</u> 	High.	Persons working on waterborne boats must wear an approved buoyancy aid. (Which should not unduly hamper or impede working movement).

4.2.25 HAZARD IDENTIFICATION (WORKSHOP, BOATHOUSE, PLATFORM)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<u>Boat Trailers</u>	Med.	<ul style="list-style-type: none"> • Ensure that all persons operating are competent to do so • Ensure training has been provided and updated as necessary • Equipment should be kept in good working order • Trailer stands in place • System in place for reporting damage to equipment and prompt attention given to having repairs carried out once reported • Boats to be secured to trailers when manoeuvring. • No persons to be transported on boat trailers
<u>Loading and Unloading Boat Trailers.</u>	Medium	<p>When loading ensure that maximum weight is never exceeded.</p> <p>Ensure vision is not obstructed when manoeuvring boats.</p> <p>Avoid over-reaching when unloading.</p>
<u>Power Washer</u>	High	<p>Only designated and trained staff to use it.</p> <p>Safety goggles and ear muffs/plugs must be worn.</p> <p>Never leave machine on lying around unattended.</p>
<u>Storage of paints and solvents</u>	Med/High	<p>Paints and solvents must be stored in accordance with manufacturer’s instructions.</p> <p>Before using any chemical read instructions.</p> <p>Store chemicals in quantities that are going to be used.</p> <p>Use the safest chemical possible.</p>

4.2.26 HAZARD IDENTIFICATION (WORKSHOP, BOATHOUSE, PLATFORM)

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p><u>Forklifts</u></p> <ul style="list-style-type: none"> • Overturning • Run over/Struck by forklift • Collision with object • Forklift colliding with structure causing collapse of same • Reversing • Jumping from forklift while still in motion 	<p>High</p>	<p>All forklifts should be fitted with warning light interlocked with the ignitions.</p> <p>Reversing horns/sirens interlocking into reverse gear.</p> <p>No passengers to be carried on forklifts.</p> <p>It is prohibited to hoist any person to undertake work from the forklift.</p> <p>Driving is restricted to experienced competent drivers.</p> <p>Drivers must attend suitable training course.</p>

4.2.27 HAZARD IDENTIFICATION

Hazard Identified	Risk Assessment	Safety Precautions / Risk Control
<p>Hazards of Hypothermia</p> <p>The loss of body heat, called hypothermia, is the greatest hazard to the life of a person exposed to the elements at sea. The rate of body heat loss depends on water temperature, the protective clothing worn, and the manner the survivor conducts themselves.</p> <p>An abnormally low body core temperature can be recognised by a variety of symptoms. Very early during exposure, the body tries to combat the excessive heat loss both by narrowing its surface blood vessels (to reduce heat transfer by blood to surface) and by shivering (to produce more body heat). However, if the exposure is severe, the body is unable to conserve or produce enough heat. Body core temperature begins to fall. When body core temperature is below 35 degrees centigrade the person is suffering from “hypothermia”. By then, discomfort, tiredness, poor co-ordination, numbness, impaired speech, disorientation and mental confusion are well established.</p> <p>As the internal temperature decreases below 31 degrees centigrade, unconsciousness may occur. Shivering is usually replaced by muscle stiffness and the pupils of the eyes may be enlarged. The heart becomes irregular and the pulse is barely detectable. Although death may occur at any stage of hypothermia, when a person’s temperature is below 30 degrees centigrade, it is difficult to determine whether they are live or dead.</p>	<p>High.</p>	<p>When working in boats or near water always wear protective clothing. If you fall into the water the clothes will act as an insulation to keep you warmer – the more layers the better.</p> <p>Try to avoid getting wet since the survival time in water is far less than in air.</p> <p>When in water: Do not swim unless assistance is very close, get into a huddled position and remain floating with minimal movement your lifejacket will keep you afloat.</p> <p>By taking just the above small precautions the survival time may be prolonged by up to 50% or 70%.</p> <p>Once out of the water, you are able to produce more body heat than you lose by vigorous motion. Whilst in water the case is the opposite. Even a thin immersion suit may prolong the survival time by up to six times.</p>

SECTION 5

ANNUAL COMMITTEE REPORT

5.1 COMMITTEE'S ANNUAL REPORT

The Annual Report shall contain a review of the National Yacht Club's Safety Policy for the preceding year which will comply with Section 12 Section 6 of the Safety Health and Welfare at Work Act, 1989 and will also include in the Report any recommendations for reviewing and upgrading the Safety Statement and Programme with provision in the Committee's budget for same.

The following was attended to during the year: -

Safety Programme:

Target tasks / enhancements for coming year:

Safety Training: -

Purchase of Safety Equipment:

Emergency Drills:

It is the intention of the Committee to provide and maintain as far as is reasonable practicable a safe and healthy working environment within the National Yacht Club.

The committee regards the promotion of health and safety measures a mutual objective of Management and Employees alike.

This Document has been prepared in accordance with Section 12 of the 1989, Safety, Health and Welfare at Work Act and with reference to the subsequent 1993, General Application Regulations.

Signed: _____
Commodore.

SECTION 6

DECLARATION OF SIGHT

Appendix 1

ACCIDENT REPORTING AND INVESTIGATION

1. It shall be the duty of every worker to report to the Safety Officer or Club Manager without unreasonable delay any defects in plant or equipment which may endanger the safety, health and welfare of himself or his fellow workers.
2. It shall be the duty of all workers to report any accidents or near misses to the Safety Officer for investigation.
3. The Safety Officer may investigate accidents or dangerous occurrences.
4. Full details of any accidents or near-miss occurring will be recorded on the attached form and reported to the Safety Officer. A copy of the completed form will also be passed to the commodore.
5. Blank copies of the attached Accident, Incident, Near-Miss Report Form can be acquired from the Club Manager.

The National Yacht Club Accident, Incident, Near-Miss Report Form

Date/...../.....

1. PERSON DETAILS

Name and contact details of person completing this form:

Name: _____ Mobile: _____ Email: _____

Name and contact details of member(s) of staff involved, if any

Name: _____ Name: _____ Name: _____

Mobile: _____ Mobile: _____ Mobile: _____

Names and contact details of contractor(s) involved, if any

Name: _____ Name: _____ Name: _____

Mobile: _____ Mobile: _____ Mobile: _____

Names and contact details of Club member(s) involved, if any

Name: _____ Name: _____ Name: _____

Mobile: _____ Mobile: _____ Mobile: _____

Names and contact details of non-Club members involved, if any

Name: _____ Mobile: _____ Email: _____

2. CIRCUMSTANCES OF INCIDENT / ACCIDENT

Date of Accident / Incident: _____ Time of Accident / Incident: _____

Location or whereabouts of Accident / Incident: _____

Outline the details of the accident / incident and describe what happened, who was involved, sequence of events (include diagrams or photographs where appropriate)

Indicate the primary cause of the incident: _____

Name of Staff Member, supervisor, event manager on duty / in charge at the time of the incident ?

3. WITNESS(ES)

Give names and contact details of persons who witnessed the incident:

1. Name: _____ Mobile: _____ Email: _____

2. Name: _____ Mobile: _____ Email: _____

3. Name: _____ Mobile: _____ Email: _____

State what each witness was doing at time of accident / incident:

1. _____

2. _____

3. _____

4. DETAILS OF PROPERTY / EQUIPMENT DAMAGE & MALFUNCTION

What property is known to have been damaged in the incident? Give details of extent of damage to each item?

Item	Extent of Damage	Owned By
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has owner of damaged property been informed? Yes/No

If YES, by whom? _____

What equipment / machinery was being operated or used at the time of the incident ?

Who was operating / driving the equipment / machinery ? Name _____

Staff Member Contractor Member Non-Member

Was operator / driver qualified to operate / drive the equipment / machinery? Yes/No

Describe any equipment or machinery malfunction that may have been a contributory factor

5. INJURED PERSON(S)

Give names, contact details and status (staff, contractor, club member, non-member) of person(s) injured.

(See below for examples of injuries and body parts).

Name	DOB or Age	Mobile No:	Body Part / Injury
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

For each injured person indicate type of injury sustained:

Examples: Bruising	Suffocation
Concussion	Gasing
Internal injuries	Drowning
Open wound	Poisoning
Abrasion graze	Infection
Amputation	Burns, Scalds, frostbite
Fracture	Electrical Injury
Dislocation	Effects of radiation
Sprain, torn ligaments	Other – specify
		N/A

For each injured person indicate the part of the body most seriously injured

Examples: Head	Fingers
Eyes	Hip joint, knee cap, thigh
Neck	Knee joint, lower leg
Back, spine	Ankle
Chest	Foot
Abdomen	Extensive parts of body
Shoulder, upper arm	Multiple injuries
Elbow	Other – Specify
Lower arm, wrist	N/A
Hand		

6. MEDICAL / FIRST AID TREATMENT

Describe any First Aid treatment that was administered to person(s) injured

Was person(s) injured referred for further medical treatment? Yes/No

If Yes, to where / to whom was person(s) referred? What was outcome?

7. ACTIONS FOR PREVENTION OF FUTURE OCCURRENCE

Has the accident / incident been notified to:	Senior Boatman	Yes / No
	Boathouse Capt.	Yes / No
	Club Manager	Yes / No
	Health & Safety Officer	Yes / No
	Committee Member	Yes / No
	Other (give details)	

What actions will be taken to prevent future occurrences?

Action	Owner	Due Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature
Person Completing this Form

...../...../.....
Date

TO BE COMPLETED BY NYC HEALTH & SAFETY OFFICER / CO-ORDINATOR

Has the accident / incident been recorded appropriately? Yes / No

Comment:

Have any additional notes been filed that may be required? Yes / No

Comment:

Have all owners of damaged property been properly notified? Yes / No

Comment:

Has the insurance company been notified as appropriate? Yes / No

Comment:

Have all relevant photographs, medical reports, training records, legal proceedings or procedure documents been attached? Yes / No

Comment:

Signature
Health & Safety Officer, NYC

...../...../.....
Date

INSTRUCTIONS**1. DETAILS, AS PRESCRIBED OVERLEAF, MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY IN RESPECT OF THE FOLLOWING TYPES OF INCIDENT:-**

- (a) An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
- (b) An accident sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.
- (c) An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

2. THE FOLLOWING CATERGORIES OF PERSON ARE RESPONSIBLE FOR REPORTING ACCIDENTS:

- (a) Employers in the case of death or injury of employees at work.
- (b) Persons providing training in the case of the death or injury of a person receiving training for employment.
- (c) Self-employed persons in relation to accidents to themselves.
- (d) Persons in control of places of work in relation to:
 - (i) the work related death or injury of a person not at work,
 - (ii) the death of a self employed person,
- (e) The next of kin in the event of the death of a self employed person at a place of work under that person's control.

3. HOW TO COMPLETE THE FORM:

The person reporting the accident must only tick one space in each section where option boxes are provided:

Date of Birth:

If date of birth of injured person is not available please enter approximate age.

Employment Status:

Indicate 'Part-Time' if average hours worked are less than 120 per calendar month, enter 'Full-Time' if they exceed this.

Occupation:

If the injured person is an employee or self-employed please give sufficient detail to differentiate for example between electricians and fitters or between a nurse or nurses aide.

Economic Activity:

The main economic activity being undertaken, e.g. manufacture of computers, road haulage, joinery installation, take away restaurant.

Work Process and Work Environment:

This space should indicate the work process carried out by the injured person at the time of the accident and where the injured person was when he/she was injured. Below, two examples are given of how to answer.

1. Harvesting Field
2. Welding Workshop inside building

Circumstances of the Accident:

A precise description of the event is to be given under the following three headings:

- a. What the injured person was doing at the time of the accident and for example what person was being attended to, what animal, substance or item was involved or what tool or machine was being used.
 - b. What went wrong at the time of the accident. Describe what happened identifying any person, animal, equipment, substance or item involved.
 - c. How the person was injured and the person, animal, equipment, substance or item causing injury.
- Below, two examples are given of the minimum contents of answers.

Example 1

- The insured person was walking.
- He/She tripped over a hosepipe.
- He/She struck his/her head against a table.

Example 2

- The injured assisted a patient on the way to the bathroom.
- The patient stumbled.
- While supporting the patient to prevent a fall, the injured person's back was strained.

Details of the Injury:

“Open Wound” includes cuts, lacerations, severed tendons, nerves and blood vessels. “Burns” includes chemical burns. “Effects of Radiation” includes the effects of X Rays, ultraviolet, welding light, etc. Forms of injury which are not closely defined such as shock, heatstroke, cardiac arrest should be classified “Other”. “Electrical Injury” includes any injury or condition directly due to electric shock.

Consequences of the Accident:

If insured worker has not yet resumed work please indicate anticipated duration of absence.

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. 1890 289389 Or 01 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE.

FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see *INSTRUCTIONS* overleaf)
S.I. No. 44 of 1993

EMPLOYER/SELF EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+STD Code)	
Address of Head Office:	Date of Incident:	
Address of establishment where incident took place if Different from above:	Approximate no. employed at establishment:	Approximate total no. employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place(e.g. inside buildings, underground, field, public road, shop, etc.)

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: workplace	Employer/Self Employed	Person in control of	Date:
	Person Providing Training	Other	
Address and telephone number for acknowledgement/clarification if different from above:	Signature:		Position:

Form No. IR3

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2

INSTRUCTIONS

Where a dangerous occurrence of the kind named below, which is not reportable by reason of death or injury, occurs, an employer/self employed person must, as soon as practicable, send a written report overleaf to the Health and Safety Authority.

The collapse, overturning, or failure of any load-bearing part of:

- (a) any lift, hoist, crane, derrick or mobile powered access platform;
 - (b) any excavator; or
 - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
 3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
 4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
 5. The sudden uncontrolled release of one tonne or more of highly flammable liquid, liquified flammable gas, flammable gas or flammable liquid above its boiling point from any system, plant or pipe-line.
 6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
 7. Any unintended collapse or partial collapse of:
 - (a) any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material; or
 - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
 8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipe work, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release of escape, might have been liable to cause serious injury to any person.
 9. Any unintentional ignition or explosion of explosives.
 10. The failure of any container or any load-bearing part thereof while it is being raised, lowered or suspended.
 11. Either of the following incidents in relation to a pipe-line:
 - (a) the bursting, explosion or collapse of a pipe-line or any part thereof;
 - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited as in a pipe-line.
 12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer, or tank container being used for conveying a dangerous substance by road:-
 - (i) overturns; or
 - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.(2) Any incident involving a vehicle carrying a dangerous substance by road, where there is:-
 - (a) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
 - (b) a fire which involves the dangerous substance or dangerous preparation being conveyed.
 13. Any incident where breathing apparatus while being used to enable the wearer to breath independently of the surrounding environment malfunctions in such a way as to be likely to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested.
 14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional.
 15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
 16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

Appendix 2

PERSONAL PROTECTIVE EQUIPMENT CHECK LIST

Personal Protective Equipment Item	Area to be used in.
Eyes: Safety Glasses	Where carrying out repair work
Hands: Gloves	When handling sharp objects, mooring lines, hazardous materials and chemicals.
Ears: Ear defenders.	In areas over 85 DBA.
Head: No long hair, loose clothing or jewellery Caps or head covers	For staff with long hair as appropriate.
Feet: Boots/Steel toe capped.	Boathouse/boatyard
General Body Protection: Overalls	Repair work (Boatmen, Kitchen Staff).

Appendix 3

Training Record Sheets.

Task/Work Practice	Specific Training Provided <i>(In-House/Outside Agency/Date)</i>	Name of Employee

Appendix 4

Safety Audit Sheet

Hazard	Location	Remedial Action	Implemented/Date

Appendix 5

EMERGENCY TELEPHONE NUMBERS

&

DESIGNATED FIRST AIDERS

EMERGENCY TELEPHONE NUMBERS

These Telephone Numbers should be posted adjacent to the First Aid Box

Ambulance:	999
Fire Brigade:	999 (2801903)
Local Doctor:	
Gardai:	999 (012801205)
Hospital: St. Michael's Dunlaoghaire	012806901

STAFF MEMBERS TRAINED IN FIRST AID

Appendix 6

CONTRACTORS & VISITORS

Prior to Contractors coming onto National Yacht Club premises they shall have their Insurance's checked so that it is sufficient and appropriate for the nature of work to be carried out

Insurance certificates must be up-to-date covering Employers Liability, Public Liability, Motor Insurance and other Insurance's as may be required. All required Certificates must be produced for checking by the Club's Insurance Brokers before work is started.

- Any damage incurred on the premises must be reported.
- Contractors must agree to comply with the Safety Statement.
- Contractors using hazardous materials must provide documentation of their content.
- Contractors must identify themselves as approved visitors.
- Contractors/Sub-Contractors must supply their own Safety Protective Equipment/Clothing for the task.
- Contractor's proposal for completion of project must include agreed safety precautions and procedures.
- Visitors must be accompanied to Reception if found on the floor unaccompanied.
- All Contractors are deemed competent either by previous experience or by referees and must possess relevant qualifications for the task involved.
- Contractors must produce their own Safety Statement for examination.

Appendix 7

SAILING EVENT INCIDENT CONTINGENCY PLAN

Sailing events hosted by the NYC shall utilise an emergency / accident contingency plan conforming to, but not restricted to, the example below:

Types of Incident covered by this plan

1. Adverse weather causing major concern for competitor safety.
2. Sight of a distress situation or sailor in difficulty

Resources / Contacts List

Resource	VHF	Telephone
National Y.C.	M	01 280 5725
Coastguard	16	
RNLI	16	01 280 2667
Dun Laoghaire Marina	M	01 202 0040
Dun Laoghaire Motor Y.C	M	01 280 1371
Royal Irish Y.C.	M	01 280 9452
Royal St George Y.C.	M	01 280 1811
Dublin Port	12	01 855 0888
Dun Laoghaire Harbour	16/14	01 280 1130

Event Director/Club Commodore - Con Murphy	69	087 2439843
Event Organiser – Cathy Mac Aleavey	74	087 9480801
Race Officer – Jack Roy	69	086 258 6087
RIB Co-ordinator –Paul Barrington	74	086 2513161
Club Sailing Manager – Olivier Prouveur	74	087 7936212

Race Office		
Sandra Moore	74	086 3382165

Jury Coordinator/ILCA Representative/Measurer		
Ron Hutchieson	69/74	086 1566254

Race Management Responsibilities

Event Director

- Overall Control of the Event, both afloat and ashore.
- Based mainly afloat during the racing period.
- Contactable by VHF and mobile phone.

Race Officer

- Responsible to the Event Director for the race management control.
- Contactable by VHF and mobile phone
- To advise the Event Director in the event of extreme conditions or when race management resources have to be re-deployed.
- To direct and control the respective course flagships & crew.

Race Office

- To control information at the Race Office including liaising with Event Director, Race Officer, other yacht clubs and emergency services.
- Located ashore at the National Yacht Club
- Contactable by VHF and mobile phone
- To keep a log in the event of serious incident (written or audiotape).
- The Race Office will remain open during racing and be manned by club volunteers.

Jury Coordinator

- With the assistance of the Members of the International Jury, to monitor the racing to ensure the Racing Rules of Sailing and the provisions of the Sailing Instructions are complied with by the competitors and organisers.
- To organise and arrange for the International Jury to hold hearings into protests in connection with rule infringements between competitors or issues of race management.

Detailed Plans - Background

- This Incident Contingency Plan relates only to the Race Course and Race Office.
- It is a fundamental rule of sailing (Racing Rules of Sailing (RRS 4)) that the responsibility for a boat's decision to participate in a race or to continue racing is hers alone. The safety of a boat and her crew is the sole and inescapable responsibility of the person in charge.
- **Competitors are, whenever possible, to initiate all distress and assistance calls.**
- All competitors will be aware of the restrictions due to commercial shipping set out in the Sailing Instructions.
- The Race Officer and RIB skippers are experienced personnel who have received training/certification through the national sailing authority or other such body.

Adverse weather causing major concern for competitor safety

- Race Officer and RIB co-ordinator to agree course of action in case of adverse weather or other emergency on Course area.
- Inform Coastguard and RNLi on Ch 16.
- All Committee boat crew to wear lifejackets.
- Advise RIBs on race and rescue channels.
- Signal abandonment so that as many competitors as possible will be aware.
- Station RIBs along the track back to the Club to monitor competitors.
- If possible keep Committee Vessels at sea to ensure course area is cleared
- Request assistance from coach RIBs if necessary
- Ask Club to confirm safe arrival of competitors

Sight of a Distress situation or sailor in difficulty

- Safety RIBs to patrol designated zones of dinghy course under the direction of the RIB co-ordinator to be in a position to provide assistance to a dinghy in difficulties.
- In the case of dinghy capsize or sailor in difficulty - a RIB to stand-by distressed boat and if necessary recover sailor.
- Serious injury - lifeboat /medical assistance required, call the Coastguard direct (VHF Ch.16
- Standby RIB, if available, to take control of disabled boat.
- Minor casualties requiring medical assistance – RIB to return competitor to Club
- Race Officer to consider the following options;

Shore-side Rendezvous (for ambulance etc) include;

- RNLI station
- Abeam Pontoon steps at the National Yacht Club

National Yacht Club

Safety Statement