



Urlingford
Community Centre

Health & Safety Policy

Policy Statement

This policy sets out the Health & Safety policy of Urlingford Community Centre (UCC) and the means through which that policy is to be implemented.

While the Urlingford Town Team CLG is the leaseholder of the Urlingford Community Centre and as such its Board of Directors has the legal responsibility to ensure that the facility is run in a safe and inclusive manner, it is not practicable for the Board to lead on all aspects of the facility management that is associated with the Community Centre. Certain functions therefore shall be divested to the *Urlingford Community Centre Management Committee* which will oversee the day-to-day operations of the facility.

UCC does not directly employ any personnel, we hope to be supported in the management of the centre by Community and Voluntary Scheme employees. Our objective is to provide a safe and healthy place for all **Centre Users** which includes Board members, Community and Voluntary Scheme employees, volunteers, clubs and groups using the centre, and to meet all our duties and obligations under Health & Safety regulations.

It is the UTT's intention to protect all **Centre Users** from incidents or ill health by seeking to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of **Centre Users**. We will consult with **Centre Users** on risk management.

PART A – Health and Safety Policy

The UTT approach to Health & Safety as far as reasonably practicable will be:

1. To ensure all **Centre Users** are aware of the policy and know what is expected of them.
2. To provide a Safe Place of Work and Recreation.
3. To continue to identify and control hazards.
4. To prevent as far as reasonably possible, any improper conduct or behaviour, likely to put the Safety, Health & Welfare of **Centre Users** at risk.
5. To consult with **Centre Users** on all Health & Safety matters.
6. To provide protective clothing and equipment where necessary.

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7. To provide a safe means of entering and leaving the building.
8. To provide safe systems and procedures.
9. To provide appropriate information and training to those involved with the centre where required.
10. To make Health & Safety a key issue.
11. To review the policy at regular intervals.

1. Centre Users Responsibilities

Centre Users have a responsibility to themselves and other users of the centre , as set out in our **Code of Conduct for centre users.**

Centre users must behave in a safe and considerate manner and must:

1. Co-Operate with UCC in maintaining a safe work place.
2. Report any potential hazards to the UCC and not to work in any conditions they consider to be hazardous.
3. Be aware of the nearest emergency exits and the fire-fighting/first aid equipment.
4. Never interfere with or misuse anything provided by UTT in the interests of Health & Safety.
5. Read our Health & Safety Policy and obey all mandatory signs.
6. Not partake in any form of horseplay or pranks likely to lead to injury to themselves or others.

2. Smoking/Alcohol and Drugs

- It is not possible to attend the centre under the influence of intoxicating liquor or drugs or to consume intoxicating liquor or drugs in the centre.
- The smoking of tobacco products (including e-cigarettes) is prohibited in the centre. Smoking can take place outside the centre if it is at least 3 metres away from door entrances and windows.
- This smoking policy forms part of the overall Health & Safety Policy and any breach will be addressed through the Board.
- Alcohol consumption is prohibited at the centre except for events as set out in the *User Code of Conduct*.

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3. Manual Handling

- Manual Handling is defined as the “transporting of a load by one or more persons and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or unfavourable ergonomic conditions involves risks, particularly of back injury to the person or persons”.
- This is a priority issue because it is a major cause of incidents. It is UCC’s policy to minimise the need for manual handling of loads and should therefore be avoided as far as is reasonably practicable.
- When lifting a load, the weight of it must be checked before attempting to lift it and if the load is too heavy additional help with the lift must be requested.

4. Training

- UTT/UCC Management Committee is committed to identifying safety training needs on an ongoing basis.
- **Centre Users** will be involved in the identification of hazards in the centre and advised of the hazards pertaining to their area. Training will be given, where required, so that all can respond to such hazards in order to prevent incidents/injury to themselves or other **Centre Users**.
- Training will be given in emergency procedures and where appropriate, training will be given in the use of special machinery and equipment. All UTT/UCC Management Committee members, WPEP employees, Community and Voluntary Scheme employees and volunteers will be trained in the correct techniques involved in safe manual handling.

5. Consultation

- UTT/UCC Management Committee are committed to consulting with **Centre Users** regarding safety, health and welfare in the centre. WPEP employees, Community and Voluntary Scheme employees and volunteers will be involved in the identification of hazards and will be trained in dealing with the hazards identified.
- The Health & Safety Policy will be included in Induction Training for all UCC Management committee, WPEP employees, Community and Voluntary Scheme employees and volunteers.

6. Reporting of Incidents

- **Centre Users** are required to report all incidents and near misses, whether resulting in injury or not, to management. Under the Safety, Health & Welfare at Work (General Applications) Regulations 2007, employers must report certain occurrences to the Health & Safety Authority and ensure records are kept on site for a period of 10 years.
- Incidents involving all **Centre Users** to include members of the public and contractors, must be reported.
- The UTT (Urlingford Town Team) [incident report form](#) should be completed as soon as possible; this includes the following details;-
 - Date, Time and Place of incident.
 - Name, contact details and role of injured person.
 - Circumstances, including cause and nature of the injury and the arrangements made for its treatment.
 - All incidents will be investigated by a member of the UCC Management Committee and a written report prepared.
 - Corrective action will be taken where necessary to avoid a re-occurrence.

7. Fire Procedures

- **Centre Users** should be familiar with the exit routes and should also know the location and type of fire extinguishers in the centre. These details are clearly displayed in the centre.
- Fire drills should be carried out, at least once a year, by the UTT and Club/Groups using the centre to ensure that procedures are known and followed in the event of a real fire.
- *The UTT will ensure that appropriate plans and procedures are in place for dealing with fire, and that users are trained, including:*
 - Location of firefighting equipment and means to raise the alarm.
 - Location of assembly point(s).
 - Evacuation drills and fire warden(s) .
 - Location of emergency shut-off points where relevant (e.g. gas) shut off.
- Some emergencies (e.g. gas leak, fire, bomb threat, etc.) may require an evacuation of the Community Centre. The person who becomes aware (or is made aware) of a potential emergency should follow the emergency procedures. All users and visitors must follow the procedures below for evacuation.

In the event of a fire:

- ACTIVATE THE FIRE ALARM
- IMMEDIATELY GO TO THE NEAREST EXIT
- DO NOT WAIT TO FIND OUT WHAT IS HAPPENING
- DO NOT STOP TO COLLECT PERSONAL ITEMS
- GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION
- DO NOT RE-ENTER THE BUILDING/PREMISES UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.

If the scale of the fire is small and if there is reasonable hope of extinguishing the blaze, attack the fire immediately with the fire extinguisher – Do not under any circumstances, expose yourself to danger.

8. Hazard Analysis

- A hazard is anything that might cause harm e.g., Electricity, Hot Surfaces, Lifting Heavy Loads, Slippery Floors and Poorly lit Stairways etc.
- **Centre Users** must be aware of the potential hazards and risks involved and report specific hazards to the UCC Management Committee.
- A hazard analysis will be carried out twice a year by the UCC Management Committee . Particular attention will be paid to areas of high risk i.e., Floors, Passageways and Manual Handling. The UCC Management Committee will ensure the removal of hazards by engineering means where necessary.

9. First Aid

- At least one adequately stocked and accessible first-aid kit will be provided.
- We will ensure first-aid equipment is prominently placed, that users are aware of its location and that it is accessible to all users.
- We will appoint a person to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility).
- Contact details and directions to the nearest doctor or hospital will be available / displayed
 - The First Aid box is provided to ensure that the first aid supplies are easily accessible when required in an emergency.

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- The First Aid box is in the kitchen.
- It is checked regularly to ensure shortages are replaced.
- Centre Users have an obligation to ensure that the First Aid box is not tampered with. Free access to the First Aid box must always be maintained. Pain killers are not provided in the First Aid box.

Local First Responders can be Contacted at

Phone Number: 086 144 9442

Email Address: urlingfordgrainecfr2024@gmail.com

Urlingford Health Care Centre

Address: Main Street, Urlingford, Kilkenny, E41 DK66

Phone Number: 056 883 1352

Opening hours: Monday – Friday (9am to 5pm), Saturday– Sunday (Closed)

Closest hospital to Urlingford – St Lukes Hospital Kilkenny

Address: Freshford Road, Kilkenny City, Kilkenny, R95 FY71

Phone Number: 056 778 5000

10. Security

- All visitors/contractors coming into the centre must sign in and out with the facilities manager. Where a contractor is engaged in maintenance/structural work, the UTT will ensure that the contractor has their own Health and Safety procedures and insurance in place and will provide them with a copy of UTT/UCC's Health & Safety policy.
- Users will seek user approval status online and will be obliged to provide contact details, insurance status as appropriate and accept the UCC's Terms and conditions for use of the community centre. Approved users will use the online booking system which will provide electronic access to the specific room being booked and only for the period of the booking. The leader/organiser of the club/group will apply for approved user status and will then make bookings on behalf of the group.

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Violence / Robbery

Where there is a risk of robbery or violence in the Community Centre, we will ensure that we have completed a risk assessment for violence / aggression / theft, and that adequate plans and procedures are put in place.

All staff and volunteers will be trained on how to deal with the threat of robbery / violence, for example:

- Keep calm and make no sudden movements.
- Do what the offender asks.
- Memorise as many details about the offender as possible, e.g. height, clothing, features.
- Note the direction and method of escape, e.g. car, motorbike, on foot.
- Notify the Gardaí as soon as it is safe to do so.
- Provide first aid to victims.
- Lock outside doors until emergency services arrive.

Local Garda Station: Tel. 056 8831 133

PART B1 – RISK ASSESSMENT

11. Risk Assessment

The UCC Management Committee will arrange for risk assessments to be carried out from time to time. The risk assessment process is regarded as dynamic and should consider changes where possible before they occur.

The following definitions should be understood:

- **Hazard** – Means anything that can cause harm, e.g., fire or electricity.
- **Risk** – Means the chance, great or small, that something or someone will be harmed by the hazard. Assessment of risk should consider probability, frequency and severity.

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The risk assessment philosophy adopted by UTT is depicted by the following framework:

Hazard/Risk

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace.

Use the following examples as a guide:

- Slipping/tripping hazards (e.g., poorly maintained floors or stairs)
- Fire (e.g., from flammable materials)
- Work at height (e.g., from mezzanine floors)
- Electricity (e.g., poor wiring)
- Dust (e.g., from grinding)
- Manual Handling
- Noise
- Poor Lighting
- Low Temperature

Who might be harmed?

Think about groups of people doing similar work or who might be affected:

- Community Scheme Employees
- Volunteers
- Contractors
- Clubs/Groups
- Members of the public

Pay particular attention to those who may be more vulnerable:

- Persons with disabilities
- Visitors
- Inexperienced volunteers
- Lone workers
- Children

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Is the risk adequately Controlled

Have you already taken precautions against the risks from the hazards you listed?

For example, have you provided:

- Adequate information, instruction or training?
- Adequate systems or procedures?

Do the precautions:

- Meet standards set by legal requirements?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

If so, then risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules etc., giving this information.

PART B2 – RISK ASSESSMENTS

Completed Risk Assessments:

1. Electricity
2. Fire
3. Slips, Trips and Falls
4. Manual Handling
5. Chemicals
6. Display Screen Equipment
7. Employees New to the Job
8. Employing Young People
9. Indoor Air Quality
10. Broken Glass/Crockery
11. Cleaning
12. Dishwasher/Glass Washer
13. Extractor Hood
14. General Equipment
15. Heating Ventilation and Air Conditioning Systems

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- 16. Hot Objects
- 17. Knives and Sharp Objects
- 18. Lone Working
- 19. Microwave
- 20. Noise
- 21. Oven/Hob
- 22. Portable PA System
- 23. Radon
- 24. Sound System
- 25. Water boiler- Unpressurised

Hazard: Fire	
Current Controls	Actioned
Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily. <i>Sources of ignition; e.g. naked flames, sparks from welding or grinding, overloaded / damaged electrical cables or sockets.</i> <i>Flammable materials; e.g. petrol, paper, flammable gases. If oxygen is used check the equipment is not leaking.</i>	Yes
Fire alarm, manual call points and smoke / heat detectors are in place where necessary, kept in good working order and checked regularly. <i>You may need an automatic detection system linked to an automatic warning system (with back up battery supply) and manual call points on escape routes & at final exits. Servicing, maintenance & repair must be done by a competent person. Keep records.</i>	Yes
Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area. <i>Escape routes must be adequate for the various types of people likely to use them. The number and types of persons likely to be present must be known. Emergency exit doors must always be available for use i.e. not locked when the building is occupied.</i>	Yes

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Emergency lights are installed on escape routes where necessary, at and outside exits and near call points / fire fighting equipment and are tested regularly. <i>Emergency lights must have a back-up power source. They may be lit all the time or only light in the event of a power outage. Full standby lighting must be provided in swimming pools and high risk areas such as commercial kitchens.</i>	Yes
Fire extinguishers are accessible, kept in good working order and inspected regularly. <i>Firefighting equipment is for use in the early stages of a fire without exposing anyone to danger. It should be checked weekly and serviced annually by a competent person and records must be kept. Refer to the fire safety checklist to Learn More.</i>	Yes
Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers.	No (See action list)
Emergency evacuation procedures are in place. <i>Emergency procedures must take account, where necessary, of persons who have reduced mobility and / or understanding and may require help.</i>	No (See action list)
Fire drills are held regularly.	No (See action list)
Appropriate signs are in place. <i>Each fire point should be signed and have a copy of the evacuation strategy displayed. The assembly point(s) should be in a safe location away from any fire hydrant and moving traffic.</i>	Yes
Additional Controls or Information	
Service contracts are in place for Fire alarm and Portable Fire equipment.	

PART B3 – Hazard Analysis Checklist

To be completed twice yearly and retained in the Health & Safety Folder file.

<i>Location</i>	Urlingford Community Centre
Completed by:	
<i>Name</i>	
<i>Role</i>	
<i>Date</i>	

1. Safety Management		
Is there a copy of the Health & Safety Statement available for Centre Users ? Comment:	Yes	No
Have all matters from the previous checklist been resolved? Comment:	Yes	No
2. Heating & Lighting		
Is the heating and ventilation in working order? Comment:	Yes	No

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Are all lighting units working properly? Comment:	Yes	No
3. Work Areas		
Are all accessible work areas kept free from slip, trip or obstruction hazard and in good repair? Comment:	Yes	No
Are local arrangements in place to reduce slip hazards on floors during wet weather or after cleaning? Comment:	Yes	No
Where applicable are Centre Users aware how to operate Machinery safely? Comment:	Yes	No
4. Housekeeping		
Is all the furniture free from defects? Comment:	Yes	No
Are there suitable arrangements in place for the storage and disposal of waste? Comment:	Yes	No
Are the following in good condition and stable: Cabinets, shelving and displays? Comment:	Yes	No

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Are there any defects to electrical appliances including cables? Comment:	Yes	No
5. First Aid		
Are Centre Users aware of the location of the First Aid kit in the centre? Comment:	Yes	No
6. Fire and Emergency		
Are fire evacuation procedures up to date including provisions for those with disabilities? Comment:	Yes	No
Have yearly fire drills been arranged and recorded? Comment:	Yes	No
Is there an adequate fire alarm fitted? Comment:	Yes	No
Is the fire alarm tested regularly? Comment:	Yes	No
Are all means of escape and fire fitting equipment maintained? Comment:	Yes	No

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Are all Centre Users aware of Evacuation Procedures? Comment:	Yes	No
Are Fire Action Procedures Displayed? Comment:	Yes	No

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