

Monkstown Hockey Club, Safety Statement

This document is a working document which will be reviewed and updated in line with knowledge and experience of implementation.

It is hoped therefore that those with positions of responsibility within clubs will find the information a useful source of reference in their efforts to meet the common goal of creating a safe environment within which the club activities take place.

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1. Policy

The Management of Monkstown Hockey Club, being the General Committee, are committed to compliance with the Safety, Health and Welfare at Work Act 2005 and in doing so will provide for all its members an environment that is as safe and healthy as is reasonably practical and will comply with all relevant statutory requirements.

Monkstown Hockey Club will provide a safe system of operation through the provision of appropriate information, instruction, training and supervision. The co-operation of every member is expected and all members are reminded that statutory obligations are the minimum standard for which they are responsible.

2. Scope

The provisions of this statement will apply to all Monkstown Hockey Club members, visitors and outside agencies.

3. Responsibilities

(a) President will ensure that:

- Adequate resources are made available so that the Safety Policy can be carried out efficiently
- The members of the General Committee are fully aware of their responsibilities in relation to occupational safety and health.
- The Safety Statement is reviewed regularly and its operation monitored.

(b) General Committee

They will ensure that:

- Safe systems and practises are incorporated into all activities in the club.
- All activities are continually monitored and that any potential unhealthy or dangerous practices are reported and eradicated.
- Any specialist or H&S training, if required, is discussed, authorised and put into practise

- Any wilful breach of safety rules is reported and that the club disciplinary procedure is activated if it is deemed necessary

(c) Secretary will ensure that:

- The Safety Statement is circulated to the appropriate personnel and that it is widely available in the club through notice boards, team managers, etc.
- Any amendments to the Safety Statement as may be made from time to time are included in an updated version as soon as possible.
- Any discussion, reports or suggestions relating to the Safety Statement which are raised at General Committee Meetings are recorded and actioned.
- Any Accident Reports, Hazard I.D. Reports, H&S Audits etc. are retained as club records and reported outside the club as decided by the General Committee.
- Any correspondence relating to Health and Safety is brought to the attention of the General Committee and any subsequent actions are recorded.

(f) Coaches.

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down.
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as ball machine are used only in a safe manner by person familiar with the safe operation of same.
- Persons who are not paid-up members are not allowed to use the club's facilities
- Medical kits are immediately available for both training and matches

(g) Members.

They will ensure that:

- They are aware of the provisions of the Safety Statement and that they operate within those provisions at all times.
- They take no action which could endanger either themselves or their fellow-members.
- They comply with any safety directives which may be issued from time to time

4. Grounds, Pitches, Changing Facilities & Common Room.

It is noted that Monkstown hockey Club are licensee of Rathdown School and the license agreement dictates that maintenance, up-kept, security, car parking, access, egress and cleaning of all facilities are the responsibility of Rathdown School. Monkstown Hockey Club will endeavour to notify Rathdown School of health and safety issues that may arise.

5. Implementation and operation.

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

- Health & Safety will be on the agenda at committee meetings of the club, actions noted and minuted.
- Giving safety instructions regularly to the under-age sections of the club.
- Reporting of accidents or dangerous occurrences action to prevent recurrence Identification of hazards and assessment of risks should be an ongoing process and any identified hazard or risk should be immediately reported a member of the Committee. The hazard or risk should be immediately assessed as 'high', 'medium' or 'low' and appropriate action taken depending on its level. This is a very important aspect of our safety policy and it is expected that when an area is audited for safety, it will be found that any accidents, injuries, collisions, hazards, etc., will have been properly reported and documented.

6. Hazard identification, risk assessment and risk control.

Hazard identification and associated risk control within a club should include the following:

(a) Visitors/Third Parties:

Hazard Assessment: Medium

Main Hazards

- Contact with moving vehicles.

Risk Control

- All cars, third party vehicles to move within the club speed limit and park in designated places.

(b) Access/Egress (all buildings): Hazard Assessment: Medium

- All doorways, corridors must remain unobstructed
- Fire doors must be kept closed but not blocked or locked
- Exit doors must be kept clear at all times
- Clearways for ambulance access must never be blocked by parked cars

(c) Cuts and Contusions

Hazard Assessment: Medium

Cuts and contusions can result from glass breakages, impact with sharp edges, collisions during training or match situations, falls, etc. To ensure safety:

- All glass breakages must be cleaned up and binned immediately
- Have ongoing monitoring to eradicate all sharp edges/corners
- Have pitches examined for sharp objects after any events
- Have complete First Aid kits available in changing rooms and clubhouse
- Ensure that a number of members undergo First Aid courses every year

(d) Injuries from games & training.

Hazard Assessment: Medium

Injuries are a constant hazard in hockey and as they cannot be anticipated, the club should be in a position to react swiftly to any minor or major injury. The hazard can be minimised if:

- Training or games are always supervised.
- The proper equipment is in place.
- Under-age players play within their age group.
- Training is supervised by at least one coach.
- All coaches where practicable to have completed a coaching course.
- Players are encouraged to wear shin guards and mouth guard and other protective equipment permitted by the rules of the game, such as protective face masks while defending penalty corners.
- Goalkeepers require additional protective gear as permitted by the rules of the game.
- A First Aid Kit is present at all training sessions/games

However injuries will happen and in such instance there should be sufficient preparation in place to ensure that the injured party is treated immediately and that the injured party suffers no additional pain or trauma through lack of action. This can be enhanced by:

- Having as many coaches and support staff as possible undergoing First Aid courses
- Having complete First Aid Kits for all sections of the club
- Ensuring that all coaches/support staff are aware of the contact numbers for the Duty Doctor and local ambulance
- Ensuring that the ambulance approach is always kept clear.

7. Training.

Persons involved in coaching or in support staff will be encouraged to undergo First Aid courses.

Persons involved in coaching of players where practicable should have completed a coaching course.

The club will undertake when possible to fund training courses.

8. Documentation and reporting

It is essential that the documentation attached to this statement is completed by the senior club official present (e.g. Accident Report and Witness Reports) immediately, if any accident of any kind occurs. It will also be very helpful if photographic evidence (digital camera or phone) can be attached.

9. Emergency preparedness and response.

The club must ensure, on an ongoing basis, that there are adequate numbers of Members trained in First Aid.

10. Summary

The purpose of this Health and Safety Statement is to:

- Provide a healthy and safe club premises for our members and visitors
- Comply with our statutory obligations
- Designate responsibility for health and safety at the various levels of the club
- Minimise the risk of accidents/injuries/dangerous occurrences at the club
- Heighten awareness of the health and safety issues within the club

11. Conclusion.

As a club we have a duty of care to our members, visiting teams, visitors, members of the public using the facilities and spectators and we now recognise that duty by having this Health and Safety Statement in place. We hope that this statement will engender a spirit of co-operation in Health and Safety matters among all our members and all other using our facilities.