

Safety Statement
Dublin Dodgeball Club

March 2015

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SECTION 1: SAFETY POLICY

SAFETY POLICY

Dublin Dodgeball Club is committed to promoting and supporting the development of the local community through Dodgeball and to use the resultant sense of place to create a constructive, inclusive and positive *tír grá* for the surrounding area.

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

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

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of Dublin Dodgeball in relation to the management of health and safety. Dublin Dodgeball is committed to managing and conducting our activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare of our members and others who may be affected by the club's activities.

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

- the provision of safe systems;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting incidents; and
- obtaining, when necessary, the services of a competent person to advise on health and safety.

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

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

Signed _____

Date: _____

Garvan Mcevoy
Chairman Dublin Dodgeball

SECTION 2: DUTIES & RESPONSIBILITIES

2.1 Chairman

He/she 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
- All members are accountable for their performance in relation to occupational safety and health
- The Safety Statement is reviewed regularly and its operation monitored

2.2 Club Executive 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

2.3 Secretary

He/she 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 Incident 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

2.4 Coaches and Mentors

They will ensure that:

- All coaching activities in the various sections are carried out according to guidelines laid down by the Club.
- All attendees to training are over 18
- Sufficient coaches are available to ensure safe supervision of any particular section
- Specialist equipment such as weights, tackle bags, etc. are used only if there are qualified supervisors present
- Under-age members are not allowed to engage in 'horse play' either on the club premises or on transport hired by the club
- Persons who are not paid-up members are not allowed to use the club's facilities
- First-aid kits are immediately available for both training and matches.

- Significant breaches of the code of conduct are brought to the attention of the executive committee.

2.5 Club 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.
- Adhere to all club safety rules and requirements.

All Members must report to their Coach or the Executive committee as soon as practicable:

- Any activity which may endanger the health and safety of themselves or others.
- Any defects to equipment which may endanger the health and safety of themselves or others
- Any breach of health and safety legislation of which he or she is aware.

Members must not:

- Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at the club.
- Place anyone at risk in connection with the clubs activities.
- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at the club.
- Attempt to lift or move articles or materials so heavy as likely to cause injury

2.6 Visitors

It is the responsibility of visitors to the club to:

- Co-operate with Dublin Dodgeball with respect to all matters relating to health and safety;
- Obey all reasonable safety instructions given by Dublin Dodgeball committee members, coaches, mentors and bar staff;
- Take note of, and obey all safety signage, where necessary.

SECTION 3: IMPLEMENTATION AND OPERATION

3.1 Promoting a Safe Club Environment

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

- General stewardship by the Executive Committee of Health and Safety policy in the club
- Promoting awareness of safety issues
- Proper reporting of accidents or dangerous occurrences action to prevent recurrence

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

3.2 Monitoring & Revision

The Chairman will ensure that:

- Accidents and accident investigations are reviewed
- Resources are provided to correct such exposures to health and safety hazards.
- The Safety Statement is reviewed periodically or when significant changes take place.

3.3 Safety Consultation

Dublin Dodgeball is committed to meeting their obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. The Club is committed to a policy of co-operation and consultation between all members of the club and will take account of any representations made by club members. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

3.4 First Aid

It is the desire of Dublin Dodgeball to have a trained first-aider at all matches. Due to the fact that the club is run on a voluntary basis this is not always possible.

The club will continue to encourage all coaches and members to be trained in first-aid and facilitate the provision of first-aid training courses at the club.

Each club coach shall ensure that a first-aid kit is available for use on match-days. Coaches have responsibility for checking the first-aid kit on a regular basis and ensuring that it is adequately stocked.

It is important to remember the following:

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

Details of all cases treated should be entered as per Table 2, Appendix 1 in the first-aid treatment record book, which must be kept in a suitable secure place, respecting their confidential nature. These records will be readily available and shown to a Health and Safety Authority inspector if requested.

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

3.5 Incident Reporting

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

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

An incident report form is completed by the Coach or Committee Member as appropriate in conjunction with the person who had the incident. This form is signed by a member of the Executive Committee who forwards the form to the insurer as appropriate.

In some circumstances the insurer may also carry out a more formal incident investigation.

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

3.6 Housekeeping

It is up to all members to ensure that the clubhouse, storage facilities and playing areas are kept clear. No fan heaters or portable radiators should be left plugged in when not in use.

3.7 Bullying and Harassment

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

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

SECTION 4: HAZARD IDENTIFICATION AND CONTROL MEASURES

4.1 Risk Assessment Introduction

In accordance with *Section 19 of the Safety Health and Welfare at Work Act 2005*, Risk Assessments have been completed for activities by the Club. Members will be made aware of the Risk Assessments relevant to their activities. A Risk Assessment will be reviewed where:

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

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

Persons carrying out Risk Assessments will have regard to *Schedule 3 of Safety Health and Welfare at Work Act 2005* as detailed in the Appendices.

4.2 Hazard Identification

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

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

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

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

4.3 Six Steps to Risk Assessment

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

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

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

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

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

It may be useful to record the following

- (a) A description of the location(s) these activities take place
- (b) The people who work in these areas or may be exposed to hazards (ground staff, players, juveniles, members of the public, etc)
- (c) Permanent and temporary pieces of equipment and substances used at the locations (temporary goal posts, herbicides, lawnmowers, etc)
- (d) Activities carried out at different locations. It is useful to breakdown each task into the activities required to complete the task. Ground maintenance may include the use of trimmers, lawnmowers, rollers, etc). Training may include the set-up of temporary goalposts, travel to the training ground if not on the main pitch, etc

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

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

So how can you identify the hazards?

- Observe the physical layout at each location and the activities being carried out. For example, do people have enough space to perform the task/training/etc without being unnecessarily at risk?
- Speak to other Club Members and find out whether they consider anything in the area to be a hazard – they may have noticed something which isn't obvious to you
- Inspect relevant Club records, such as accident records, manufacturer's, instructions, previous claims or data sheets
- Read up on hazards relevant for the area. For example, if ground maintenance people work with hazardous chemicals. If they do, they should have some knowledge of these topics.

Step 3: Estimate the risk

Now that you've identified what the hazards are, you'll need to weigh up how serious each risk is.

You need to consider two things:

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

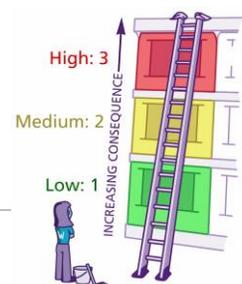
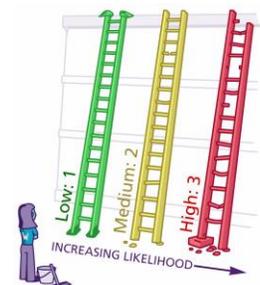
When you've considered all relevant factors, you can rank the likelihood of an accident occurring. You'll find it helpful to do this by using a three-point scale:

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

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

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

- Low (1):** Minor injuries requiring first aid – for example, grazes or minor cuts



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

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

Risk = likelihood x consequence.

We might decide that for a task involving the cleaning of windows in the club that it's unlikely that the window cleaner will fall because the ladder is robust and secure, so we'll rank the likelihood as low (1). We might also decide that if the window cleaner were to fall from the lowest rungs of the ladder the injuries might not be so severe as if she fell from the upper rungs of the ladder – so the seriousness might be low (1) for the lower rungs and high (3) for the upper rungs.

For the two outcomes we've just described, we have two levels of risk:
 $1 \times 1 = 1$ and $1 \times 3 = 3$

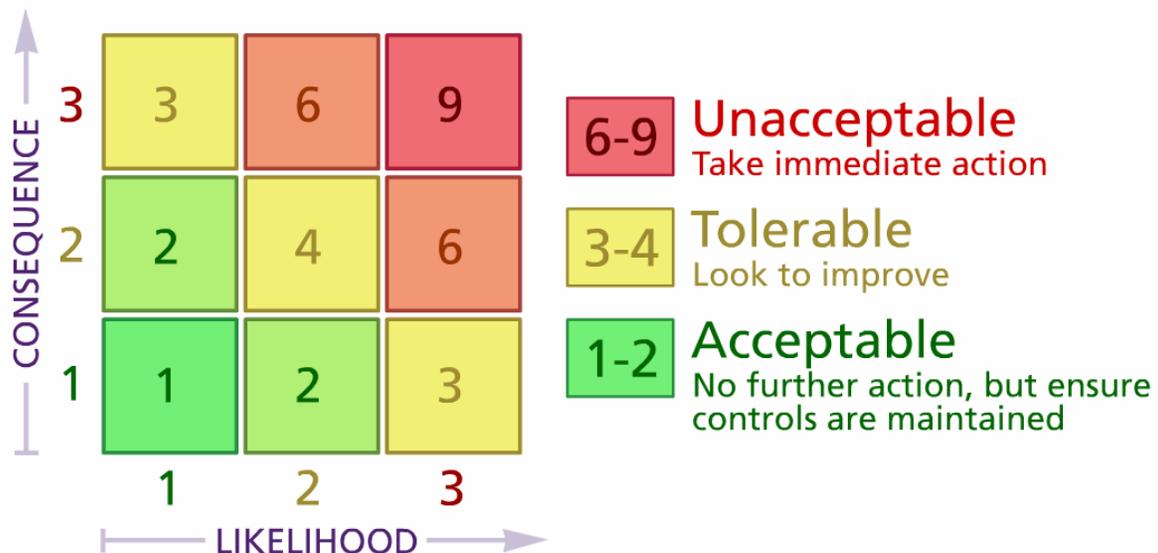
Suppose in another situation the ladder is in poor shape, not secure and on uneven ground. So this time we rank the likelihood of falling from the ladder as high (3). Again, as above, the seriousness of the fall could range from low (1) to high (3). So we have two levels of risk:

$3 \times 1 = 3$ and $3 \times 3 = 9$

Step 4: Evaluate the risk

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

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



Once you've done something to reduce the risk, you'll need to estimate and evaluate the risk again to see whether you've done enough.

Step 5: Record your findings

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

In general, it's helpful to record:

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

Step 6: Review your findings

As we all know, things change – for example, work procedures change, we buy new equipment and members, helpers and contractors come and go. The same applies when new information comes to light, such as information about substances you use at the Club. When changes like these are identified, you'll need to review your risk assessments.

It's good practice to review assessments annually or sooner, especially if you're made aware of new changes or information. Where risks ratings are low, you still need to review assessments to make sure they stay low.

Risk Assessment Tips

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

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

4.4 Risk Assessment Record

Identified Hazard	L	S	R	Risk Rating	Control Measures
Fire There is always a risk of fire and this risk can be heightened through, for example, careless smoking, unsupervised use of electrical equipment, poor waste management, etc.	1	3	3	Medium	<ul style="list-style-type: none"> • There is a total prohibition of smoking in any enclosed area on the club premises. • All fire escapes are clearly indicated and must be kept clear/unlocked at all times.
Training and Games Injuries are a constant hazard in Dodgeball and as they cannot be anticipated, the club policy is to be in a position to react swiftly to any minor or major injury.	2	2	4	Medium	<ul style="list-style-type: none"> • Training or games must always be supervised. • Training is supervised by at least one coach. • A First Aid Kit is present at all training sessions/ games. • Appropriate footwear must always be worn. <p>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:</p> <ul style="list-style-type: none"> • Having as many coaches and support staff as possible undergoing First Aid courses • Having complete First Aid Kits for all sections of the club • Contacting the Emergency Services immediately on 112 or 999 where the situation warrants. • Ensuring that the ambulance approach is always kept clear.
Manual Handling	1	2	2	Low	<ul style="list-style-type: none"> • Risk assessment shows no need for manual handling training. • All temporary goalposts must be moved by at least 2 people.
Trips and Slips	1	2	2	Low	<ul style="list-style-type: none"> • Before games begin (while lining out courts) any spills must be cleaned up. • Any spill that occurs during games/training must be cleaned up immediately. • No obstructions (bags, coats etc.) are allowed on the playing court.

Additional hazards and/or controls should be added as identified.

APPENDIX 1: FIRST AID INFORMATION

First Aid

The table below gives a broad indication of the type of first aid equipment and supplies which should be provided, be conveniently located and kept up to date as outlined in the H.S.A. Guide to Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 2 of Part 7 First Aid.

Table 1 Recommended Contents of First Aid Box

Materials	Travel Kit	1-10 Persons	11-25 persons	26-50 persons ***
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3)(28 x 17.5 cms)	1	2	3	4
Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Examination Gloves	10	10	20	40
Sterile water where there is no clear running water ** 1	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10 x 10 cms) ** 2	1	1	1	1
Water Based Burns Dressing Large *** 3	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

* **Note 1:** 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 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

** **Note 2:** Where mains tap water is not readily available for cooling burnt area.

*** **Note 3:** Where more than 50 persons are members, pro rata provision should be made.

APPENDIX 2: INCIDENT REPORT FORM

This form must be completed in the event of any incident

Name of Injured Person: _____

Address: _____

Occupation: _____

Is the Injured Party a Club Member: Yes / No

Date and time of incident: _____

Description of Incident and Injuries, if any sustained:

Witnesses, if any _____

Was incident reported at time it occurred? YES NO

If Yes, to whom? Name: _____ Position: _____

Was medical attention given by: First aider Doctor Hospital None

Details (including name of first-aider): _____

Was incident investigated? YES NO

If yes, by whom? _____

Immediate and root cause of incident _____

Is there any corrective action that needs to be taken? _____

Details of any corrective action taken _____

Does Safety Statement need to be amended? _____

Does the incident need to be reported to the Health & Safety Authority?

YES NO If yes, date report sent and by whom _____

Signed: _____ **Date:** _____

APPENDIX 4: ANTI-BULLYING/HARASSMENT POLICY

DIGNITY AND RESPECT

Equal Opportunities

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

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

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

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

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

Dignity and Respect

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

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

Harassment and Sexual Harassment

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

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

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

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

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

Bullying

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

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

Bullying can take the following forms:

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

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

Rights and Responsibilities

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

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

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

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

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

Complaints Procedure

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

Anyone who believes that he/she has become subject to harassment directly or, who observes or has knowledge of harassment or bullying towards another member or, group of members, is advised to take the following steps immediately:

Stage 1 – Informal Procedure

The purpose of the informal procedure is to ensure that the majority of cases of this nature will be handled effectively and efficiently, in a confidential and sensitive manner, and at local level:

- If possible, a recipient of bullying, harassment or sexual harassment should approach the perpetrator(s) and ask him or her to stop.
- The member should inform the individual(s) of the club's policy on sexual harassment and harassment or on anti-bullying and advise him/her that continuance of this behaviour will result in the member making a formal complaint.
- The member may approach their manager or another manager for support in approaching the perpetrator(s) or for advice if in doubt about whether the behaviour constitutes harassment, bullying or sexual harassment.

Stage 2 – Formal Procedure

In the event that the informal complaint has failed or is inappropriate in the circumstances, the formal procedure should be used as follows:

- The member should make a complaint to their manager or manager's manager, preferably in writing.
- When a manager receives a complaint, a copy must be forwarded to his/her manager or the Chairman.
- The alleged perpetrator(s) will be notified in writing of the details of the complaint.
- A person will be nominated by the club (may be internal or external) to examine the complaint and set up an investigation as necessary.

Stage 3 - Investigation

In the event that the formal procedure does not resolve the issue the club may decide to invoke a formal investigation which would involve the following steps:

- An investigation will be carried out into the alleged offence by the nominated investigation team members
- Should the gravity of the complaint warrant it, the investigation may be conducted by an independent consultant
- The investigation will be conducted thoroughly, objectively, with sensitivity, confidentially and with due respect to the rights of all parties concerned
- All parties concerned will be interviewed including any witnesses and each party will be informed of their right to be represented by a trusted colleague
- Following the investigation the member and alleged perpetrator(s) will be provided with a written copy of the findings.

Outcome

Following the above, the club will implement the following course of action:

- Should the results of a thorough investigation of an alleged incident reveal that an member has engaged in actions or conduct which constitute harassment or bullying, appropriate disciplinary action will be taken, up to and including termination of the employment relationship, depending on the seriousness of the violation.
- The claimant will be notified in writing that a thorough investigation has been conducted and assured that appropriate corrective action has been taken.
- If the results of a thorough investigation of an alleged incident reveal that a member has not engaged in actions or conduct constituting harassment or bullying the claimant and the alleged harasser will be immediately notified that a thorough investigation has been conducted and the results indicate that there are no grounds to substantiate the harassment or bullying allegation.

Retaliation

Retaliation of any kind against a member for complaining or taking part in any investigation in the context of this policy, or any adverse action taken against a member, because the member has lodged a harassment complaint, or participated in the club's investigation of a complaint, will give rise to appropriate corrective action, up to and including dismissal.

False Accusations

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

Monitoring and Training

The club agrees to monitor the implementation of its Equal Opportunity and Dignity and Respect policies and provide training as necessary.

APPENDIX 5: CLUB SAFETY INSPECTION CHECKLIST

Club Safety Inspection Checklist

Ref	Description	✓/* N/A	Comments or Action required	Photo(s)	Due	Responsibility
1	Documentation					
1.1	Safety Statement updated in the previous 12 months	✓				
1.2	Safety Statement signed by the Head of the Executive Committee	✓				
2	First Aid					
2.1	Does a First Aid box exist, and is appropriately stocked and available when required?	✓				
2.2	Are there adequate numbers of trained first aiders available during to matches, training sessions and other events?		Given the most recent risk assessment, it's determined there's no absolute requirement for first aiders at training.			

The above is not an exhaustive list and where other hazards are identified they should be included.

Signed _____

Post/Role within Club _____

Date _____

Reference

Safety, Health and Welfare at Work Act 2005
 Safety Health and Welfare at Work (General Application) Regulations 2007
 Practice for Safety in Sports Grounds – Dept of Education (ROI) 1996
 The Safety in Sports Grounds Legislation (red book) – Northern Ireland