# District Health & Leisure



## Safety Statement 2023

rev 04

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|---|---|---|
| QFT Ireland SS | 18-01-2021 | Rev 01 |
| | 04-03-2021 | Rev 02 |
| PPE Regs: S.I. No. 610 of 2021<br>Covid 19 Policy & Procedures | 10-05-2022 | Rev 03 |
| General update | 09-05-2023 | Rev 04 |

**DISTRICT HEALTH & LEISURE CONTACT DETAILS**

| Role | Name | Location | Email | Telephone Number |
|---|---|---|---|---|
| Managing Director | Mairead O Donovan | District Health & Leisure | modonovan@district.ie | 087 9202654/021 47 57 717 |
| Operations Manager | Alan Power | District Health & Leisure | apower@district.ie | 087 7526209/021 47 57 717 |
| Staff member with safety responsibilities | Adam O'Connell | District Health & Leisure | aoconnell@district.ie | As above |
| Assistant Manager | Debbie Leahy | District Health & Leisure | dleahy@district.ie | 021 47 57 717 |
| First-Aid Responders | Alan Power | District Health & Leisure | apower@district.ie | 021 47 57 717 |
| | Michelle Dullea | District Health & Leisure | Gym@district.ie | 021 47 57 717 |
| | Brigid Liston | District Health & Leisure | gym@district.ie | 021 47 57 717 |
| | Eniola Majoyegbe | District Health & Leisure | gym@district.ie | |
| | Emma Butler | District Health & Leisure | | |
| | Mairead O Donovan | District Health & Leisure | | |
| | Debbie Leahy | District Health & Leisure | | |
| | James Aherne | District Health & Leisure | | |
| | Sandra Gonzalez | District Health & Leisure | | |
| | Catherine Verling | District Health & Leisure | | |
| | Adam O'Connell | District Health & Leisure | | |
| | Leone Levis | District Health & Leisure | | |

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|---|---|---|---|---|
| | Kerrilee Thompson, | District Health & Leisure | | |
| | Kayla Quinlan | District Health & Leisure | | |
| | Kevin Hendricks | District Health & Leisure | | |
| | Nicola Waites | District Health & Leisure | | |
| | Gemma Ince | District Health & Leisure | | |
| | Klaudijus Ziberkas | District Health & Leisure | | |
| | Kevin Flyn | District Health & Leisure | | |

**EMERGENCY CONTACT NUMBERS**

| | |
|---|---|
| Emergency Services | 112/999 |
| Hospital | CUH<br>Phone: 021 4922000<br><br>Or 999/112 |
| Cork City Council | 021 4966222 |

| | |
|---|---|
| Garda Síochána | 999 / 112 |
| Bord Gáis 24-hour emergency line | 1850 20 50 50 |
| ESB 24-hour emergency line | 1850 372 999 |
| Health and Safety Authority | 1890 289 389 |
| Samaritans | 1850 60 90 90 |

| | |
|---|---|
| Environmental Protection Agency | 1890 33 55 99 |

**FUNCTION CONTACT DETAILS**

| | | |
|---|---|---|
| **Front Desk/Reception:** | | |
| o District Health & Leisure | Emma Butler | 021 47 57 717/0 from any phone in the building |
| | | |
| | | |
| **Incident Controller** | | See above numbers for front desk |
| | | |
| **Building Services Supervisor:** | Alan Power | 087 7526209/021 47 57 717 |
| | | |
| | | |
| | | |
| **Building Maintenance Manager** | Kevin Flynn | |
| | | |
| | | |
| | | |
| | | |
| **Health & Safety Officer** | Adam O'Connell | 021 47 57 717 |
| **Front Desk/Reception:** | | |

## Introduction

District Health & leisure is required under the provision of the *Safety, Health & Welfare at Work Act 2005*, to have and bring to the intention of all employees, a statement of its policy, organisation and arrangements with respect to health, safety and welfare at work. The Act also embraces all of the activities at District Health & Leisure and staff, patrons, visitors , contractors / service providers.
The fundamental aim of the *Safety, Health & Welfare at Work Act* is the prevention of accidents and illness at the place of work. Safety consultation procedures and the preparation of a Safety Statement and written risk assessment are the key provisions of the Act.
This Safety Statement has been prepared in compliance with the Act and provides details of the specific hazards relevant to the District Health & leisure facility and the controls that have been implemented to adequately safeguard the activities.
This document applies to all staff,patrons, visitors, contractors / service providers, service users and club members. It will be updated as necessary in the light of new legislation, staff feedback, changes and practical experience. In addition it will be reviewed annually.

## SAFETY POLICY & OBJECTIVE FOR DISTRICT HEALTH & LEISURE

In accordance with the Safety, Welfare at Work Act 2005 and all subsequent amendments, the management of District Health & Leisure are committed to the health and safety of its staff and customers and to carrying out its work in a safe and healthy manner, relying on the commitment and co-operation of its employees. The overall responsibility for safety in District Health & leisure rest with me Mairead O Donovan facilities manager. I act through my staff who are obliged to co-operate with management, in particular by taking care of their own safety and the safety of others who use the facilities of District Health & Leisure and who may be affected by their actions or omissions.
This document incorporates the Normal operating procedures (NOP), Incident Reporting procedures, Rules Governing the Use of the Facilities, Emergency Action Plan (EAP) and Fire Alarm Procedures. Also included are the District Health & Leisure staff structure and a building plan (see appandix 12 ) outlining the various facilities at the District Health & Leisure faciliity. It is necessary and expected that every staff member reads and understands this document in order to deliver consistent quality to our members. Safety, Standards and Service are the three critical factors required by District Health & Leisure to gain and retain its position as a leading fitness facility and ensure that the facilities' activities are controlled to maintain a safe and enjoyable environment.
We will review the health & safety statement annually and we will consult with staff as part of this process. An assessment of the significant risks has been undertaken and is continually monitored and updated as part of the facilities' overall review of the Safety Statement.

**In addition, District Health & Leisure will ensure that:**

- Work activities are managed and conducted in a manner that ensures the safety, health and welfare of our employees, members, visitors and contractors / service providers.
- Our Safety Statement is maintained and updated and written risk assessments are carried out and reviewed as required and brought to the attention of all employees at least annually.
- Identfied protective and preventative measures are implemented and maintained.
- Improper conduct likely to put an employee, members, visitors or contractors / service providers safety and health at risk is prevented.
- A safe place of work is provided that is adequately designed and maintained.
- A safe means of access and egress is provided.
- Safe plant and equipment are provided.

- Safe systems of work are provided.
- Risks to health from any article or substance are prevented.
- Appropriate information, instruction, training and supervision are provided.
- Where hazards cannot be eliminated suitable protective clothing and equipment are provided.
- Emergency plans are prepared and revised.
- Welfare facilities are provided and adequately maintained.
- Competent personnel who can advise and assist in securing the safety, health and welfare of employees are employed when required.

**Signed:**
**Name, Position**
**Date:**

**Signed:**
**Name, Position**
**Date:**

## SCOPE OF SAFETY STATEMENT

**The scope of our operations includes:**

The District Health & Leisure is an excellent fitness facility with capacity to service up to Circa 1033 members (including staff) at any one time in the main building with an additional maximum number of 334 for the Indoor Astro Turf pitches (unlikely to be this high if used for indoor football etc.). Space available with a mixture of fitness memberships, pay per play and fitness classes. The Club provides a range of sporting and participation opportunities for the locality and for Cork's wider community.
The Club offers a large range of services at discounted membership packages for patrons, from the general fitness user to the sports club member or elite-student athletes and its wider community.
The Club is a sports facility provider to student sports clubs, schools, community sports groups and private sporting organisations for training purposes.

Staff include: 1 Facilities Manager, 1x Managing Director, Assistant Manager, Operations Manager, Operations Supervisor, Membership Sales Manager, Business Development Manager, Reception Manager, Maintenance/Housekeeping Manager.2x Swim Co-ordinators, 3 Full time gym staff, 3 part time gym staff, 1 full time lifeguard, 7 part time lifeguard, 3 full time swim teachers, 2 part time swim teachers, 2 full time cleaning staff, 3 part time cleaning staff.

## HISTORY OF LOCATION

**Premises:** *DISTRICT HEALTH & LEISURE*

**Floor Area ($m^2$):** **48'000 sq./ft** approx.
**Storeys:** 3
**Facilities Include:**

- Gymnasium with an extensive variety of exercise and fitness equipment suitable for people with a disability
- 25 metre five lane pool ranging from 0.8m to 2.1m in depth
- sauna/steam room area with an ice-water bucket shower
- Indoor Astro area- now equipped as a high performance district
- Spinning studio
- pilates / yoga room with outdoor area
- Squash court
- Fitness assessment room
- Indoor astro-turf pitch
- Outdoor astro-turf pitch
- sports injury clinic
- beauty salon
- café
- Management/Sales office
- Male and female changing rooms (2 x wheelchair accessible)
- Reception area
- Storage areas
- Lift

**Year of Construction:** **Originally built in 1990's**
**Full Renovation completed in late October 2019**

## SAFETY RESPONSIBILITIES

**District Health & Leisure Staff:** 1 Facilities Manager, 1x Managing Director, Assistant Manager, Operations Manager, Operations Supervisor, Membership Sales Manager, Business Development Manager, Reception Manager, Maintenance/Housekeeping Manager.2x Swim Co-ordinators, 3 Full time gym staff, 3 part time gym staff, 1 full time lifeguard, 7 part time lifeguard, 3 full time swim teachers, 2 part time swim teachers, 2 full time cleaning staff, 3 part time cleaning staff.

In accordance with the Safety Statement, the Facilities Manager of the District Health & Leisure (DHL) as part of their management functions, are responsible for ensuring, so far as is reasonably practicable, the health and safety of persons working in or visiting District Health & Leisure. In particular they are responsible for the following:

1. To ensure a Safety Statement relevant to operations is prepared which complies with Section 20 of the Safety, Health and Welfare at Work Act
2. To ensure that the Safety Statement is reviewed at least annually and that the DHL Senior Leadership Team (SLT) Health and Safety Sub-committee is notified that the review has been completed and is provided with any updated document which may result from such a review
3. To ensure that all hazards are identified and risks controlled
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken
5. To investigate all accidents to staff/patrons/visitors in their area of responsibility and to complete the Incident Report Form as appropriate
6. To ensure that local emergency plans and first aid procedures are implemented and that sufficient evacuation marshals/first aid personnel are available
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate
8. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees
9. To ensure that all contractors/service providers carrying out work in the area operate under the Buildings Office Permit to Work system

**All District Health & Leisure Staff**

All employees/staff have a duty to take responsibility for their own safety, health & welfare and for that of visitors and any other person who may be affected by their acts or omissions while at work.

***Statutory Requirement***

*Chapter 2, Sections 13 & 14 of the Safety Health and Welfare at Work Act 2005 places a number of obligations on employees whilst at work as outlined in this section:*

**13.**—(1) An employee shall, while at work—
(a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,
(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,
(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,
(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,
(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,
(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,
(h) report to his or her employer or to any other appropriate person, as soon as practicable—
(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under *subsection (1)(f).*

**14.**—A person shall not intentionally, recklessly or without reasonable cause—
(a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
(b) place at risk the safety, health or welfare of persons in connection with work activities

*In addition, staff have the following responsibilities:*

- To participate in and put into practice all training provided by District Health & Leisure, to ensure compliance with safety, health & welfare legislation
- To co-operate with those responsible for health and safety
- To familiarise themselves with the contents of the Safety Statement, safety policies and procedures and Codes of Practice
- To assist in the preparation and updating of the District Health & Leisure Safety Statement
- To assist and co-operate with periodic safety inspections/audits
- To assist in the completion of standard hazard identification control sheets and co-operate with the reporting and investigation of incidents

- To ensure that equipment is operated in a safe manner and good housekeeping standards are maintained at all times
- To promote safe work practices
- To ensure that all safety rules are communicated to patrons, contractors and visitors, other users
- To use equipment only if authorised and trained
- To ensure that any safety measures associated with new equipment/machinery is brought to the attention of the Head of Operations, implemented, documented in the Safety Statement and communicated effectively
- To ensure that they do not carry out repairs or servicing on plant/equipment unless they are trained to do so, it is isolated and they should ensure that any guards removed to carry out repairs are properly replaced
- To wear appropriate personal protective equipment where required
- To adhere to policies, procedures in the case of lone working/out of hours access
- To report to the Head of Operations any person abusing facilities or equipment
- To select and appoint a Safety Representative
- To notify the Health & Safety Officer of any perceived shortcomings in the safety arrangements

**Patrons**
Patrons have a legal responsibility not to endanger themselves or others by their acts or omissions. Thus they must:

- Take reasonable care of their own safety and the safety of others
- Co-operate fully with all safety rules and regulations issued by District Health & Leisure e.g. smoking etc.
- Co-operate with those with responsibility for health and safety
- Not interfere or misuse any specified items of safety equipment or any safety device
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained
- Use equipment only if authorised and properly trained
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Operations.
- To participate in any safety training programmes facilitated by the Health & Safety Office

**Contractors/Service Providers**
*The following responsibilities are allocated to contractors/service providers:*

- All contractors/service providers will be expected to comply with the Institute's Policy for safety health and welfare and must ensure that their own Safety Statement is made available whilst work is being carried out. It is the Institutes policy that all contractor/service providers have a Safety Statement in accordance with the *Safety, Health and Welfare at Work Act 2005*
- All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site. The contractor/service provider must have adequate insurance cover
- Contractors/service providers must not commence with any work on the premises or project site until the Contractor Safety Guidelines and other relevant safety procedures are read, understood and accepted (available from Buildings Office). They must complete the e- learning programme for contractors/service providers

- Contractors/service providers will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with District Health & Leisure employees as necessary
- Contractors/service providers must supply at tender stage a Safety Statement, relevant method statements, copies of their public and employers liability insurance and complete the Contractors Compliance Form CCF1 before a contract is awarded
- They will liaise with the local Building Maintenance Manager and obtain work permits as required
- Scaffolding and other access equipment used by contractor's/service provider's employees must be erected and maintained in accordance with current legislation and Codes of Practice
- All plant and equipment brought onto the site by contractors/service providers must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection
- All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. If it is necessary to use equipment operating from a 220- volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used
- Any injury sustained by a contractor's/service provider's employee must be reported immediately to the local Building Maintenance Manager
- Contractors/service providers must comply with any safety instructions given by District Health & Leisure.
- DHL may carry out safety inspections. Contractors/service providers informed of any hazards or defects identified during these inspections will be expected to take immediate action
- DHL must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations
- Contractors/service providers will be accountable for the maintenance of good housekeeping practices at all times within their respective areas of work
- Contractors/service providers are not allowed to use equipment owned by the Institute unless written permission is received from the Head of Function and a competent person passes it as being safe

**Visitors/Service Users/Club Members (a person other than an employee or contractor/service provider)**

- Visitors / club members may not be aware of the potential hazards associated with the District Health & Leisure and also may lack familiarity with the Institute's premises/facilities and are therefore a potential risk to themselves and others. All visitors/club members must identify themselves to the relevant District Health & Leisure personnel and follow all club safety procedures and policies
- Visitors / club members must not enter any area where they do not have the authority to do so. Hazardous areas will be restricted
- They must not interfere with any of the District Health & Leisure's property, equipment, materials or substances unless they have permission to do so from the person in charge
- They must not remain on the premises any longer than necessary and should return any equipment or PPE on leaving
- In the event of an evacuation, they will be led to the Assembly Point by the District Health & Leisure person in charge
- A safety booklet and wallet card is available at reception areas and on request
- District Health & Leisure has a Child Protection Policy available on the District Health & Leisure website www.district.ie

## DISCIPLINARY ACTION

Any staff or student who contravenes or fails to manage to work in accordance with current safety health and welfare legislation, the District Health & Leisure Parent Safety Statement and codes of practice may be subject to the Institute's disciplinary procedures. The Buildings Officer will address any contraventions by contractors and the Facilities Officer will address any contraventions by service providers.

## HEALTH AND SAFETY CONSULTATION

Employers are obliged under *The Safety, Health and Welfare at Work Act 2005*, to consult with and take account of any representations made by employees regarding health, safety and welfare. District Health & Leisure ensures that health and safety is an agenda item at all meetings and ensures that working groups are appointed to deal with certain health and safety items if required, and records kept of same.

Alan Power & Mairead O Donovan sit on the Health and Safety Team. This team meets periodically throughout the year, every two months.

Consultation takes place when there is a change, update or modification to a particular work process, when new machines or processes are introduced or when new substances or materials are introduced.

## PROVISION OF INFORMATION

District Health & Leisure Safety Statement is available on our website www.district.ie

**Staff, patrons and others are made aware of safety matters by the following means:**

- Agenda item at meetings / team briefings
- Desktop Emergency Response Flip charts
- Health & Safety notice boards
- Health & Safety Newsletters
- Toolbox talks
- Health & Safety Induction
- Health & Safety Training courses
- Signage:
    - Safety notice points
    - Emergency first aid procedure signs
    - Emergency floor plans
    - Assembly point maps
    - Fire actions notices
- Emergency Response posters
- Safety booklets
- Safety wallet cards
- Website
- Posters
- Social media
- Inductions are prepared and delivered by Occupational Health Officers where requested.

## HEALTH AND SAFETY RESOURCES

The District Health & Leisure codes all budgetary spend on activities/spend pertaining to safety, health

and welfare. Considerable resources are expended by District Health & Leisure in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

Where additional equipment, training etc. is required whether as a result of ongoing risk assessment or legislative change, resources will be allocated on a prioritised basis to meet the identified requirements.

The health and safety website hosts a reference library of videos, texts, literature and other publications on health and safety matters.

## SAFE SYSTEMS OF WORK

It is the policy of District Health & Leisure to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work have been designed with this objective in mind. These include:

- Fire Alarm Procedures for Pool, Gym and Sports Hall: Appendix 1
- Swimming Pool Users Safety Code: Appendix 2
- Rules Governing the Use of the Pool: Appendix 3
- Rules Governing the Use of the Gym: Appendix 4
- Rules Governing the Use of the Studio Spaces: Appendix 5
- Normal Operating Procedures: Appendix 6
- Orders for all District Health & Leisure Staff: Appendix 7
- Emergency Action Plan Appendix 8
- Customer Care Policy: Appendix 9
- Check List of Points for Inclusion in Contracts: Appendix 10
- Hire of Facilities Agreement: Appendix 11

As some work activities give rise to risks which can only be controlled by adherence to proper procedures, employees are issued with written safe working procedures which should be adhered to at all times. Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable.

## PROCUREMENT CONTROL

The purchasing of equipment, plant and substances is subject to the provisions of the *Safety, Health and Welfare at Work Act 2005* and associated regulations, thus all equipment, plant or substances will undergo risk assessment prior to acceptance into the Institute. District Health & Leisure follows all the guidelines as per the Parent Safety Statement and ensures that a risk assessment is carried out before

any equipment/machinery or contractor/service provider is engaged by the club. An equipment inventory is maintained – see Appendix 13.

## INSPECTION PROCEDURES

All locations of work will be periodically inspected by a representative from the Health & Safety Office accompanied by local management and the Safety Representative. The Facilities Manager, Mairead O'Donovan will ensure non-conformances identified are rectified and a log maintained.

Where in the opinion of the Health & Safety Officer or other competent officer, there is a risk of serious injury and immediate risk to individuals, he/she will have the authority to advise that the activity is stopped until adequate steps have been taken to eliminate risk or if possible reduced to an acceptable level. Where the risk cannot be reduced to an acceptable level and finance is not available, the Head of Sports/Facilities Manager shall ensure the activity is ceased.

In accordance with statutory requirements, certain examinations, testing and inspections are carried out on specific items. A list of those items, the frequency of inspection and the testing body is presented below:

| **Item** | **Location** | **Test Frequency** | **Test Company Details** |
|---|---|---|---|
| Printers | District Health & Leisure<br>Staff Offices | Full test annually | CopyMoore<br>01 9631111 |
| Fitness Machines & Exercise Equipment | District Health & Leisure | Every 6 months | McSport |
| Pool Water | District Health & Leisure | Every 6 months | Water Technologies<br>Togher |
| Pool Cover | District Health & Leisure | Every 6 months | TBC |

## TRAINING

Health and Safety training is a legal requirement specified by the Safety, Health and Welfare at Work Act, 2005. It is also Institute Policy that all employees attend such health and safety training and assessment. Please see the Health and Safety Training Policy for Staff.

Each employee will be made aware of emergency action plans and arrangements pertinent to their workplace as per section 11 of the 2005 Act at induction by completing the appropriate training.

Training required for the District Health & Leisure includes**:**

| QUALIFICATION | UPDATE (Years) |
|---|---|
| **Professional Qualifications (Essential)** | |
| Pool Lifeguard (NPQL, RLSS, IWS) | **3 Years** |
| Exercise to Music (NCEF, ITEC, NCEHS) | **Continuous** |
| Fitness Instruction (NCEF, ITEC, NCEHS) | **Continuous** |
| National First Aid Qualification | **3 Years** |
| **Professional Qualifications (Desirable)** | |
| Fit Ball Qualification | **Continuous** |
| Indoor Cycling Qualification | **Continuous** |
| Boxercise | **Continuous** |
| Personal Training | **Continuous** |
| Aqua Fitness | **Continuous** |
| Level 1 & Level 2 Aquatics | **Continuous** |
| **Staff Training & Development (Essential)** | |
| | |
| Customer Care – Complaint Handling | **Continuous** |
| Manual Handling | **3 Years** |
| Dignity at Work | **3 Years** |
| Occupational First Aid including AED Training | **2 Years** |
| Child Protection Course | **3 Years** |
| Fire Awareness / Emergency Evacuation Training | **3 Years** |

## EMERGENCY PLANNING AND RESPONSE

**SERIOUS INCIDENT/EMERGENCY**

- Dial 112/999 (You may need to dial "0" for an outside line)
- Contact DHL Health & Safety Officer – Alan Power

**REQUIRES FIRST-AID**

- Seek local first-aider – See Contacts Page

- Injured unwell staff/patrons:
  Occupational Health Officer:
  Alan Power

- Injured/Unwell Patrons:

**If serious/in doubt, go directly to local A & E/local GP**

**REQUIRES FURTHER ATTENTION**

- Staff members should attend their local GP
  Patrons should attend the local Hospital /GP
- Structural safety matters - should be referred to the Buildings Maintenance Manager
- Operational safety matters – should be documented on a Hazard Report Form and sent to the Health & Safety Office

## FIRE & EVACUATION DISTRICT HEALTH & LEISURE STAFF

**Objectives:**
To outline actions taken by District Health & Leisure staff in the event of an alarm activation

**Duties:**

On hearing an alarm activation or other warning:

- Instruct District Health & Leisure members and visitors to leave the club
- "Sweep search" District Health & Leisure and evacuate the building* immediately by the nearest available exit
- Close windows and doors to confine smoke/fire
- If required, assist any individuals to evacuate the area
- Form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Do not delay or stop to collect personal belongings.
- Do not use the lift.
- If heavy smoke present, try to find another exit or crouch low to the floor.
- Report to your Assembly Point
- Confirm to the Incident Controller that District Health & Leisure has been cleared and report details of any casualties or people needing assistance with evacuation to the Incident Controller
- Do not return to the building until instructed to do so by the Incident Controller

* Separate personal emergency egress plans (PEEP) have been prepared for people with disabilities.

## FIRE & EVACUATION CLUB MEMBERS, USERS, VISITORS & CONTRACTORS/SERVICE PROVIDERS

**INSTRUCTIONS ON DISCOVERING A FIRE**

- Activate the nearest fire alarm point
- Leave District Health & Leisure using the nearest exit route
- Disperse from the building and move away to place of safety
- Do not use the lift
- Do not re-enter the building until the "all clear" has been given

**INSTRUCTIONS ON HEARING THE EVACUATION ALARM OR OTHER WARNING**

- Evacuate District Health & Leisure using the nearest available exit, ensuring the safe shutdown of equipment/electricity/gas.
- Members, visitors and contractors/service providers in areas within District Health & Leisure should be led by District Health & Leisure staff members/instructors if present.
- All visitors should be escorted to safety by the person they are visiting
- All persons evacuating should form a single file on both sides of the corridor or stairway, leaving the centre passageway clear
- Anyone in common areas or moving between areas, should immediately join the lines of people exiting
- Separate emergency egress plans have been prepared for people with disabilities
- All doors should be closed (not locked) by the last person in the line
- District Health & Leisure evacuation marshals should "sweep/search" their designated areas, checking to ensure that all areas of the District Health & Leisure have been evacuated. They then should leave via the nearest escape route
- All evacuation marshals/sweepers, Building Maintenance personnel, Heads of Function, First-Aiders should assemble at designated assembly point to check in, reporting to the Incident Controller details of any casualties or people needing assistance with evacuation. This information is then given by the Incident Controller to the Emergency Services
- Visitors, members and contractors/service providers should disperse from the building and go to a place of safety
- No one must re-enter the building until the all clear has been given by the Incident Controller

**YOU SHOULD FAMILIARISE YOURSELF WITH THE LOCATIONS OF THE FOLLOWING:**

- Escape routes
- Fire alarm call points
- Fire extinguishers and blankets
- Fire assembly points

**Assembly Point**

The Assembly Point for District Health & Leisure is:

Outside main gate: A- Far right hand corner of main carpark
B – to the left of the main gate in small carpark

District Health & Leisure will ensure that sufficient marshals are appointed on an ongoing basis to provide an effective service.

| **Evacuation Marshals District Health & Leisure** |
|---|
| 1. Reception Staff on Duty<br>2. Pool staff on duty<br>3. All management on duty |

Your Incident Controller is: **Supervisor on Duty**

General Rule of Thumb – all staff should act as "sweepers" in the event of an emergency, checking all areas as they exit to ensure that everywhere has been cleared.

**YOU SHOULD NOT PUT YOURSELF IN DANGER AT ANY TIME**

**FIRST AID**

- An emergency first aid kit and automatic external defibrillator (AED) is available on the ground floor outside the lift & Floor 2 outside spin room.

  A list of Institute Staff who have completed training in first aid/AED is available on the website www.district.ie

20 members of District Health & Leisure staff are trained Occupational First Aiders:

Staff may undertake 1-day refresher course/repeat the 3-day course as the need arises.

District Health & Leisure first-aid kits are located at:

- The main reception desk
- Pool Office
- Plant Room
- Assessment Room

Please report any used items to the trained first aiders in the District Health & Leisure as they are responsible for monitoring the contents and ensuring their replacement.

**Further Treatment / Incident Report Forms**

- Staff may refer patrons to the Emergency Services by contacting on 112 / 0999 if an incident is urgent
- Incident Report forms are available from the front desk and from the reception desk of the District Health & Leisure. When completed and signed a copy should be made and left with reception
- An Occupational Health Officer, is available during opening to deal with the occupational

health, safety and welfare needs of all staff and patrons and to provide a backup first aid service

## INCIDENT REPORTING AND INVESTIGATION

District Health & Leisure has a statutory duty to record all incidents and report certain types of incidents and dangerous occurrences to the Health and Safety Authority (HSA). Therefore all incidents resulting in personal injury, damage to property, dangerous occurrences or near miss must be reported immediately to the District Health & Leisure staff member on duty.

The incident report form must be forwarded to the Health & Safety Officer within 24 hours of the incident occurring or as soon as possible. Incident report forms are available at the front desk/reception area and S Drive- under" internal forms" folder

## HAZARD REPORTING

District Health & Leisure recognises the part that its staff/patrons/visitors and contractors/service providers have to play in the reporting of hazards in the workplace. There is a report form to formally identify and report hazards. If the hazard is a structural issue, it should be reported immediately to the local Building Maintenance Manager and if it is an operational safety issue, it should be reported to management using the Hazard Report Form available at the front desk / S Drive.

## MANAGEMENT OF CONTRACTORS/SERVICE PROVIDERS

All work undertaken by outside contractors/service providers on behalf of District Health & Leisure must be carried out under a Permit to Work.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is the policy of District Health & Leisure to eliminate all hazards, where reasonably practicable. District Health & Leisure will assess what PPE appropriate to the task/work environment is required in line with revised PPE Regs. (S.I. No. 610 of 2021) only as a last resort when further risk reduction is not feasible. There is no requirement for use of PPE by staff of the District Health & Leisure when carrying out their normal duties.

## ERGONOMICS

All new equipment and machines, tools, work methods, work procedures and workstations should be assessed for ergonomic hazards prior to being brought into use. The Health & Safety Officer should be informed of the risk assessment process and will advise of competent people to assist with the risk assessment.

Staff should consider ergonomic standards when designing new workstations and layout of new offices. It is the responsibility of the Facilities Manager, Mairead O Donovan, to ensure that all information on ergonomic controls is communicated to employees and patrons via circulars, team briefings or other means. She should also ensure that all problems identified are addressed and brought to the attention of the Health & Safety Officer.

## WELFARE PROVISIONS

In accordance with legislation, District Health & Leisure is committed to providing welfare facilities which are available to all staff which include the following:

- ✓ Adequate and suitable sanitary and washing and drying facilities with hot and cold running water maintained in a clean and hygienic condition
- ✓ Adequate number of lavatories and washbasins with hot and cold running water
- ✓ An adequate supply of potable drinking water at suitable points conveniently accessible to all employees, tested by the Buildings Office
- ✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position
- ✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities.
- ✓ Easily accessible rest rooms/areas with seats with backs
- ✓ Adequate provision for drying wet or damp work clothes
- ✓ Adequate ventilation, temperature and lighting
- ✓ Fire detection and firefighting equipment
- ✓ Emergency routes and exits
- ✓ Pedestrian and traffic management systems
- ✓ Clean and well-maintained interior walls, floors and traffic routes
- ✓ Rest facilities for pregnant ladies or breastfeeding mothers

- Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition.
- Arrangements for regular cleaning of premises and removal of waste should be made by the Building Maintenance Manager. Arrangements for cleaning and waste disposal is outlined in the risk assessments below
- Drinking water is available to all staff via mains in staff canteens

## SENSITIVE WORK GROUPS

### Protection of Children and Young Persons

In cases where children must be present on District Health & Leisure premises and therefore affected by our acts/omissions, sufficient notification must be given to the Health and Safety Office by the District Health & Leisure host representative, of the situation, so that an appropriate risk assessment may be carried out. When on DHL, property, the Parents/Guardians/Host Representative charged with responsibility for bringing the child onsite, must be responsible for that child and ensure that at all times they are supervised and protected from activities, processes, equipment, machinery, agents etc. Children on site are dealt with in the risk assessment below.

When on District Health & Leisure property, the Parents/Guardians are charged with responsibility for bringing the child/young person onsite, must be responsible for that child/young person and ensure that at all times they are supervised and protected throughout the duration of their visit.

Policies and procedures that we implement at all levels in sport are up-to-date and in line with relevant documents, current best practice and legislation throughout the island of Ireland.

**Please ensure that all staff are familiar with District Health & Leisure Child Protection Policy.**

**Pregnant Post-Natal and Breastfeeding Employees/Patrons**

The *Safety, Health and Welfare at Work (General Application) Regulations 2007*, places a duty on employers to assess the risks to determine any possible effects on new/expectant mothers resulting from any activity at the place of work.

- Each risk assessment will identify hazards in the workplace that could pose a health and safety risk to new and expectant mothers
- Where the assessment reveals a risk, then preventive or protective measures will be taken
- Pregnant employees/patrons should advise the Health & Safety Office of their condition as soon as they are aware they are pregnant so that a confidential pregnancy risk assessment may be carried out
- On returning to work/college any new mothers who are breastfeeding and require facilities should contact the Health & Safety Office

## LONE AND OUT OF HOURS ACCESS

No lone working/out of hours access takes place in District Health & Leisure. There is strictly a minimum of two staff members on duty at any one time in the District Health & Leisure.

## WORK PLACEMENT

DHL takes on university students for work placement in the gym from time to time.

## FIELD TRIPS/TRAVEL

This is not applicable to District Health & Leisure.

## STAFF/PATRONS WITH DISABILITIES

Specific risk assessments will be completed to ensure that the health and safety needs of staff and patrons with permanent/temporary disabilities are taken into account. Preventative and proactive measures will be put in place following the risk assessment if specific hazards are identified. Personal emergency egress plans (PEEPs) will also be prepared if required. The Disability Liaison Officer will provide specialist and competent advice and liaise with the Health & Safety Officer, Occupational Health Officers, College Manager and Building Maintenance Manager. The onus is on District Health & Leisure members, visitors or contractors/service providers with a disability to notify staff at the front desk, who will assist in evacuation if required.

Club members and service users are requested to disclose medical conditions and special needs on a health screening form. Clearance is advised from a GP/consultant before commencing use of sports facilities. Service users are supervised at all times by competent staff members.

## HEALTH SURVEILLANCE

Risk assessments will determine if health surveillance is required. Health Surveillance is made available to all staff appropriate to the health and safety risks present and facilitated by the Health & Safety Office. In certain circumstances, staff and patrons may be referred to our external Occupational Health Physician for a health assessment in relation to their work/studies to ensure that we can put in place any additional corrective action if required.

## WORKPLACE DRUGS, INTOXICANTS AND ALCOHOL

An employee/student must ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare or that of any other person. Contraventions will be dealt with as per District Health & Leisure disciplinary procedures.

## DIGNITY AT WORK ANTI BULLYING & HARASSMENT POLICY AND PROCEDURES

The Institute's Dignity at Work Anti Bullying & Harassment Policy and Procedures deals with complaints against members of staff in the workplace which also includes work associated events such as meetings, conferences and work related social events, whether on the premises or off site. Bullying or harassment of staff/patrons will not be tolerated. Please ensure that all staff are familiar with the relevant policy/procedure.

## STRESS

Risk assessments will identify any areas where stress is a hazard and controls will be implemented to eliminate this hazard. The Human Resources department should be consulted immediately if an issue regarding stress is highlighted. An Employee Assistance Programme (EAP) is available to all staff.

## AUDIT, REVIEW AND COMMUNICATION

The District Health & Leisure ensures that periodic health and safety audits are completed and a review of all safety statements and documentation takes place. This will be approved by the DHL Health and Safety Sub-Committee. All changes will be communicated to all staff, patrons, visitors, club members, service users, and contractors/service providers. The most recent revision of all safety statements will be available at the reception area.

## DOCUMENT CONTROL

This document is a controlled document and as such any updates, review and distribution will be in accordance with District Health & Leisure standards for such documents. Only controlled copies will be updated when required.
The facility Manager, will issue new documents after appropriate consultation and agreement with relevant parties.

## HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL MEASURES

It is the policy of District Health & Leisure to identify hazards in the workplace, assess the risk to safety and health and control these risks as far as is reasonably practicable.

Staff are encouraged to become involved and participate in safety, health & welfare issues. In particular, they are encouraged to identify any potential hazards, which may exist, and to ensure that a risk assessment is carried out.
Ongoing hazard inspections will be carried out periodically to ensure that the information is updated, controls are adequate and where necessary the risks are reassessed.

A **"hazard"** is taken to mean "any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff, patrons, visitors, contractors/service providers in District Health & Leisure". Hazards may be classified as:

- Physical
- Chemical
- Biological
- Operational
- Human Factors

**"Risk"** is a measure of the probability of the event occurring and the severity and extent of the injury, ill health or damage it may cause if it did occur.

Risks may be classified as:

- High
- Medium
- Low

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| High | Occurrence is probable, and could cause a fatality, serious injury or serious ill health to an individual or group of people. |
| Medium | Occurrence is possible and could cause injury or ill health to an individual or a small group of people. |
| Low | Occurrence is possible but unlikely, only minor injury would be caused and would probably be limited to a single individual. |

The classification of hazards should be used to develop the priority of control measures, remedial actions, and the allocation of resources. As a general rule, the control measures will seek to eliminate any risk classified as high and reduce the potential of risks classified as medium or low.

Risk control measures are a combination of:

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| **Elimination** | Where the risk is removed |
| **Substitution** | Where the risk is exchanged for one of lesser classification |
| **Isolation** | Where the risk is contained (e.g. enclosures, guards etc.) |
| **Engineering** | Where common systems are used to protect all exposed to risk (e.g. Fire alarms, ventilation systems etc.) |
| **Personal Protection** | Whereby the above means, the risk cannot be reasonably be reduced further, but an unacceptable level of risk remains, the team members are individually protected from the risk. |
| **Procedure** | Where procedural controls are used. This will include procedures such as Standard Operating Procedures and training and the provision of information may apply to any and all of the above control measures. |

## Risk Assessments for the Club

| PHYSICAL | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **01** | **Fire**<br>**Emergency Response & Evacuation**<br><br>**Who is harmed:**<br>• Staff members<br>• Patrons<br>• Visitors<br>• District Health & Leisure Users<br>• Contractors/ service providers<br>• Sensitive risk groups:<br>  ○ young persons<br>  ○ pregnant women<br>  ○ people with disabilities | • Staff unfamiliar with evacuation procedure<br>• Lack of evacuation drills<br>• Improper storage of flammable or combustible materials<br>• Smoking in undesignated areas<br>• Faulty electrics<br>• Inadequate emergency equipment<br>• Misuse of equipment | • District Health & Leisure Emergency Plan in place: Appendix 8<br>• Staff trained in Emergency Response and are Evacuation Marshals<br>• Sufficient fire detection and extinguishing equipment available<br>• Emergency and first-aid procedures posted<br>• Several means of escape present and known to occupants<br>• Evacuation procedure practiced each semester<br>• Assembly point known to occupants<br>• Staff members shall escort visitors out<br>• Emergency call points available in all areas connected to reception | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

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| | | | • Foil blankets available – Four emergency evacuation bags – 2 in pool office – 2 in reception office<br>• Fire-fighting equipment and detection systems maintained and tested<br>• Evacuation signage<br>• Good housekeeping standards maintained<br>• Several means of escape present and known to occupants<br>• Assembly point known to occupants<br>• Occupants escort visitors out<br>• All exits are clear and free from obstructions<br>• No smoking policy in place<br>• Scheduled maintenance of services (electricity, heating, ventilation etc.)<br>• Hot work permit system<br>• Compliance with building regulations<br>• Site specific Emergency Manuals available<br>• Emergency lighting throughout | | | | |

| PHYSICAL | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **02** | **Manual Handling**<br>• Moving machines, weights etc.<br><br>**Who is harmed:**<br>• Staff members | • Manual handling related injuries, e.g. back injury<br>• Slips, trips, falls | • All staff compliant with and adhere to mandatory manual handling training<br>• Mechanical aids in use<br>• Manual handling risk assessments available to all staff, contact local occupational health officer<br>• Good housekeeping<br>• Safe working environment<br>• Implement team lifting were required<br>• Adequate lighting<br>• Report issues to Facilities Manager<br>• Items not stored above shoulder height | • Maintain current controls<br>• Refresher training to be carried out where necessary<br><br>• Inspection and maintenance programme for mechanical aids | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>• Facilities Manager | • Ongoing |

| PHYSICAL | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **03** | **Work Equipment, Machinery & Tools**<br><br>***Please See Activities Section*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| PHYSICAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **04** | **Portable Appliances & Handheld Equipment Pool Hoover Pool Cover** | • Electrocution<br>• Fall into body of water<br>• Trip slip or fall<br>• | • All staff compliant with and adhere to mandatory training<br>• Mechanical aids in use<br>• Manual handling risk assessments available to all staff, contact local occupational health officer<br>• Good housekeeping<br>• Safe working | • Maintain current controls<br>• Refresher training to be carried out where necessary<br><br>• Inspection and maintenance programme for mechanical aids | **With current controls: L**<br><br>• **With Actions applied: L** | District Health & Leisure staff members<br><br>• Facilities Manager | • Ongoing |

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| | | | environment<br>• Implement team lifting were required<br>• Adequate lighting<br>• Report issues to Facilities Manager<br>• Report faulty equipment to management | | | | |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **05** | **Noise**<br><br>**No noise above 80dB** | • Hearing loss / damage<br>• Disruption/ distraction<br>• Interference with communications and warning signals<br>• Fatigue<br>• Tinnitus | • No noise above 80dB | • None at present | **With current controls: L**<br><br>**With Actions applied: L** | **District Health & Leisure staff members** | **Ongoing** |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **06** | **Structural** : Floors<br>Walls<br>Ceilings<br>Doors<br>Fixtures & Fittings<br><br>**Who is harmed:**<br>• Staff members<br>• Patrons<br>• District Health & Leisure Users<br>• Visitors<br>• Contractors/ service providers | • Personal Injury<br>• Slips, Trips and Falls<br>• Collapse<br>• Trapping | • Non-slip flooring throughout<br>• Doors are self-closing<br>• Building appears to be structurally sound<br>• Defects and hazards are reported to the Building Maintenance Manager (BMM) or through hazard reporting | • Report defects as they arise<br><br>• Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | • District Health & Leisure staff members<br><br>• Building s Office<br><br>• Building s Office | • Ongoing<br><br>• Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **07** | **Slips, Trips & Falls**<br>• Non-slip floor surface through-out<br><br>**Who is harmed:**<br>• Staff members<br>• Patrons<br>• Visitors<br>• District Health & Leisure Users<br>• Contractors/ service providers<br>• Sensitive risk groups:<br>○ young persons<br>○ pregnant women<br>○ people with disabilities | • Slips, trips and falls from:<br>○ uneven surfaces<br>○ wet floor conditions<br>○ raised obstacles<br>○ trailing cables<br>○ poor lighting<br>○ poor housekeeping<br>○ changes in floor levels | • All equipment put in designated area<br>• Non-slip access ramp and accessible door into reception area<br>• Flooring throughout is non-slip<br>• Buildings Office to ensure upkeep and ensure floors are maintained<br>• All routes kept clear and unobstructed<br>• SOP for cleaning<br>• Signage for wet floors in place<br>• Hazards reported<br>• Good cable management<br>• Door mats provided at main entrance<br>• Spillages cleaned up immediately<br>• Adequate lighting<br>• Good housekeeping | • Maintain current controls<br><br>• Buildings Office to ensure upkeep and maintenance of internal and external access and egress routes e.g. walkways, paths, floors, corridors, steps and stairs. | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office | Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **08** | **Access and Egress**<br><br>**Opening times are available on the website – click here**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Security threats<br>• Threats from public<br>• Violence/assault<br>• Unwanted visitors<br>• Unauthorised access | • Non-slip access ramp and accessible door into reception area<br>• Flooring inside main reception is non-slip<br>• Reception is manned at all times; sign-in required<br>• Wet floor signage present<br>• Walkie-talkie linked to cleaning staff m.o.d. from Reception<br>• Receptionist/porter checks deliveries and accepts same if satisfactory<br>• Turnstile present for members<br>• Non-members sign in<br>• Changing area is enabled for all users<br>• Contact Gardaí where necessary<br>• Continuous handrail available on stairs | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | • District Health & Leisure staff members and Buildings Office<br><br>• Building s Office | • Ongoing |

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| | | | • Lift present for disabled to swimming pool area<br>• Disabled toilet on ground floor with 2 more with full changing facilities & call string for emergencies linked to Reception on 1st floor<br>• Fulltime staff members hold keys of District Health & Leisure. A list is kept of same in DHL office.<br>• CCTV in place<br>• Suspicious activity reported to management<br>• 24 Monitoring – crime Stoppers: Key holders contacted when necessary<br>• Vision panels on doors | | | | |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **09** | **Photocopiers & Printers**<br><br>Printer present<br>No photocopier<br><br>**Who is harmed:**<br>• Staff members<br>• Pregnant staff members<br>• Staff with disabilities | • Personal injury due to:<br>  ○ Chemical contact when changing toner<br>  ○ Burns from clearing jams<br>  ○ Electrical shock/contact with live parts<br>  ○ Entanglement in moving parts<br>• Incorrect disposal<br>• Lack of information / training | • Toner / print cartridges changed by staff members who wear gloves and wash hands after use<br>• Power turned off before clearing jams (standard printer)<br>• Disposal as per manufacturer's directions<br>• Scheduled maintenance<br>• Correct disposal of waste cartridges<br>• Do not overload electrical sockets<br>• Follow manufacturer's instructions | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **10** | **Ergonomics**<br><br>**Who is harmed:**<br>• Staff members<br>• Staff members with disabilities | • Musculoskeletal Disorders (MSD's)<br>• Upper limb disorders<br>• Poor posture<br>• Back problems<br>• Fatigue<br>• Eyestrain<br>• Thermal discomfort | • Online eLearning programme available<br>• Workstation risk assessments and information and training available from the Health & Safety Office on request<br>• Good housekeeping<br>• Adjustable chairs provided<br>• Good cable management<br>• Adequate services (heating, lighting ventilation)<br>• Follow manufacturer's instructions for use of equipment | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

| PHYSICAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **11** | **Mechanical Lifting Systems** | • failure of **lifting** equipment;<br>• falling loads; and.<br>• workers being crushed by a moving load or **lifting** equipment. | • Twice annually service for platform lifts<br>• Main lift is serviced each quarter (4 times annually) | • Maintain current controls | **With current controls: L**<br>• **With Actions applied: L** | • DHL Mgt<br>• Premier Lifts Maintenance contractors | • ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **12** | **Transport**<br><br>Vehicles/ deliveries<br><br>**Who is harmed:**<br>□ Staff members<br>□ Patrons<br>□ Visitors<br>□ Contractors/Service providers | • Injury to person/ struck by moving vehicle<br>• Falling loads from delivery vehicles<br>• Collision of vehicles with building or structure<br>• Poor access and egress | • Safe access and egress to club<br>• Entry of delivery vehicles to DHL grounds is controlled by the porter on duty<br>• Signage, safe parking, designated walkways, adequate lighting and area for loading /unloading<br>• District Health & Leisure members check deliveries and accept if satisfactory<br>• Staff trained in manual handling | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office | Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **13** | **Hot Surfaces / Liquids / Solids**<br>○ Hot liquids in take-away cups; cups of hot drinks<br>○ Catering appliances e.g. kettle, toaster, microwave<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Contact burns<br>• Scalds<br>• Spillage | • First-aiders available<br>• First-aid kit available<br>• Running water available for burns<br>• Heat shielding of appliances<br>• Equipment well maintained<br>• Use of lids/covers to prevent spillages<br>• Procedure for dealing with spillages | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **14** | **Pressure Systems**<br><br>**None present** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **15** | **Radiation**<br><br>**None present** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **16** | **Vibration**<br><br>**None present** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| PHYSICAL | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **17** | **Services: Heating**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Environment too hot or cold<br>• Electrical hazards<br>• Misuse of portable heaters<br>• Leaks<br>• Fire<br>• Burns<br>• Carbon monoxide poisoning | • Heating in working order<br>• Service and maintenance carried out regularly by competent person<br>• Combustible materials kept away from direct heat source<br>• Heat source kept clear and free from obstruction<br>• Accessible hot pipes are lagged as required<br>• Environmental monitoring from the Health and Safety Office on request<br>• Adequate ventilation<br>• Fire detection systems in place | • Maintain current controls<br>• Contact Buildings Office if problems or defects arise | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office | Ongoing |

| PHYSICAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **18** | **Lighting**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Inadequate lighting<br>• Glare<br>• Eye strain<br>• Slips, trips , falls | • Lighting is automatic on a sensor system<br>• Light switches easily accessible (height)<br>• Adequate lighting for nature of work/activities<br>• Protective coverings in place<br>• Environmental monitoring from the Health and Safety Office on request<br>• Service and maintenance by competent person | • Maintain current controls<br>• Report defects to Buildings Office | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office | Ongoing |

| PHYSICAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **19** | **Ventilation and temperature**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Environment too hot or cold<br>• Inadequate ventilation<br>• Falls from heights from windows<br>• Falling glass | • All windows openable<br>• Blinds in place and in working order<br>• Suitable equipment available for the opening and closing of windows<br>• Report defects<br>• Step ladder available for access<br>• Service and maintenance of ventilation system by competent person<br>• Office temperature of at least 17.5 degrees (after one hour of work)<br>• Environmental monitoring from the Health and Safety Office on request | • Maintain current controls | **With current controls: M**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Buildings Office<br><br>Mairead O Donovan to contact Building Maintenance Manager | Ongoing<br><br>1st Nov 2019 |

| PHYSICAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **20** | **Electricity**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Electric shock<br>• Electrocution<br>• Fire<br>• Explosion<br>• Burns<br>• Death<br>• Electrical arcing<br>• Use of faulty equipment<br>• Contact with live parts<br>• Unmarked distribution boards<br>• Inadequate electrical installations | • Lighting is automatic on a sensor system<br>• Light switches easily accessible (height)<br>• Sufficient numbers of electrical sockets<br>• Electric leads not worn or trailing<br>• Competent person to carry out repairs / works<br>• All works servicing and testing is carried out as per regulations<br>• Shut down when not in use and end of day<br>• Contact Buildings Office if problems arise<br>• Adequate protection for circuit boards, distribution boards etc.<br>• Enclosures/covers in place to prevent contact with live equipment/parts<br>• Report defects and take faulty equipment out of | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office | Ongoing |

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| | | | use<br>• Good housekeeping<br>• Suitable fire extinguishers provided<br>• Equipment is switched off before cleaning or making adjustments | | | | |

| **PHYSICAL** | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **21** | **Asbestos**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Exposure to airborne fibres | • **<u>No asbestos found</u>** during Buildings survey<br>• Buildings Office assess situation before works are carried out | • None at present | **With current controls: L**<br><br>**With Actions applied: L** | Buildings Office | Ongoing |
| **22** | **Confined Spaces**<br>***None present*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |
| **23** | **Lasers**<br>***None present*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **24** | **Construction / Maintenance Work**<br><br>**Example:**<br>• Noonan's Cleaners<br>• Building contractors<br>• Service providers<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Unfamiliar with DHL buildings and safety procedures<br>• Injury to contractors/service providers, staff, patrons, members of the public | • Buildings Office control all contractors/service providers<br>• Only trained and authorized employees carry out maintenance work<br>• Reception is manned at all times by a receptionist<br>• Sign in required<br>• Compliance with DHL code of practice for contractors/service providers<br>• Signage in place<br>• eLearning in place for contractors/service providers<br>• DHL Contractor safety badge worn<br>• Risk assessment and method statements completed and submitted to the Buildings Office<br>• Permit to work system for hot works, work at | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | Buildings Office | Ongoing |

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| | | | height, confined spaces etc.<br>• Good housekeeping<br>• Areas of works cordoned off with warning signage<br>• Appropriate PPE worn/used<br>• Tools and equipment maintained in good working order | | | | |

| **OPERATIONAL** | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **25** | **Work Activities / Processes**<br><br>**Please See Activities Section** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| OPERATIONAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **26** | **Housekeeping**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Slips, trips and falls<br>• Increased fire load<br>• Falling objects<br>• Collisions | • Fire load (i.e. sources of fuel and ignition) kept to a minimum<br>• All escape routes and emergency exits kept clear and unobstructed<br>• Wet floor signs available<br>• Spillages cleaned immediately<br>• Adequate lighting<br>• Adequate arrangements for waste disposal and cleaning<br>• Designated storage | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>In House cleaning contractors | Ongoing |

| OPERATIONAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **27** | **Cleaning**<br>• Cleaning twice daily by in house cleaning staff<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Lack of cleanliness or hygiene<br>• Manual handling injury<br>• Exposure to hazardous substances<br>• Spillages: slips, trips and falls<br>• Lack of/inappropriate PPE | • Daily cleaning schedule carried out.<br>• Wet floor signs available<br>• Storage of cleaning equipment and cleaning substances in designated<br>• Appropriate cleaning equipment/materials used<br>• Defects/hazards reported<br>• Staff and contractors/service providers trained in manual handling<br>• Appropriate PPE used by cleaning contractors<br>• Please see CHEMICAL section | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members;<br><br>contractors/service providers | Ongoing |

| OPERATIONAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **28** | **Waste Disposal & Removal**<br><br>Waste removed weekly by country clean (cc)<br><br>Feminine hygiene units by Initial<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Waste accumulation<br>• Fire<br>• Sharps injuries<br>• Exposure to bodily fluids<br>• Manual handling injury<br>• Exposure to hazardous substances<br>• Spillages: slips, trips and falls<br>• Lack of/inappropriate PPE<br>• Odour<br>• Vermin | • Waste removed regularly by county clean<br>• General waste and recycling bins present<br>• Designated foot pedal bins provided in female toilets for sanitary waste<br>• Shredding facility present<br>• Waste disposed of/segregated correctly<br>• Waste is kept away from sources of ignition<br>• Staff and contractors/service providers trained in manual handling<br>• Appropriate PPE provided and worn for waste handling<br>• Waste is securely stored while awaiting collection<br>• Waste is collected and disposed of by a licensed<br>• operator | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members;<br><br>contractors/service providers | Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **29** | **Signage and Documentation**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Lack of knowledge regarding safety and emergency procedures | • Emergency Exit signage in place throughout<br>• Emergency First Aid Procedures in place<br>• Evacuation plan posted throughout<br>• Staff are trained first aiders<br>• Safety Notice points posted throughout<br>• Fire Action Notice Point posted throughout<br>• No Smoking signage in place<br>• Emergency contact numbers at Reception<br>• Swimming Pool Rules posted | • Maintain current controls and update signage as required | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Buildings Office<br><br>• Mairead O Donovan | • Ongoing<br><br>• 1st Nov 2019 |

| OPERATIONAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **30** | **Incidents**<br><br>**Hazard Reporting**<br><br>**First Aid**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Lack of first-aid supplies<br>• Lack of trained first-aiders<br>• Lack of knowledge of procedure in the event of an incident<br>• No reporting of incident(s)<br>• No reporting of hazards | • Staff trained in emergency response, first-aid, and in use of the AED<br>• First-aid kit, AED and incident report book available at Reception<br>• All incidents reported immediately and an incident report form completed<br>• First-aid supplies available from Health & Safety Office on request<br>• Emergency first-aid procedure posted<br>• Online hazard reporting facility available<br>• Medical conditions disclosed by participants on health screening form for (pool)<br>• Clearance advised from GP before commencing physical activity | • Maintain current controls<br>• Attend refresher training as required | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and users | Ongoing |

| OPERATIONAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **31** | **Use of Ladders / Working at Height Maintenance of gutters etc**<br><br>***Swimming pool: (See Swimming Pool)*** | • Fall from height<br>• | • Work at height training<br>• EN 131 ladders<br>• Weekly inspections<br>• Correct procedures when using same<br>• Footed<br>• Tied off<br>• No over reaching<br>• Correct ladder for each task | • Purchase podium ladders where appropriate for task<br>• Tool lanyards when working at height | **With current controls: L**<br>**With Actions applied: L** | • District Health & Leisure staff | • Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **32** | **Out of Hours Access / Lone Working**<br><br>***None takes place*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| OPERATIONAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **33** | **Fieldtrips**<br>***None take place*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |
| **34** | **Work Placement**<br>*We now take on university students for work experience from time to time in the gym* | • Unfamiliar with DHL buildings and safety procedures<br>• Injury to staff, patrons, members of the public | • Management control all staff via induction & training<br>• Only trained and authorized employees eligible to work in gym<br>• Work placement students supervised at all times until competency is achieved<br>• Compliance with DHL code of practice for staff | • Maintain current controls | • L | • District Health & Leisure Mgt & staff | • Ongoing |

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| **35** | **Events Hosting**<br><br>*Student sports clubs very occasionally use District Health & Leisure facilities to host events and separate risk assessments are completed by event organisers for such cases* | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| OPERATIONAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **36** | **Conferences / Seminars**<br><br>**Who is harmed:**<br>• Staff members | • Travel to and from<br>• Road traffic accidents<br>• Unfamiliar with venue<br>• Medical emergency<br>• Missing persons | • DISTRICT HEALTH & LEISURE staff members arrange transport<br>• Staff obey rules of the road if driving or cycling<br>• Adequate insurance, tax and NCT on vehicles used for transport<br>• Familiarise yourself with local emergency procedures and first aid arrangements<br>• Report defects and incidents to venue management<br>• Approval sought from Manager as per DHL procedures | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **37** | **Storage**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Inadequate storage<br>• Improper storage<br>• Inadequate space for safe manual handling<br>• Poor housekeeping<br>• Slips, trips and falls<br>• Unsafe access and egress<br>• Inadequate lighting and/or ventilation<br>• Collapse of shelving or racking<br>• Falling objects | • Safe access and egress<br>• Designated storage area available<br>• Equipment returned to designated area after use<br>• Storage avoided above shoulder height<br>• Items segregated and stored appropriately<br>• Storage units/shelves/racking secure and fit for purpose<br>• Storage units/shelves/racking not overloaded<br>• Locking system in place<br>• Step ladder available for accessing higher shelving units<br>• Staff trained in manual handling<br>• Appropriate signage in place<br>• Items not stored in walkways<br>• Defects reported<br>• Adequate lighting and ventilation | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Club members/users | Ongoing |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **38** | **Sensitive Work Groups:**<br><br>**Pregnant Employees / Patrons & Nursing Mothers**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Fatigue<br>• Harm to mother, unborn child or breastfeeding baby from exposure to:<br>○ Physical agents<br>○ Chemical agents<br>○ Biological agents | • Specific risk assessment carried out for pregnant employees and control measures implemented as identified and necessary by Health & Safety Office<br>• Rest facilities available in designated first-aid room<br>• Pregnant / nursing mothers follow medical advice<br>• Club users should inform District Health & Leisure staff members when pregnant | • Pregnant employees/ patrons and nursing mothers to contact Health & Safety Office to ensure a risk assessment is carried out | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members; Pregnant staff members; Pregnant Club Users; | Ongoing |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **39** | **Sensitive Work Groups:**<br><br>**Young Persons**<br><br>***Children use the swimming pool: Please See SWIMMING POOL***<br><br>**Who is harmed:**<br>• Young Persons | • Injuries<br>• Accidents and incidents<br>• Lack of training and experience<br>• Lack of familiarity with DHL work environment, work practices and emergency plans<br>• Exposure to special risks:<br>  ○ Physical agents<br>  ○ Chemical agents<br>  ○ Biological agents<br>• Hours of work | • Please see **Swimming Pool** for controls<br>• Supervision of children at all times<br>• DHL Child Protection Policy in place<br>• DHL emergency plans in place<br>• Report all incidents and accidents to DHL<br>• Student support services available for patrons<br>• Staff are Garda vetted | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **40** | **Sensitive Work Groups:**<br><br>**People with Disabilities**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure users including users with Disabilities<br>• Contractors/ service providers | • Poor access/egress<br>• Difficulty with evacuation<br>• No risk assessment (RA) completed | • Ramp at entrance & all flooring inside non-slip<br>• Specific risk assessment carried out for individuals on a case by case basis by Health & Safety Office<br>• Personal Emergency Egress Plan (PEEP) completed where necessary<br>• Reasonable accommodation identified in risk assessment<br>• Lift present and in working order<br>• Disability Support Service available<br>• Disabled toilet available with full changing facilities & call string for emergencies linked to Reception<br>• Health & Safety induction available to DHL staff and patrons | • Maintain current controls<br>• Staff members/patrons with disabilities to contact Health & Safety Office to ensure a risk assessment is carried out<br>• Advise visitors or club users to notify District Health & Leisure in advance of any special needs | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office | • Ongoing |

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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **41** | **Sensitive Work Groups:**<br><br>**New Recruits**<br><br>**Who is harmed:**<br>• Staff members<br>• All District Health & Leisure users<br>• New recruits | • Lack of experience<br>• Lack of training<br>• Injuries<br>• Accidents and incidents<br>• Lack of familiarity with DHL work environment, work practices and emergency plans | • Induction available for new staff<br>• Line Manager gives induction specific to District Health & Leisure<br>• Mandatory training to be completed as soon as possible after recruitment<br>• New recruits trained, supervised and instructed as necessary | • Maintain current controls<br>• Consider assigning a mentor/buddy to new recruits | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure Facilities Manager | Ongoing |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **42** | **Sensitive Work Groups:**<br><br>**Undergraduates**<br><br>***See ACTIVITIES*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |
| **43** | **Sensitive Work Groups:**<br><br>**Postgraduates**<br><br>***See ACTIVITIES*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **44** | **Stress**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Physical health effects<br>• Mental health effects<br>• Behavioural effects<br>• Cognitive effects<br>• Absenteeism | • Good communication between District Health & Leisure staff and management<br>• Employee Assistance Programme (EAP) in place<br>• Occupational Stress Management Policy & Procedures in place<br>• Training courses available to staff on stress management, time management, conflict resolution, personal skills etc. | Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members & Management | Ongoing |

| HUMAN FACTORS | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **45** | **Violence**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Theft<br>• Verbal abuse/threats<br>• Physical attacks/assault<br>• Stress, fear, anxiety | • Cash kept in a secure and safe location<br>• Staff have completed Emergency Response Training (ERT)<br>• CCTV in place<br>• Reception is manned at all times<br>• Club staff can report suspect individuals to DHL Buildings Office / Gardaí<br>• Adequate lighting in place<br>• Physical barrier in place i.e. reception and turnstile | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **46** | **Bullying & Harassment**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Effects on physical and mental well-being | • DHL Dignity at Work: Anti Bullying & Harassment Policy in place<br>• Dignity at Work contact persons available<br>• Employee Assistance Programme (EAP) in place<br>• DHL Procedure for complaints and investigations<br>• Student support services available | • Ensure compliance with policies and procedures in place | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **47** | **Welfare Facilities:**<br>○ Sanitary Facilities<br>○ Staffroom / Canteen<br><br>**Facilities include:**<br>☐ 1 public toilet<br>☐ 1 enabled toilet & changing area (ground floor)<br>☐ Male & Female changing areas<br>☐ 2 x enabled toilets floor 2<br>☐ 2 enabled changing facilities floor 2<br>**Who is harmed:**<br>☐ Staff members<br>☐ District Health & Leisure Users<br>☐ Contractors/ service providers | • Inadequate facilities<br>• No potable water<br>• No means for boiling water/heating food<br>• No seating/resting area<br>• No hand-washing facilities | ☐ Full services in all facilities listed (left)<br>☐ Non-slip flooring throughout<br>☐ Adequate hot & cold water, WCs, WHBs, hand drying, soap, showers, clothes-hooks, benches, hairdryers etc.<br>☐ Children use changing area at off-peak times<br>☐ Changing area planned for swimming pool; this will be used by children<br>☐ All facilities cleaned twice daily<br>☐ female cleaner cleans female changing area Male cleaner cleans male changing room & places sign on door<br>☐ Staffroom/canteen in main building with seating facilities<br>☐ Locker facilities available<br>☐ Drinking water available | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office<br><br>• Buildings Office | Ongoing |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **48** | **Visitors**<br><br>**Note types of visitors:**<br>• DHL Staff<br>• DHL Patrons<br>• Members of the Public<br>• Children using swimming pool<br>• Delivery personnel<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Lack of experience<br>• Lack of training<br>• Injuries<br>• Accidents and incidents<br>• Lack of familiarity with DHL work environment, work practices and emergency plans | • 3 staff members on duty at all times: 1 at pool-side, 1 at reception & 1 floating around the club<br>• Reception manned at all times, swipe card system in place and CCTV<br>• Visitors report to reception and cannot access facilities without authorisation by staff<br>• Adequate signage<br>• All classes are supervised, participants are instructed and instructor staff are competent<br>• Rules governing Use of Studio Spaces in place: Appendix 5<br>• Normal Operation Procedures in place: Appendix 6<br>• Swimming Pool Users Safety Code in place: Appendix 2 | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Club Users | Ongoing |

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| | | | • Rules Governing Use of Pool in place: Appendix 3<br>• Rules Governing Use of Gym or Weights Area in place: Appendix 4<br>• Risk assessments completed for activities<br>• Please see Deliveries<br>• Visitors briefed on emergency procedures by person they are visiting<br>• Rules in place for swimming pool<br>• Staff members/instructors available at all times<br>• Emergency buttons available in all areas linked to Reception<br>• First aid facilities, AED & first aiders available<br>• Users requested to disclose conditions, special needs on health screening form<br>• Clearance advised from GP before commencing physical activity | | | | |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **49** | **Contractors / Service Providers**<br>• CG Secure<br>• Electrical<br>• Sms<br>• Pool & Spa<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Lack of familiarity with District Health & Leisure and its safety procedures<br>• Injury to contractors/service providers, staff, patrons, users, members of the public | • District Health & Leisure Operations Manager controls gym equipment contractors. Buildings Office control all contractors/service providers<br>• Reception is manned at all times by club staff<br>• Contractors/service providers to sign-in at front desk<br>• Compliance with DHL code of practice for contractors/service providers<br>• Contractors/service providers to complete online eLearning programme<br>• DHL Contractor safety badge worn<br>• Risk assessment and method statements | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>Buildings Office | Ongoing |

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| | | | completed and submitted to the Buildings Office<br>• Good housekeeping<br>• Areas of works cordoned off | | | | |

| **HUMAN FACTORS** | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **50** | **Behaviour**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Aggression<br>• Violence<br>• Stress<br>• Bullying<br>• Harassment<br>• Noise<br>• Disturbance<br>• Horseplay | • DHL Dignity at Work: Anti Bullying & Harassment Policy in place & followed<br>• Employee Assistance Programme (EAP) in place<br>• Occupational Stress Management Policy & Procedures in place<br>• Training courses available to staff on stress management, personal skills etc.<br>• All incidents are reported immediately<br>• DHL Disciplinary procedures in place<br>• DHL Procedure for the | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Club Users | Ongoing |

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| | | | Resolution of Disputes/Grievances in place<br>• Reception manned at all times, swipe card system in place & CCTV<br>• Visitors report to reception and cannot access facilities without authorisation by staff<br>• All classes are supervised, participants are instructed and instructor staff are competent<br>• Rules governing Use of Studio Spaces in place: Appendix 5<br>• Normal Operation Procedures in place: Appendix 6<br>• Swimming Pool Users Safety Code in place: Appendix 2<br>• Rules Governing Use of Pool in place: Appendix 3<br>• Rules Governing Use of Gym or Weights Area in place: Appendix 4 | | | | |

| HUMAN FACTORS | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **51** | **Personal Protective Equipment (PPE)**<br><br>***No PPE is required for the District Health & Leisure*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| CHEMICAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **52** | **Cleaning Chemicals**<br><br>Chemicals include:<br>• Cleaning chemical<br>• Pool chemical<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Skin or eye contact<br>• Ingestion<br>• Inhalation<br>• Environmental damage<br>• Contamination<br>• Spillage<br>• Fire | • Risk assessments carried out by staff trained<br>• SOP for use, handling, storage and disposal, adequate PPE, MSDS, spill kits<br>• Cleaning store has sluice sink and adequate ventilation<br>• Chemical agents kept in suitable with labels and lids kept closed when in not use<br>• Restricted access to cleaning store + Plant room i.e. locked at all times; only cleaners / management have keys<br>• Emergency plans in place<br>• First-aid kit and first-aiders available<br>• Minimum quantities of chemicals stored on site<br>• Hand Washing facilities | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | contractors/service providers | Ongoing |

| BIOLOGICAL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **53** | **Biological Agents**<br><br>***No Biological Agents on site*** | • N/A | • N/A | • N/A | • N/A | • N/A | • N/A |

| ACTIVITY: SWIMMING POOL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **54** | **Pool Design**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Blind spots<br>• Glare<br>• Pool access ladders | • Staff are competent and trained as lifeguards<br>• Pool users are supervised at all times<br>• Pool ladders checked regularly, maintained and serviced where required<br>• Staff have good visibility of all areas | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |
| **55** | **Pool & Pool Surround**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Slips, trips and falls<br>• Lack of cleaning / hygiene<br>• Broken / sharp tiles resulting in cuts<br>• Accidents/Incidents | • Floor surface is non-slip<br>• Daily cleaning takes place<br>• Poolside washed down daily<br>• Hazards reported by staff<br>• Pool rules clearly displayed including no running, diving etc.<br>• Pool and pool surround flooring inspected and maintained in good condition<br>• Pool edge marked<br>• No trailing cables; electrics suitable for wet environment | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure Staff Members and Swimming Pool Users | Ongoing |

| ACTIVITY: SWIMMING POOL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **56** | **Environment**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Inadequate lighting<br>• Inadequate heating<br>• Inadequate ventilation<br>• High humidity | • Services are adequate and maintained by the Buildings Office | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |
| **57** | **Pool Inlets & Outlets**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Sharp edges<br>• Entrapment of body or extremities<br>• Suction of a swimmer | • Suitable covers on inlet and outlet of pool circulation system<br>• No sharp edges exposed<br>• Floor surface is non-slip<br>• Daily cleaning<br>• Poolside is washed down daily | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

| ACTIVITY: SWIMMING POOL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **58** | **Pool Equipment**<br><br>Example: Floats<br><br>**Who is harmed:**<br>• Staff members<br>• All swimming pool users | • Poor condition<br>• Lack of maintenance<br>• Inadequate storage | • Floats and other equipment in good condition<br>• Equipment checked prior to lessons/use<br>• Swimmers/users shown how to use equipment<br>• Equipment stored in designated area<br>• Defective equipment reported/taken out of use | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure Staff Members and Swimming Pool Users | Ongoing |
| **59** | **Rescue Equipment & First Aid**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service | • Drowning<br>• Various injuries<br>• Inadequate rescue equipment<br>• Staff not competent<br>• Lack of First Aid<br>• Lack of trained first aiders | • Suitable and sufficient rescue equipment readily available and maintained in good condition including: spinal board, reach poles, rings, life buoys (throws), floats<br>• First aid kit available<br>• Staff are trained lifeguards & first aiders<br>• Foil blankets available at | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members | Ongoing |

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| | providers | | Poolside office<br>• Emergency pull cord linked to Reception available | | | | |

| ACTIVITY: SWIMMING POOL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **60** | **Pool Covers: Covering & Uncovering**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Manual Handling<br>• Slips, Trips & Falls | • Automatic system with button in place for covering (evening) and uncovering (morning) the pool<br>• Inspection and maintenance programme in place for cover system<br>• Staff guide the cover with lane rope<br>• All staff trained as lifeguards | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members<br><br>• Mairead O Donovan | Ongoing<br><br>• 1st Nov 2019 |
| **61** | **Hygiene**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Contamination<br>• Transmission of infections / diseases<br>• Growth of microorganisms<br>• Faecal fouling | • Users shower before entering pool<br>• Signage in place stating this<br>• Daily cleaning of poolside<br>• Chlorination of pool<br>• Pool users must wear swimming hat and | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure Staff Members and Swimming Pool Users | Ongoing |

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| | | | appropriate clothing<br>• Outdoor footwear is not permitted at the poolside<br>• Babies required to wear special nappies in pool<br>• All biological material is removed and disposed of correctly by Buildings Office staff<br>• The pool is closed in the event of faecal fouling | | | | |

| ACTIVITY: SWIMMING POOL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **62** | **Disability, Special Needs, Medical Conditions e.g. epilepsy**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ | • Drowning<br>• Inadequate access<br>• Asphyxiation | • Users requested to disclose conditions, special needs on health screening form<br>• Clearance advised from GP before commencing physical activity<br>• Users supervised at all times<br>• Staff are competent and trained/qualified | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure Staff Members and Swimming Pool Users | Ongoing |

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| | service providers | | • Staff informed of medical conditions<br>• First aid facilities/trained first aiders available<br>• Disabled access available<br>• Lift from reception to swimming pool<br>• Ramp available to gym area/changing area<br>• Parent/guardian/teacher must be present | | | | |

| **ACTIVITY: SWIMMING POOL** | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **63** | **Pool Users including Children**<br><br>**Who is harmed:**<br>• Staff members<br>• All swimming pool users | • Misuse of equipment<br>• Contamination<br>• Transmission of infections / diseases<br>• Drowning<br>• Various injuries<br>• Horseplay | • Deep end cordoned off when children present<br>• Restricted access over 4ft until user is 'advanced'<br>• Water depth levels are highlighted – 0.8m at shallow end and 2.1m at the deep end | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure Staff Members and Swimming Pool Users | Ongoing |

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| | | | • Users shower before entering pool; signage in place to this effect<br>• Access restricted<br>• Pool users supervised at all times<br>• Pool users instructed in use of equipment e.g. floats, goggles<br>• Pool rules visible, clear, easily understood, communicated and obeyed<br>• Instructors/staff members are Garda vetted<br>• DHL Child Protection Policy in place – appendix 7 of this policy outlines the controls and arrangements specific to the use of sports facilities by children<br>• Normal Operation Procedures in place: Appendix 6<br>• Swimming Pool Users Safety Code in place: Appendix 2<br>• Rules Governing Use of Pool in place: Appendix 3 | | | | |

| ACTIVITY: SWIMMING POOL | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **64** | **Water Quality**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Under / Over-disinfection<br>• Contamination<br>• Poor visibility<br>• Ill-health<br>• Legionnaire's disease | • Automatic disinfection system in place controlled by competent staff in the Buildings Office<br>• Readings taken of pH and system automatically regulates water quality<br>• A separate risk assessment has been completed by Buildings Office for the plant room and the disinfection/filtration system<br>• Access to plant room is restricted to authorised and trained personnel only<br>• Chemical and biological testing is carried out on the water twice yearly<br>• Where water stagnation | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | Buildings Office | Ongoing |

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| | | | occurs or water use is low, flushing procedures are used at water outlets e.g. showers that are seldom used<br>• Where there is a risk of scalding, a means of controlling the water temperature at the point of use is fitted | | | | |

| **ACTIVITY: SWIMMING POOL** | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **65** | **Emergencies**<br><br>**Who is harmed:**<br>• Staff members<br>• District Health & Leisure Users<br>• Contractors/ service providers | • Drowning<br>• Asphyxiation<br>• Injuries<br>• Accidents/Incidents<br>• Death<br>• Lack of training<br>• Lack of rescue equipment<br>• Lack of first aid supplies<br>• Medical conditions | • Walkie Talkies<br>• Users disclose conditions, special needs on health screening form<br>• Clearance advised from GP before commencing<br>• Users supervised at all times by staff competent trained/qualified in | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure Staff Members and Swimming Pool Users | Ongoing |

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| | | | rescue and first-aid<br>• First-aid facilities and AED available and staff trained in same<br>• Emergency exits clear and unobstructed<br>• Rescue equipment available and maintained; staff trained in its use<br>• Class sizes restricted<br>• Staff are Evacuation Marshals and trained in ERT<br>• Foil blankets available<br>• Normal Operation Procedures in place: Appendix 6<br>• Swimming Pool Users Safety Code in place: Appendix 2<br>• Rules Governing Use of Pool in place: Appendix 3 | | | | |

| **ACTIVITY:**<br>**Fitness training etc.** | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **66** | • **Partner Work**<br>• **Physical Activity**<br>• **Contra-indications**<br>• **Exertion**<br>• **Body Contact**<br>• **Warm-up**<br>• **Contact with jewellery**<br>• **Sparring**<br>• **Slips, Trips & Falls**<br>• **Blow to the head**<br>• **Medical Conditions**<br>• **Disability**<br>• **Sparring**<br>• **Spectators** | • Strained/torn/pulled muscles, ligaments, tendons etc.<br>• Wrist damage<br>• Banging heads<br>• Muscle fatigue, cramps, sore/stiff joints<br>• Dislocation of joints e.g. toes<br>• Bruising to body<br>• Loss of teeth<br>• Concussion<br>• Cuts/broken skin<br>• Blisters/cut feet<br>• Injuries to head, neck, spine<br>• Unconsciousness<br>• Dizziness, nausea, hyperventilation | • Thorough warm-up completed with correct techniques before activity<br>• Participants not allowed to take part if they miss warm-up<br>• Participants told to carry water and keep hydrated<br>• Competent instructors<br>• Participants & partner work supervised always<br>• Instructor teaches correct methods e.g. technique, timing, contact, etiquette, recovery time etc.<br>• Instructor checks on participants' injuries / wellbeing before class and stops class if a participant is unfit/unwell<br>• Activity is relevant to | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Martial Arts & Boxing Participants | Ongoing |

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| | **Who is harmed:**<br>• Instructors<br>• Martial Arts Participants<br>• Boxing Participants | • Dehydration<br>• Seizures, fainting, collapse etc.<br>• Collision with spectators<br>• Transmission of infections/diseases through body fluids e.g. sweat, saliva, blood | participant's ability, condition, pregnancy etc.<br>☐ Injuries/incidents reported immediately<br>☐ First aiders present & procedure in place<br>☐ Training area debris-free; items stored in lockers<br>☐ Medical conditions disclosed by participants on health screening form<br>☐ Clearance advised from GP before commencing<br>☐ Participants encouraged to train regularly<br>☐ Jewellery removed or taped over<br>☐ Gum shields advised. Mandatory in competitions<br>☐ Wrist straps worn<br>☐ Fist mitts/gloves worn during sparring and cleaned as required<br>☐ Sparring is for advanced participants only<br>☐ Spillages cleaned up immediately with appropriate materials<br>☐ Floor/mats inspected before class and kept in | | | | |

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| | | | good condition; removed /replaced where required; participants report defects<br>• Spectator area at safe distance from activity<br>• Rules governing Use of Studio Spaces in place: Appendix 5<br>• Normal Operation Procedures in place: Appendix 6 | | | | |

| ACTIVITY: FREE WEIGHTS/WEIGHT LIFTING | | | | | | | |
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| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **67** | • **Physical Activity**<br>• **Exertion**<br>• **Slips, Trips & Falls**<br>• **Inadequate warm-up**<br>• **Medical Conditions**<br>• **Disability**<br>• **Storage of weights**<br>• **Equipment**<br>• **Lack of training or assistance**<br>• **Trapping of hands**<br>• **Hygiene**<br>• **Body fluids** | • Strained/torn/pulled muscles, ligaments, tendons etc.<br>• Muscle fatigue, cramps, sore/stiff joints<br>• Damage to extremities e.g. hands and feet from falling weights or returning weights to storage rack<br>• Cuts/broken skin<br>• Various Injuries<br>• Unconsciousness<br>• Dizziness, nausea, hyperventilation<br>• Dehydration<br>• Seizures, fainting, collapse etc.<br>• Transmission of infections/diseases through body fluids | • Participants instructed on correct techniques re lifting, seating position etc. during induction<br>• Personal training plan put in place relevant to each participant's personal ability, condition, pregnancy etc.<br>• Thorough warm-up recommended<br>• Assistance available at all times<br>• Participants told to carry water and keep hydrated<br>• Competent instructors<br>• Injuries/incidents reported immediately<br>• Emergency button (red) present and linked to Reception<br>• First aiders present & | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Weights Users | Ongoing |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Who is harmed:**<br>• Instructors<br>• Free Weights / Weight Lifting Participants | e.g. sweat, saliva, blood | procedure in place<br>• Weights area debris-free and free from personal items (stored in lockers)<br>• Participants return weights to rack & take care of fingers/hands<br>• Medical conditions disclosed by participants on health screening form<br>• Clearance advised from GP before commencing<br>• Spillages cleaned up immediately with appropriate materials<br>• Flooring is non-slip and visually inspected daily, kept in good condition; replaced where required<br>• Equipment e.g. weights, weight benches etc. inspected daily and maintained<br>• Participants report floor/equipment defects<br>• Appropriate clothing and footwear worn<br>• Weights and associated equipment cleaned as appropriate<br>• Rules governing Use of Studio Spaces in place: Appendix 5 | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | • Normal Operation Procedures in place: Appendix 6<br>• Rules Governing Use of Gym or Weights Area in place: Appendix 4 | | | | |

| ACTIVITY: All Group Training Classes | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **68** | ☐ **Physical Activity**<br>☐ **Exertion**<br>☐ **Slips, Trips & Falls**<br>☐ **Inadequate warm-up**<br>☐ **Medical Conditions**<br>☐ **Disability**<br>☐ **Equipment**<br>☐ **Lack of training or assistance**<br>☐ **Trapping of hands** | • Strained/torn/pulled muscles, ligaments, tendons etc.<br>• Muscle fatigue, cramps, sore/stiff joints<br>• Damage to extremities e.g. blisters on hands<br>• Cuts/broken skin<br>• Various Injuries<br>• Unconsciousness<br>• Dizziness, nausea, hyperventilation<br>• Dehydration<br>• Seizures, fainting, | • Thorough warm-up completed with correct techniques before activity<br>• Participants not allowed to take part if they miss warm-up<br>• Participants told to carry water and keep hydrated<br>• Competent instructors<br>• Participants supervised at all times<br>• Instructor teaches correct methods & techniques<br>• Instructor checks on participants' injuries / wellbeing before class and | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members;<br><br>All Group Training Classes | Ongoing |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Hygiene** | collapse etc.<br>• Transmission of | stops class if a participant | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Body fluids**<br>**Falls from trampoline**<br><br>**Who is harmed:**<br>Instructors<br>TRX Class Participants<br>Pilates Class Participants<br>Circuit Training Class Participants<br>Kettlebells Class Participants &<br>Rebounding Class Participants | infections/diseases through body fluids e.g. sweat, saliva, blood | is unfit/unwell<br>• Activity is relevant to participant's ability, condition, pregnancy etc.<br>• Injuries/incidents reported immediately<br>• Emergency button (red) present and linked to Reception<br>• First aiders present & procedure in place<br>• Area debris-free and free from personal items (stored in lockers)<br>• Equipment e.g. kettlebells, TRX equipment, mini trampolines etc. inspected daily and maintained<br>• Weights and associated equipment cleaned as appropriate<br>• Medical conditions disclosed by participants on health screening form<br>• Clearance advised from GP before commencing<br>• Spillages cleaned up immediately with appropriate materials<br>• Flooring is non-slip and visually inspected daily, kept in good condition; | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | replaced where required<br>• Participants report floor/equipment defects<br>• Appropriate clothing and footwear worn<br>• Rules governing Use of Studio Spaces in place: Appendix 5<br>• Normal Operation Procedures in place: Appendix 6 | | | | |

| ACTIVITY: Squash / Indoor/outdoor Soccer | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **69** | • **Physical Activity**<br>• **Exertion**<br>• **Slips, Trips & Falls**<br>• **Inadequate warm-up**<br>• **Medical Conditions**<br>• **Disability**<br>• **Equipment**<br>• **Lack of training or assistance**<br>• **Hygiene**<br>• **Body fluids**<br><br>**Who is harmed:**<br>• Instructors | • Strained/torn/pulled muscles, ligaments, tendons etc.<br>• Muscle fatigue, cramps, sore/stiff joints<br>• Damage to extremities e.g. blisters on hands<br>• Cuts/broken skin<br>• Various Injuries<br>• Unconsciousness<br>• Dizziness, nausea, hyperventilation<br>• Dehydration<br>• Seizures, fainting, collapse etc.<br>• Transmission of infections/diseases through body fluids e.g. sweat, saliva, blood | • Thorough warm-up completed with correct techniques before activity<br>• Participants not allowed to take part if they miss warm-up<br>• Participants told to carry water and keep hydrated<br>• Activity is relevant to participant's ability, condition, pregnancy etc.<br>• | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Squash / astro turf / activity Participants | Ongoing |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | • Class /Activity Participants | | • Injuries/incidents reported immediately<br>• First aiders present & procedure in place<br>• activity area debris-free and free from personal items (stored in lockers)<br>• Medical conditions disclosed by participants on health screening form<br>• Clearance advised from GP before commencing<br>• Spillages cleaned up immediately with appropriate materials<br>• Flooring is non-slip and visually inspected daily, kept in good condition; replaced where required<br>• Participants report floor/equipment defects<br>• Appropriate clothing and footwear worn<br>• Normal Operation Procedures in place: Appendix 6 | | | | |

| ACTIVITY: GYM | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **70** | • **Physical Activity**<br>• **Exertion**<br>• **Slips, Trips & Falls**<br>• **Inadequate warm-up**<br>• **Medical Conditions**<br>• **Disability**<br>• **Equipment**<br>• **Lack of training or assistance**<br>• **Hygiene**<br>• **Body fluids**<br><br>**Equipment:**<br>• Cardiovascular Equipment: Treadmill & Cross trainer | • Strained/torn/pulled muscles, ligaments, tendons etc.<br>• Muscle fatigue, cramps, sore/stiff joints<br>• Various Injuries<br>• Unconsciousness<br>• Dizziness, nausea, hyperventilation<br>• Dehydration<br>• Seizures, fainting, collapse etc.<br>• Transmission of infections/diseases through body fluids e.g. sweat, saliva, blood | • Equipment is used and maintained in accordance with manufacturer's instructions<br>• Equipment is regularly inspected and unsafe equipment is taken out of use<br>• Staff members are trained in the use of equipment<br>• Club users instructed by staff on correct techniques re use of machines<br>• Emergency stop button on all machines<br>• Personal training plan put in place relevant to each participant's personal ability, condition, pregnancy etc.<br>• Thorough warm-up | • Maintain current controls | **With current controls: L**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Gym Users | Ongoing |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Small weights area<br>Resistance Equipment<br><br>**Who is harmed:**<br>Instructors<br>Gym Users | | recommended<br>• Assistance available at all times<br>• Participants told to carry water and keep hydrated<br>• Competent instructors<br>• Injuries/incidents reported immediately<br>• First aiders present & procedure in place<br>• Gym area debris-free and free from personal items (stored in lockers)<br>• Medical conditions disclosed by participants on health screening form<br>• Clearance advised from GP before commencing<br>• Spillages cleaned up immediately with appropriate materials<br>• Flooring is wooden, flush, visually inspected daily, kept in good condition and replaced where required<br>• Participants report machine defects and unsafe equipment taken out of use | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | • Inspection and maintenance programme for equipment<br>• Appropriate clothing and footwear worn<br>• Clothing that may get caught in machines is not allowed<br>• Machines are wiped down after use<br>• Rules Governing Use of Gym or Weights Area in place: Appendix 4<br>• Lighting: sensor system<br>• Window blinds in place<br>• Ramp access<br>• Emergency exit directly outside gym | | | | |

| ACTIVITY: STUDIO SPACES | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Ref** | **Hazard** | **Risk(s) Associated / Description** | **Control Measures** | | **Risk H/M/L (with controls)** | **Person(s) Responsible** | **Target Date / Status** |
| | | | **Current Controls** | **Further Actions Required** | | | |
| **71** | • **Environment**<br>• **Slips, Trips & Falls**<br><br>**Activities:**<br>Martial Arts<br>Weights area<br>Resistance Equipment<br><br>**Please see ACTIVITIES**<br><br>**Who is harmed:**<br>Instructors<br>Gym Users | • Various Injuries | • Maximum of 30 persons allowed at one time in the functional studio<br>• Maximum of 25 persons allowed at one time in the Wellness studio<br>• Emergency signage in place<br>• Activities restricted i.e. no ballistic sports allowed due to hazards and unsuitability of area<br>• Assistance available at all times<br>• Rules governing Use of Studio Spaces in place: Appendix 5<br>• Normal Operation Procedures in place: Appendix 6 | • Maintain current controls | **With current controls: M**<br><br>**With Actions applied: L** | District Health & Leisure staff members and Users | 1st Nov 2019 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | • Injuries/incidents reported immediately<br>• Emergency button (red) present and linked to Reception<br>• First aiders present & procedure in place<br>• Sports hall is debris-free and free from personal items (stored in lockers)<br>• Spillages cleaned up immediately with appropriate materials<br>• Flooring is wooden + Astro, flush, visually inspected daily, kept in good condition and replaced where required<br>• Appropriate clothing and footwear worn<br>• Equipment stored neatly at walls and in storage containers | | | | |

**Appendix 1**

**"Hire of Facilities"**

**FIRE ALARM PROCEDURES FOR DISTRICT HEALTH & LEISURE**
**FITNESS FACILITIES**

| **INSTRUCTIONS FOR User(s) – Schools, Community, Public and Private Groups** | |
|---|---|
| **SMOKING** | is **not** permitted in the District Health & Leisure Facilities |
| **DOORS** | Fire control doors should not be left 'wedged/propped' open |
| **EVACUATION** | Group supervisors are responsible for evacuating their members: please make sure your members are familiar with our safety procedures |
| **THE FIRE ALARM** | is a continuous siren in the building |
| **ON HEARING THE ALARM** | evacuate those present quickly by the nearest Fire Exit: no one should stop to collect personal belongings. Contact the Emergency Services by dialling 999 or 112 |
| **FIRE EXITS** | are clearly identified and adequately illuminated in the District Health & Leisure facilities: All escape routes and emergency exits must not be obstructed: you should familiarise yourself and |

| | |
|---|---|
| | your members with those exits |
| **ASSEMBLY POINT** | The assembly points are located at the far right corner of the car park and outside the perimeter wall in the small carpark. |
| **TELEPHONES** | District Health & Leisure reception desk |

**Emergency Floor Plans and Fire Action Notices are displayed in a prominent position on every level. Floor Plans are available in the Appendices.**

**Appendix 2**

**"Swimming Pool Users' Safety Code"**

**Spot the dangers**

Take care, swimming pools can be hazardous. Water presents a risk of drowning, and injuries can occur from hitting the hard surrounds, or from misuse of equipment.

**Always swim within your ability**

Never swim after a heavy meal or after alcohol. Avoid holding your breath and swimming long distances under water. Be especially careful if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition.

**Check new places**

Every pool is different, so always make sure you know how deep the water is, and check for other hazards such as a steep slope into deeper water etc. and always hold handrail on entry and exit of pool.

**Take safety advice**

Follow advice provided for your and others' safety. Avoid unruly behaviour which can be dangerous: for instance, running on the side of the pool; ducking; acrobatics in the water; or shouting or screaming (which could distract attention from an emergency). Always respect the authority of the District Health & Leisure staff member on duty and obey at all times.

**Look out for yourself and other swimmers**

It is safer to swim with a companion. Keep an eye open for others, particularly young children, improvers and non-swimmers, be kind.

**Learn how to help**

If you see somebody in difficulty, get help immediately from the District Health & Leisure staff member on duty in the pool area. In an emergency, keep calm and do exactly as you are told by the staff member on duty.

**Appendix 3**

**"Rules Governing the Use of the Pool"**

1. Running, diving, jumping or acrobatics of any form are strictly prohibited in the pool area.
2. Shouting or boisterous behaviour is not permitted.
3. Appropriate swimwear and swim hats must be worn in the pool at all times.
4. Flip-flops or similar footwear must be worn to and from the pool area.
5. User(s) must shower before accessing the pool area.
6. All visitors must sign a waiver of liability before they can access the pool area.
7. All child non-swimmers must wear buoyancy aids. Adult non swimmers are also advised to wear armbands if entering deep water.
8. All children under the age of 16 must be accompanied by an adult at all times.
9. Children (under 14 years of age) may not access the pool area unaccompanied- Children aged between 14 – 16: Adults must be present
10. The wearing of plasters or wound dressings of any kind is forbidden in the pool in the interest of hygiene.
11. Children who are not toilet trained must wear a swim nappy in the pool.
12. Outdoor shoes are not permitted on the pool deck, spectators must wear the designated footwear at poolside.
13. Food or drink cannot be consumed in the pool area.
14. The lifeguard's instructions must be obeyed at all times.

**Appendix 4**

**"Rules Governing the Use of the Gym or Weights Area"**

1. Gym usage is strictly for over 16's only.
2. Personal training is only allowed to be carried out by District Health & Leisure staff.
3. Sports bags are not to be brought into the gym area. Lockers are provided and require a refundable €2 coin to use
4. Please wear appropriate footwear and clothing at all times.
5. A screening form and induction programme must be completed before using the gym fitness equipment.
6. Visitors accessing the gym on a 'pay as you go' basis must sign a waiver of liability before they can use the fitness equipment.
7. All individuals with a pre-existing medical condition should not use the gym without express agreement of their G.P.
8. During peak times user(s) must not hog the equipment between sets and limit their time to 20 minutes on any piece of cardiovascular fitness equipment.
9. Replace any free weights, discs, dumbbells or barbells immediately after use as it is dangerous to leave them lying around the floor
10. Use paper towels provided to clean all pieces of gym fitness equipment down after use – Do not spray consoles directly
11. Please carry a towel to lie/sit on when using the equipment as it is more hygienic for others.
12. Food or drink (except water) is strictly prohibited in the gym area.
13. Report any faults immediately to District Health & Leisure staff member on duty.
14. Respect other peoples personal space.

**Appendix 5**

**"Rules Governing the Use of the Studio Spaces"**

1. Person or persons can only access the studio spaces if a prior booking has been agreed.
2. Groups/Clubs/Sporting Organisations that have booked one of the studio spaces must sign in at reception.
3. There should be a minimum of 2 people participating in activities in Studios at any given time in the interest of safety.
4. Appropriate footwear is to be worn at all times.
5. Food and drink (except water) cannot be consumed in the studios.
6. All equipment must be stored away tidily in the store room and left in the same condition that user(s) found.
7. Care should be taken when moving equipment and replaced when finished.
8. Report any damaged equipment immediately to staff on duty.
9. Ballistic sports are not permitted in the studio spaces.
10. The studios must be vacated 5 minutes prior to the commencement of the next scheduled booking to allow for the set-up of activities.

**Appendix 6**

**"Normal Operation Procedures"**

**Purpose:** This document is to ensure that all Staff who work at the District Health & Leisure Facilities understand their responsibilities as Leisure Attendants /Swimming Teachers/Fitness Instructors.

**Scope:** This document applies to all staff members who undertake duties at the facilities at the District Health & Leisure.

**Responsibility:** This document will be updated by as necessary by the Facilities Manager with input from the District Health & Leisure staff members.

**Implementation:** This document is to be read in conjunction with the documents entitled "Orders for all District Health & Leisure Staff" and "Emergency Action Plan".

## 1- Swimming Pool

### 1.1- Specification of Pool

Dimensions: The pool: 25m x 8m. Deep end: approx. 2m. Shallow end: approx 0.8m
The pool is used for DHL Club training sessions, swim lessons, aqua-fit classes, leisure and lane swimming.

### 1.2- Potential Risk Areas

*a. Diving*

Diving into insufficient depth of water, backward dives and somersaults etc. are strictly prohibited. Staff on duty in the pool area must ensure that swimmers do not perform any of these activities so that potential risks are minimized.

*b. Physical Hazards in General*

The pool surrounds are to be kept tidy to minimize the risk of trip hazards in the pool such as slippery pool surrounds, steps, etc. Staff on duty in the pool area must be aware of the dangers that these present and ensure that swimmers behave accordingly so that these potential risks are minimized i.e. no running around the pool, etc.

*c. Activity Hazards*

Boisterous games are not permitted. Balls, floats, snorkels, fins and other special swimming equipment are permitted at the discretion of Staff.

*d. User(s) swimming out of their depth*

Staff on duty in the pool area must be aware of the level of competence of pool user(s) to ensure the safety of all occupants.

*e. Absence of, or inadequate, response to emergency situation*

Initial awareness and assess the incident. Put EAP into place to minimize potential risks to club members and visitors.

**1.3- Maximum Swimmer Loads**

The accepted maximum number of swimmers in the pool at one time should not exceed 35. At very busy periods users can be asked to limit their stay to a maximum period of say 1 hour or to delay their arrival to the pool area.

**1.4- First Aid**

A first Aid box is to be found in the pool office. Staff on duty are to administer first aid to swimmers who request/need it, but only to the depth of the provisions of the First Aid box and/or training. You should never leave the poolside to administer first aid without first contacting reception to summon assistance of another staff member on duty. When dealing with body fluids, i.e. blood, vomit, urine, etc. then protective gloves are to be worn. If the injury necessitates aid beyond the scope already described, contact the emergency services by dialing 112 or 999. Notify the Reception desk to make them aware that an incident has occurred and that an ambulance is on route so they can direct the ambulance to the pool. Whenever first aid is administered the Incident Report Form is to be completed and signed by the injured party and forwarded to the DHL Health and Safety Office and a copy may be given to the injured party also. A contact/emergency telephone list is displayed at reception next to the telephone. An Incident Report form should be completed for each incident/first aid treatment.

**1.5- Conditions of Hire**

When the pool is on hire to private groups, or used by "student sport clubs", e.g. sub aqua, canoe or waterpolo clubs, etc., it is the responsibility of the club concerned (see para no. 10) to provide Pool Supervisors who will adhere to the Pool Written Procedures and District Health & Leisure Staff Orders. It is the responsibility of the Facilities Manager to ensure that all pool supervisors are inducted in the operating procedures and emergency action plan. This training and their qualifications must be signed off in the booking form. Any Incidents that occur during their pool session must be recorded on an Incident Form and completed Incident Report Forms must be given in at reception as soon after completing the form as is possible.

**1.6- Alarm System**

Staff on duty in the pool area must carry a whistle at all times. Staff on duty are to use a whistle to attract the attention of swimmers. **One short blast** is to be used to attract the attention of a swimmer; **Two short blasts** to attract the attention of other Lifeguards; **Three short blasts** indicate your intention to enter the water; **One long blast,** lasting approx 3 secs, is to be the alarm to clear the pool.

**1.7- Staff Duties**

These are detailed in the Order for All District Health & Leisure Staff attached. All Staff members are to read these orders.

**1.8- Swimming Instructions**

The District Health & Leisure staff member/lifeguard is not to act as a Swimming Teacher.

**1.9- Staffing Levels**

One District Health & Leisure staff member (NPLQ, IWS or RLSS or recognized equivalent qualification) is to be present on the pool side at all times. It is the responsibility of the staff on duty to only allow as many swimmers in the pool as are allowed, [see para 3].

**The overall maintenance of the Pool is the responsibility of the Building's Operations Manager.**

## 2- Gym

### 2.1- Specification of Gym (Fitness Area)

Area: Gym 485m2

The gym is equipped with cardiovascular and resistance machinery (an equipment inventory can be found in the Appendices). Patrons, staff and the wider general public are eligible to access the gym on a pay and play basis or for an annual or monthly fee.

### 2.2- Potential Risk Areas

*a. Pre-existing medical conditions*

The staff member on duty must be aware of any existing health issues e.g. heart condition, asthma, epilepsy or high blood pressure. New members or visitors must complete a screening form so that any pre-existing conditions can be identified prior to participating in any fitness training programme.

*b. Physical Hazards in General*

The gym area is to be kept tidy to minimise the risk of hazards in the gym such as free weights, dumbbells or barbells etc. lying around or electrical cables uncovered. Staff on duty in the gym area must be aware of the dangers that these present and ensure that all gym users behave accordingly and respect the rules and regulations in place so that these potential risks are minimised i.e. replace free weights immediately after use.

*c. Induction Programme*

The staff member on duty in the gym area must ensure that new members and visitors complete an induction programme before using any of the fitness equipment. Users must be shown how to execute exercises correctly.

*d. Absence of, or inadequate, response to emergency situation*

Initial awareness and assess the incident. Put EAP into place to minimise potential risks to club members and visitors.

### 2.3- Maximum Capacity (Users)

The accepted maximum number of users in the gym at one time should not exceed 60

### 2.4- First Aid

A first Aid box is to be found in the assessment room. Staff on duty are to administer first aid to gym users who request/need it, but only to the depth of the provisions of the First Aid box and/or training.

### 2.5- Staff Duties

These are detailed in the Order for All District Health & Leisure Staff attached. All Staff members are to read these orders.

**2.6-Staffing Levels**

All District Health & Leisure staff members possess (NCEF, ITEC, NCEHS or recognized equivalent qualification). It is the responsibility of the staff on duty to only allow as many users in the gym as are allowed, [see para 3].

**2.7- Maintenance of Fitness Equipment**

The overall maintenance of the fitness equipment is the responsibility of the appointed District Health & Leisure staff member equipment officer.

## 3- Hall

**3.1- Specification of Studio Spaces (Studio 1, 2 and 3)**

Area: Spin Studio : 225m2

The studio spaces are used for training sessions and private group activity sessions. Activities include: A range of fitness classes delivered by District Health & Leisure staff members are hosted in the studio spaces.

Area: Functional Studio : Astro Pitch

The studio spaces are used for training sessions and private group activity sessions. Activities include: A range of fitness classes delivered by District Health & Leisure staff members are hosted in the studio spaces.

Area: Wellness Studio : 58m2

The studio spaces are used for training sessions and private group activity sessions. Activities include: A range of fitness classes delivered by District Health & Leisure staff members are hosted in the studio spaces

**3.2- Potential Risk Areas**

*a. Physical Hazards in General*

Care should be taken when moving equipment and replaced when finished. All equipment must be stored away tidily in the store room and left in the same condition that it was found.

*b. Ballistic Sports*

Ballistic sports are not permitted in this area.

*c. Absence of, or inadequate, response to emergency situation*

Initial awareness and assess the incident. Put EAP into place to minimize potential risks to club members and visitors.

**3.3- Maximum Capacity (Users)**

The accepted maximum number of users in the Spin Studio space at one time should not exceed 30.

The accepted maximum number of users in the Functional Studio space at one time should not exceed 30.

The accepted maximum number of users in the Wellness Studio space at one time should not exceed 25

**3.4- First Aid**

A first Aid box is to be found at the Club reception area. The appointed group supervisor should call one of the staff members on duty to administer first aid to sports hall users who request/need it, but only to the depth of the provisions of the First Aid box and/or training.

**3.5 Conditions of Hire**

When a studio space is on hire to external groups, or used by "student sport clubs", e.g. any of the Martial Arts Clubs etc., it is the responsibility of the Club concerned to provide a coach/instructor with the required national governing body qualification. The coach/instructor is the appointed group supervisor who will adhere to the rules and regulations and District Health & Leisure Staff Orders. It is the responsibility of the Facilities Manager to ensure that all group supervisors provide copies of their coaching certificates and are inducted in the operating procedures and emergency action plan. This training and their qualifications must be signed off in the booking form. Any Incidents that occur during their activity session must be recorded on an Incident Form and completed Incident Report Forms must be given in at reception as soon after completing the form as is possible. The group supervisor responsible for instruction or coaching should be aware of any existing health issues of all participants. The group supervisor should be the last person to leave the area.

**3.6- Staff Duties**

These are detailed in the Order for All District Health & Leisure Staff attached. All Staff members are to read these orders.

**"The Facilities Manager is responsible for the employment of the District Health & Leisure facility staff and will ensure that all the rules contained in the NOP, EAP and District Health & Leisure Staff Orders are provided and that they are complied with."**

**Appendix 7**

**"Orders for All District Health & Leisure Staff"**

**A: ORDERS**

**Purpose:** This order is to ensure that all Staff who undertake duties at the District Health & Leisure Facilities understand their responsibilities as a District Health & Leisure employee.

**Scope:** This order applies to all Staff who work at the District Health & Leisure.

**Responsibility:** These orders will be updated by the Facilities Manager as necessary. Any change in the Orders, NOPs (Normal Operating Procedures) and EAPs (Emergency Action Plans) will be made by consensus of District Health & Leisure Staff.

**Implementation:** This order is to be read in conjunction with "Normal Operating Procedures" and "Emergency Action Plans" Documents.

## 1- Swimming Pool

### 1.1- Initial Checks

Before opening the pool to swimmers the staff member on duty is to check that the pool is safe to use. This check is to include a physical inspection of all areas including the changing areas and the pool itself, looking too for water clarity and foreign objects in the pool. Emergency equipment in particular the AED must be checked every morning.

### 1.2- Hygiene

Staff are to ensure that swimmers are suitably presented for entering the pool, and request that they avail of the showers before entering the pool area.

### 1.3- Swimmer Behaviour

The staff member on duty in the pool area is responsible for maintaining safe environment for the users of the swimming pool facility. This includes ensuring that bathers abide by the swimming pool rules and by minimising potential risks.

### 1.4- Swimmers' Safety

When on duty, the safety of all swimmers is the responsibility of the staff member on duty in the pool area. Swimmers must obey the staff member on duty and abide by the pool rules and regulations. Staff members are to make their own judgement as to what is safe behaviour.

### 1.5- Pool Supervision

When patrolling the poolside the staff member must be in a position to see all areas of the pool to ensure that the pool can be scanned in 10 seconds and a casualty can be reached within approximately 20 seconds. They should not enter the water except to deal with an emergency.

### 1.6- Food and Drink

No food or drink is to be consumed in the pool area.

### 1.7-Pool Emergency

Walkie Talkies are used to make contact with other staff members on duty if assistance is required or in case of emergency. A contact/emergency telephone list is displayed on the wall at the Club reception area. An emergency pull cord is in place adjacent to the pool area.

### 1.8- Water Clarity

If the pool water becomes unclear and swimmer's feet cannot be seen at the bottom of the pool the staff member on duty must cease all swimming activity and clear the pool. This may be caused by the condition of the water creating surface distortion.

**1.9- Dress and Behaviour**

Staff should be clean, smart and behave well. Uniforms are to be worn at all times and dress while on pool duty will be tracksuit bottoms or shorts and polo shirt or tee-shirt with a District Health & Leisure logo. It is essential to bear in mind that staff may be required to enter the pool within seconds to respond to a swimmer in difficulty. Staff is on duty to safeguard life and must therefore act responsibly at all times.

**1.10- Concentration on Swimmer Safety**

When on duty, all Staff must be aware of swimmer safety at all times. A register of all pool users must be kept. Reading or listening to music is NOT allowed whilst swimmers are in the pool area.

**1.11- End of Duty/Handover Procedure**

Before handing over to the oncoming staff members, the off-going staff must ensure that no physical damage has occurred to the pool during his/her period of responsibility and that all swimmers who should have cleared the pool have done so. When checking the pool, all staff members check the pool itself for damage and foreign objects. Any irregularity is to be reported to the Pool Maintenance Staff as soon as is reasonably practicable and should be noted on in the Equipment Log Book provided. Staff members should not be in the pool area for a period longer than 1 hour before rotating to another area.

**1.12- Safety Equipment**

Safety equipment should be checked daily when the facility opens and records of these checks must be kept. The staff member on pool duty must ensure that the following rescue aids are available at the poolside when the pool is being used: 2 Ring Buoys, one Reach Pole, 2 life rescue.

The Automatic External Defibrillator must be checked daily to ensure that it is fully charged and is stocked with the appropriate defibrillation electrode pads. A record of the expiry dates of the pads should be noted in the Equipment Log Book and replaced before the expiration date. An extra pair should be available to keep the AED in service in the event of a rescue.

***Location of Defibrillators (AEDs)***

i) See floor plans for all locations (Appendix 12)

**"ALL SAFETY EQUIPMENT MUST BE SERVICEABLE AND CORRECTLY LOCATED. UNSERVICEABLE ITEMS ARE TO BE BROUGHT PROMPTLY TO THE ATTENTION OF THE FACILITIES MANAGER**. "

## 2- Gym

### 2.1- Fitness Equipment

The staff member on duty in the gym area must report any faults to the service and maintenance company immediately and record the problem in the service log book. An 'out of order' sign should be placed on the defective equipment.

### 2. 2- Gym Users Safety

When on duty, the safety of all gym users is the responsibility of the staff members on duty. Gym users must obey the staff member on duty and abide by the rules and regulations governing this area.

### 2.3- Hygiene

Staff are to ensure that users carry a towel to sit/lie on when using the equipment as it is more hygienic for others.

### 2.4- Cleaning Fitness Equipment

All cardiovascular and resistance machinery should be cleaned and maintained on a daily basis and recorded to ensure quality control. Machines should be cleaned by the staff member on duty in the morning shift and a set cleaning rota should be upheld.

### 2.5- Supervision

At a minimum the staff member on duty should circulate around the gym area at regular intervals

## 3- Studio Spaces

### 3.1- Equipment

Staff should only erect and dismantle equipment in this area. In all cases equipment should be set up in accordance with best practice as defined by the sports governing body, manufacturers, suppliers and any training. Under no circumstances should high risk equipment be left unattended once erected. Identified defective equipment should be removed to a safe and secure place of storage and marked 'out of order'. Defective equipment must be brought to the attention of the Operations Manager who shall make arrangement for repair and replacement.

**Appendix 8**

**"Emergency Action Plan"**

## B: EMERGENCY ACTION PLAN

**Purpose:** This document is to provide all Staff who work at the District Health & Leisure Facilities with an understanding of what emergency action should be taken under certain emergency conditions.

**Scope:** This document applies to all Staff who undertake duties at the District Health & Leisure Facilities

.

**Implementation:** There are several reasons why emergency action needs to be taken and most occasions are detailed below showing what action needs to be taken. In all cases implement the actions using all available resources in the facility. Once the incident is over, the accident incident must be written down and reported to the Facilities Manager. In all circumstances if any of the facility areas is rendered unsuitable for use, then a notice must be left for all other users.

### 1. In the event of a fire being discovered in the District Health & Leisure facilities

Activate the nearest fire alarm point (located at opposite the reception desk)

All club members, visitors and private groups should be led by a District Health & Leisure staff member on duty and or group supervisor to the nearest exit route. All areas must be checked if safe to do so to make sure the entire facility is evacuated

- The nearest exits for the gym and pool areas are the two emergency exits located in the corridor leading to both areas and the nearest exit for the upstairs and changing areas is the emergency exit located behind the stairwell area. Follow the green signs which are lit over the doorways.
- If fire is small & contained a trained staff member can use the fire extinguishers located at the reception desk.
- Disperse from the building and move away to a place of safety
- The nearest assembly point is located inside on the far right corner of the main gate.
- No one must re-enter the building until the all clear has been given

**2. Incident in Pool Area (Drowning or Seriously Injured Swimmer)**

- Initial awareness & assess the incident. Spot the casualty.
- Put EAP into place. Press pool emergency button to summon assistance of other staff members on duty and clear the pool of all other occupants
- Staff Member to phone the reception desk and make them aware of the incident. Ask them to call for an ambulance if required.
- If you can't get an answer from the reception desk call the ambulance yourself. Dial 112 or 999 and ask for the service required. (The manager on duty will still need to be notified that an ambulance is on the way so they can direct them to the pool area and are aware an incident has occurred).
- Deal with the incident, you may need to enter pool to rescue casualty and remove to safety.
- The casualty may require further treatment, give first aid until EMS arrive and hand over incident report record.
- Complete the necessary incident report form. Incident Report Forms are located at the Reception desk. When completed, they must be given to the DHL Health and Safety Office.
- Notify the Manager of the incident
- Return to normal work. Clear up any contamination; replace any first aid consumables used, and return any equipment used. Clean if necessary.

**4. Injured/Ill user(s)**

- Initial awareness & assess the incident.
- If casualty is responsive and doesn't require an ambulance administer first aid treatment but only to the depth of the provisions of the First Aid box and/or training.
- If the casualty requires an ambulance and medical assistance, call via walkie talkie to summon assistance of other staff members on duty and put EAP into place.
- Staff Member to phone the reception desk and make them aware of the incident. Ask them to call for an ambulance if required.
- If you can't get an answer from the reception desk call the ambulance yourself. Dial 112 or 999 and ask for the service required. (The manager on duty will still need to be notified that an ambulance is on the way so they can direct them to the pool area and are aware an incident has occurred).
- Administer first aid until EMS arrive and hand over incident report record.

- Complete the necessary incident report form. Incident Report Forms are located in the pool observation room or at the reception desk. When completed, they must be sent to the DHL Health and Safety Office.
- Notify the Manager of the incident.

**5. Overcrowding**

If any activity areas become overcrowded, cease admitting and request that some leave the pool/gym/studio spaces (see NOP also).

**6. Disorderly Behaviour**

If behaviour becomes disorderly and uncontrollable then clear the identified area and ask the offending user(s) to leave. Do not get involved further, but report the incident to the Facilities Manager as soon as possible thereafter.

**7. Lack of Water Clarity**

If the clarity of the water is seen to fail then clear the pool of swimmers and contact Pool Maintenance Staff. If outside normal working hours it should be reported at the start of the next working day. The pool must not be used if the clarity of the water is deemed to be unacceptable.

**8. Structural Failure**

Should the building structure begin to fail then close the facility, clear the building and inform the Manager.

**9. Foreign Objects in the Pool**

If foreign objects are found in the pool (apart from the usual which can be cleared by the staff member on duty) then it must be cleared of swimmers and reported to the Pool Maintenance Staff and Manager. If outside normal working hours it should be reported the next working day and the pool should be closed and not re-opened or used until the pool has been cleared of the foreign objects.

**10. Lost Person**

If someone reports a missing person (e.g. a child during the fun splash or swim lessons) check that they have looked in the changing rooms, etc. and then clear the pool. Check the bottom of the pool, especially in the corners, before looking anywhere else. If the lost person cannot be found then contact the Garda by using the telephone at reception and dialling 999 or 112.

**11. Spinal**

In the event of a suspect spinal injury, clear the pool, phone for medical help (or get another staff member on duty to ring for medical assistance and report back to you) and, using the spinal board stabilize and immobilize the casualty. If the casualty is in the water, carry out a vice-grip or clamp IF trained to do so. If they are on land, do not move them.

**12. First Aid**

Where necessary, First Aid should be administered whilst waiting for Emergency Services or in response to a minor injury. An Incident report form should be completed for each incident/first aid treatment.

**District Health & Leisure Manager**
**2023**

**Appendix 9**

**"Customer Care Policy"**

**"This policy is in place to facilitate the quick, fair and complete investigation of complaints. It is underpinned by the concept of natural justice."**

It is the right of the District Health & Leisure service users to make a complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable. In these circumstances, the complainant should have ease of access to an effective and fair system to deal with their complaint.

District Health & Leisure is committed to providing a system for the management of complaints that facilitates effective feedback from and communication to all service users.

Responding effectively to complaints received and learning from them is a key aspect to providing a high quality customer focused service. District Health & Leisure aims to create an environment where service users feel comfortable and have the opportunity to provide feedback about services experienced and equally where staff feels comfortable about taking ownership of this process.

All staff members have a responsibility to participate and take responsibility in managing complaints and other such feedback as appropriate. Openness and accountability are key elements in service provision and this is a philosophy adopted by the Complaints Management Process.

*It is important to acknowledge that both the service user and service provider have an equal voice and are of equal importance in this process.*

The emphasis is on the swift and positive resolution of complaints. Sympathy and willingness to listen may be all that is necessary in some cases. It is also important to recognise that complaints are often useful to the organisation, service and individual members of staff.

Each complaint should be viewed as an opportunity to review a service, or an aspect of the service, and where indicated, support development or change.

**Appendix 10**

**"Check List of Points for Inclusion in Contracts"**

1. Information on numbers participating and their level of skill.
2. Name of hirer's representative who will be in charge of the group.
3. Numbers and skills/qualifications of group supervisors to be present during the session; and whether these will be provided by the hirer.
4. Hirer to be given copies of normal and emergency operating procedures, and to sign to the effect that these have been read and understood.
5. Specific agreement on the respective responsibilities of the District Health & Leisure Management and the hirer for action in any emergency. A distinction needs to be drawn between:
6. Emergencies arising from the activities of the group using the facilities; and
7. Other emergencies (structural or power failures, etc.).
8. Responsibilities for the latter will remain with the District Health & Leisure Management who will need, accordingly, to have competent staff in attendance during the hire session.
9. Any rules of behaviour to be enforced during the session.
10. Any advice on safety to be given to participants.

**Appendix 11**

**"Hire of Facilities Agreement"**

***HIRE OF FACILITIES AGREEMENT***

THIS AGREEMENT is made: the Day of_____BETWEEN:

**(School/Sports Club/Community/Private Group) (1)**

And

**District Health & Leisure (2)**

for the use of:

- **Swimming Pool**
- **Indoor Astro-turf**
- **Outdoor Astro-turf**
- **Squash Courts**
- **Studio Space**

Required for the Company and offered by the District Health & Leisure

Management:- From: **Date DD/MM/YYYY to Date DD/MM/YYYY**

Confirmation of the facilities that have been reserved during the period above is subject to the following conditions.

The price payable to the Club shall be

The District Health & Leisure does not accept any responsibility or liability in respect of loss or damage to any property brought to the premises by or on behalf

of the *School/Sports Club/Community or Private Group*, its servants, agents or persons authorised by them to visit the premises and the appropriate insurance cover should be obtained by the *School/Sports Club/Community or Private Group.*
The *School/Sports Club/Community or Private Group* shall accept the responsibility for and shall indemnify the Club against all claims:

For loss or damage (other than any fire damage against the risk of which the College may be insured from time to time) to the premises and their contents occupied or used during the period of the hire where such loss or damage is caused by or occurs as a result of any action taken by the *School/Sports Club/Community or Private Group* its servants, contractors, agents or licencees or invitees made by or against the *School/Sports Club/Community or Private Group* or its or their servants contractors agents or licensees arising from loss or damage to property or bodily injury to the *School/Sports Club/Community or Private Group* its servants contractors or agents other than arising from the acts of others.
The District Health & Leisure does not accept responsibility for any claims for consequential loss suffered by the *School/Sports Club/Community or Private Group* its servants, agents, contractors or licensees following cancellation or abandonment.
No financial or other liability will be accepted by District Health & Leisure if for any reason beyond its control it is found necessary to cancel any activity arising out of the hiring and in particular but without prejudice to the generality of the foregoing by reason of: structural damage making buildings unusable e.g. fire explosion, flood etc. failure of services e.g. gas, electricity, water drainage, ventilation etc.
industrial or disruptive action by the Club's employees e.g. pickets or interruption of supplies as a result of industrial dispute at the College or elsewhere.

The *School/Sports Club/Community or Private Group* undertakes to appoint a Group Supervisor in possession of the mandatory National Sports Governing Body qualification to supervise its members above mentioned at all times and, particularly in the case of the Swimming Pools, takes responsibility for the Health and Safety of persons using the facilities.

The *School/Sports Club/Community or Private Group* undertakes that those areas occupied by them shall be in a clean and tidy condition at the end of the hiring period. It further undertakes not to grant access to the property to, or use of facilities by any person or persons not forming a part of the *School/Sports Club/Community or Private Group* staff or members.

**Signed this: Day of** _____

On behalf of *School/Sports Club/Community or Private Group*:
Signed: _____
Witness: _____

Address: _____

On behalf of District Health & Leisure Management

Signed:_____

Witness:_____

Address: _____

**Appendix 12 Pool Alarm System**

**1 Short Blast – Attract attention of swimmers**

**2 Short Blasts – Attract attention of other lifeguards**

**3 Short Blasts – Intention to enter the water**

**One Long Blast lasting 3secs approx. – is the alarm to clear the pool**

**Emergency in Pool**

- Lifeguard on Duty pulls emergency cord in the pool office which will activate alarm at reception (light overhead just in front of desk)
- Reception Radio all Walkies CODE RED POOL DECK (CHECK WITH ALAN IF THIS CAN BE PRECODED)
- All Senior Staff on duty report to Pool Deck Immediately with an AED (These are located outside the lift on ground floor and Spin Studio on 2nd Floor)
- Situation is assessed, and Emergency services are contacted if necessary-999 or 112

**Emergency Elsewhere in Building**

- Contact Reception re Code RED or WALKIE CODE RED followed by the area you are in if you have a walkie talkie on you.
- All Senior Staff on duty report to that area Immediately with an AED (These are located outside the lift on ground floor and Spin Studio on 2nd Floor)
- Situation is assessed and Emergency services are contacted if necessary-999 or 112

**Fire Alarm Activation**

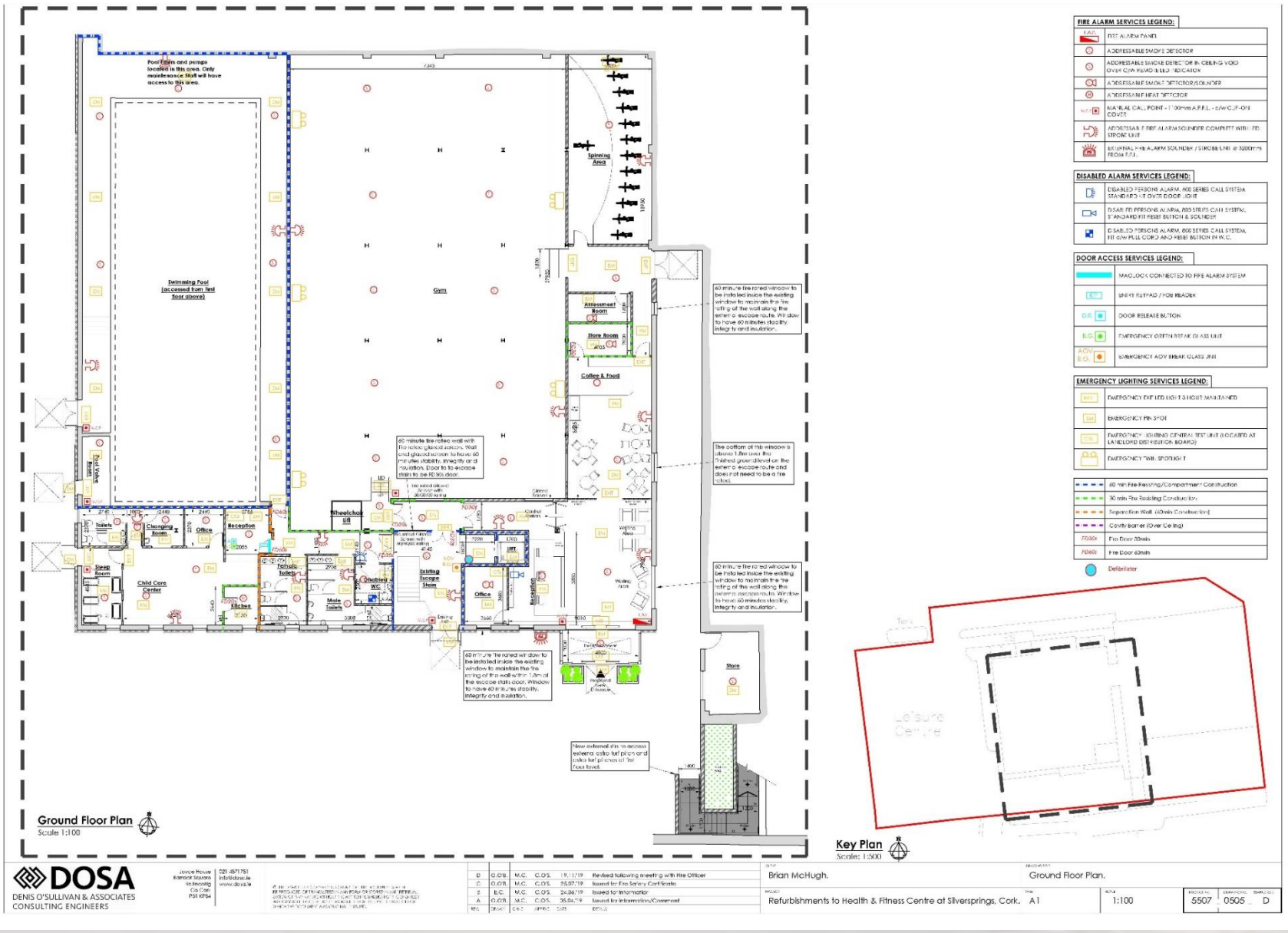
- Go to the alarm panel at reception and check the Zone on the Screen.
- Temporarily silence the buzzer while one member of the team goes to check that Zone.

- If it is a false alarm, then you may re set the Fire Alarm, holding in the reset button for a few seconds.
- If the Intruder alarm is also activated enter the code 2810 in to that panel.
- If the alarm has gone in to full evacuation mode and activated the Smoke Detectors, then you need to screw off the front panel of the relevant orange smoke box and reset. This can only be reset once the main fire panel has been reset and is no longer showing any faults.
- If it is NOT a false alarm then please follow the evacuation procedure.

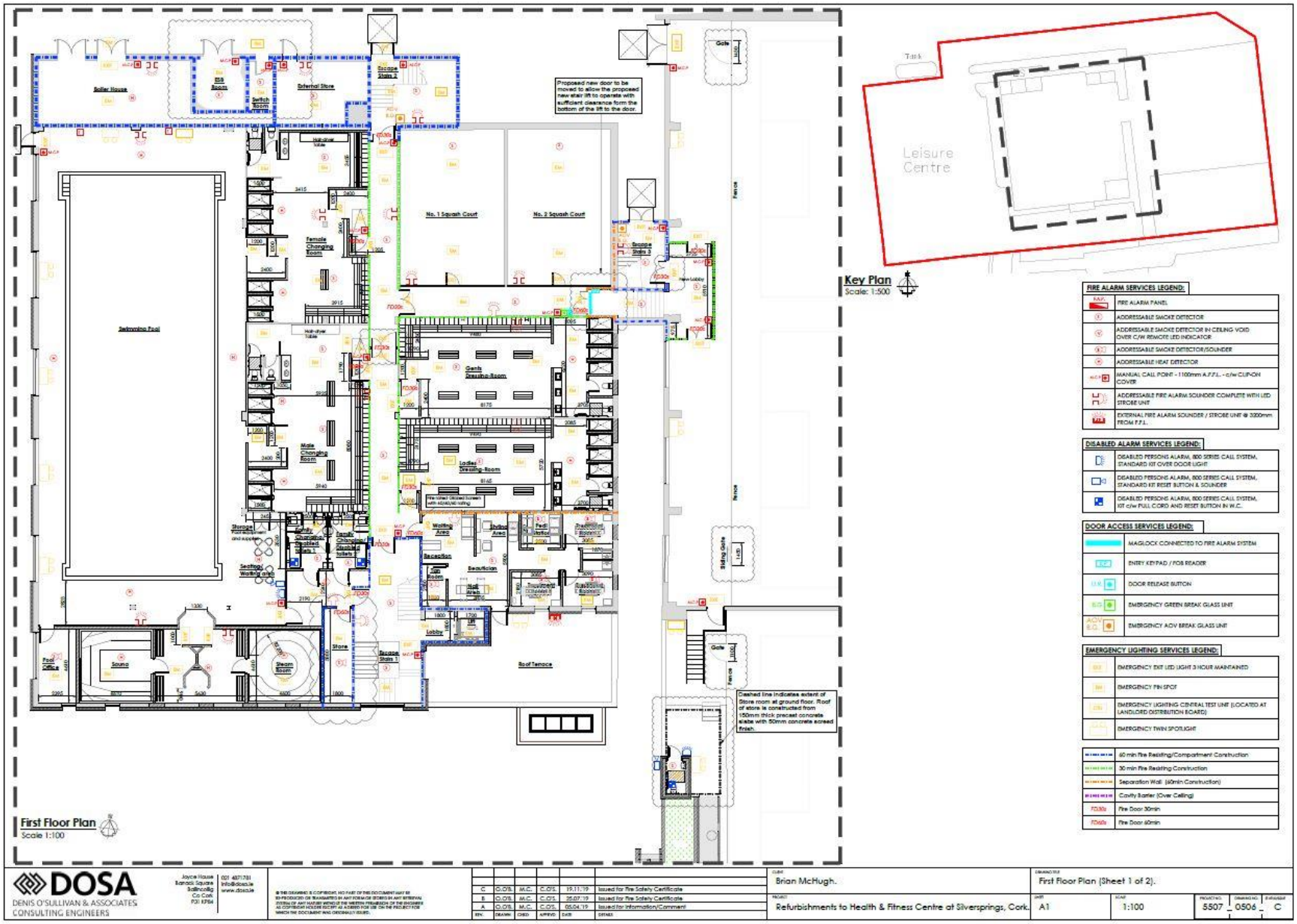
**Evacuation Procedure**

In the event of a full evacuation please follow the below protocol:

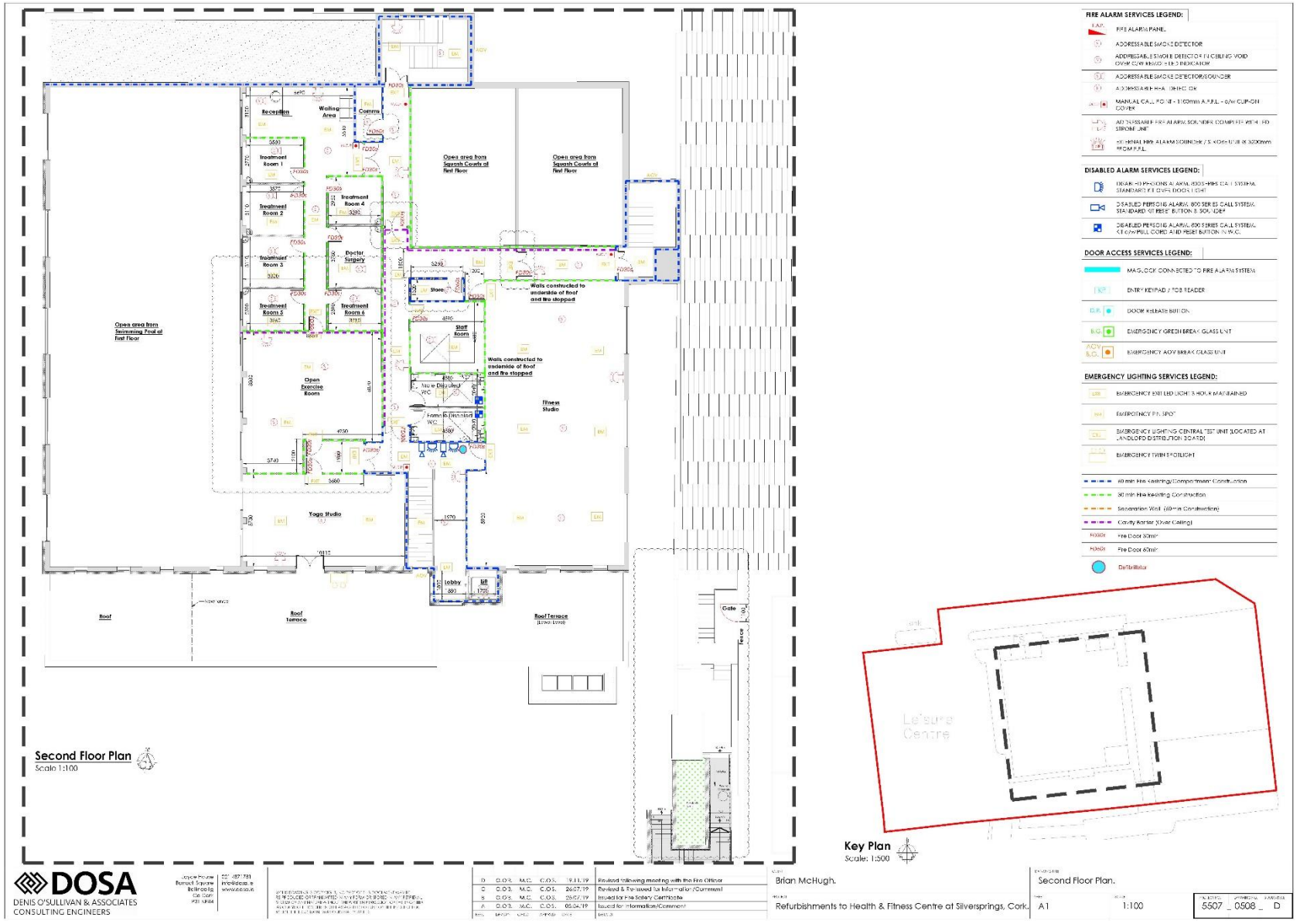
- Management to ensure that emergency services are contacted. The Fire Alarm should contact the Fire Brigade but we must ring also.
- Reception collect all sign in sheets
- Print the attendance sheet for all classes and areas for that time.
- Each department is responsible to evacuate their area and to direct members / guests to the closest emergency exit advising no collection of Non essential items.
- Pool Staff & reception staff to ensure to bring their emergency evacuation packs.
- The manager on duty will delegate one employee to go and vacate each floor of the building also.
- All staff are requested to remain Calm and organised in order to avoid unnecessary panic.
- Reception/Front of house staff are to direct people to the Assembly Points, A is inside the main gate on the far right, B is on the left hand side in the small car park.
- Manager on duty to delegate Role calls to be carried out for the various different department.
- Manager to check that all staff are present as per rotas.




**Ground Floor Plan**




**First Floor Plan**




**Second Floor Plan**

**Appendix 13**

**CHILD SAFEGUARDING STATEMENT**

**INTRODUCTION**

A child is defined as a person under the age of 18 (The Children Act 1989).

For this policy statement: The term 'child' will be used to describe all children and young people under the age of 18 years old participating in activities within District Health & Leisure. The term 'staff' will be used to describe those employed on a contract of employment at District Health & Leisure centre including those working on a voluntary/unpaid basis. Staff should implement this policy using the following guidelines when conducting work that involves children. This will protect the safety and well-being of children engaging in activities, and that of our own staff. For all leisure centre activities and events involving children, at least one member of staff should lead on child protection, raising awareness of this policy and its guidelines among other staff and where appropriate the children, accompanying school/care staff and parents. Where staff are likely to engage with a child on a one-to-one basis, it is imperative that he/she is appropriately child protection trained. All sporting organisations that make provision for children and young people must ensure that: The welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

**Individual Responsibilities**:

Individuals bound by District Health & Leisure Child Safeguarding Statement are responsible for:

1. Making themselves aware of the child Safeguarding Statement and, their compliance with the standards of conduct outlined therein
2. Consenting to vetting in compliance with the current procedural and legal requirements under the existing vetting system operated by the National Vetting Bureau (Children and Vulnerable Person) Act 2012 on its formal commencement.
3. Complying with all other requirements of the child & Safeguarding Policy
4. Co-operating with staff in providing a:

• Non – discriminatory;
• Child & young person friendly;
• Violence, abuse and harassment free sporting environment.

5. Understanding the possible consequences of breaching this Child Safeguarding Statement

**CHILD SAFEGUARDING STATEMENT**

District Health & Leisure staff have a duty of care to safeguard all children involved in any activity from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken in to account. District Health & Leisure will ensure the safety and protection of all children through adherence to the Children's 1st, National Guidance for the protections and Welfare of Children.

**POLICY AIMS**

The aim of District Health & Leisure's Child Protection and Safeguarding Statement is to promote good practice:

Providing children and young people with appropriate safety and protection whilst in the care of District Health & Leisure staff.

Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

Adopting principles of good practice in relation to child protection and safeguarding will ensure that the organisation will help to create an environment in which children are listened to, given a sense of belonging, and kept safe; parents/guardians are supported and encouraged; and staff and volunteers who work with children and young people are supported and protected.

**Individuals and Groups Policy**:
All groups or individuals using the facilities, without exception whether they are in a paid or unpaid/voluntary capacity, hiring the facilities, or employed by District Health & Leisure, this includes:
1. All Staff – full time, part time and volunteers
2. Support Personnel (Carers)
3. Sports Clubs and associated organisations
4. Other invited guest organisations or associations using District Health & Leisure facilities
5. Any other person (s) groups; organisation or associations that may rent or pay for the use of the centre facilities on a casual or formal basis
6. Parents, guardians, carers, spectators and sponsors to the full extent that is possible. Group and/or individual Responsibilities:

All groups and individuals must:
1. Adopt, implement and comply with the child Protection and Safeguarding statement
2. Be aware of the consequences of breaching the policy.
3. Promptly deal with any breaches of or complaints made under the protection and safeguarding policy in an impartial, sensitive, fair timely and confidential manner
4. Apply the protection and safeguarding policy consistently without fear or favour
5. Recognise and enforce any penalty imposed under the child protection and safeguarding policy as per disciplinary procedures
6. Ensure that a copy of the protection and safeguarding policy is available or accessible to the persons to whom this policy applies.
7. Appoint or have access to appropriately designated & trained people to receive and handle complaints and or allegations e.g. Designated Liaison Person or Deputy Designated Liaison Person and display the names and contact details in a way that is ready accessible.
8. Monitor and review the Child Protection & Safeguarding statement at least annually. Policy for School Swimming Lesson, private lessons and public swimming lessons: This policy applies to all parents /guardians/ attendees and teachers involved in swimming sessions. This policy is both for Health and Safety, and Child Protection and Safeguarding.

**Changing Facilities**
• All swimmers to use the shower and toilet before entering the pool.
• We have two changing rooms available for anyone with a disability.
• All children will wait with their parents at the entrance to the pool hall from the changing rooms with their parents and before their lessons start the swim teachers will go meet their swimmers and bring them to their groups, once their lesson is over, the swimming teacher will bring the children back to the entrance in the changing room where their parents will pick them up. No child will be left unattended if their parent/guardian is not there.

**Pool Hall:**
• Swimmers should never leave the poolside without permission from the instructor/teacher. • Swimmers must attend the complete session, if for any reason they need to leave during the lesson, the swimmers parent/guardian needs to approach the teacher before the lesson commences and let them know the time they must leave.
• If a swimmer feels unwell during a training session they should inform the instructor/teacher/parent/guardian and take time out.

• Chewing gum is prohibited.
• Swim hats are compulsory.
• No running is allowed on pool deck.
• In the interest of safety, no pushing, splashing, shouting, ducking, bombing etc in the pool. • Please adhere to lifeguard's instructions.
• Anyone misbehaving will not be allowed to ruin the session for everyone else and will be asked to leave the pool and sit with a parent/guardian or teacher/leader.
• Teacher/ Parents and guardians are not permitted on the pool deck unless requested by a member of staff and must wear blue shoe covers provided. • If a child needs to use the toilet during their lesson, a designated staff member will be notified by the lifeguard and will bring them to the entrance of the changing rooms on the pool deck where their Parent/teacher or guardian will meet them and bring them, the staff member will wait at the entrance to the pool for their parent to bring them back and they will bring them back to their group.

**Children that attend the leisure centre are entitled to:**
• Be listened to and believed
• Be treated with dignity, sensitivity and respect
• Make a complaint in an appropriate way and have it dealt with through an effective complaints' procedure.
• Approach the Designated Liaison Person with any questions or concerns they may have.

**Children should:**
• Play fairly, do their best and have fun
• Respect staff and accept their decisions with grace and not judge
• Respect opponents, they are not enemies, give opponents a hand if they are injured.
• Accept apologies from opponents when they are offered.
• Exercise self-control and tolerance for others, even if others do not
• Be modest in victory and gracious in defeat.

**PROMOTING GOOD PRACTICE**
Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

**Good practice guidelines and Codes of Behaviour for all.**
Staff, Coaches and Volunteers should familiarise themselves the codes of conduct as set out in the Child Protection and Safeguarding Statement. All personnel should be encouraged

to demonstrate exemplary behaviour to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

**Good practice means:**

- Carry out your duties and responsibilities understanding that the welfare of children is paramount.
- Ensure the safety of all children by careful supervision, proper pre – planning of coaching sessions, using safe methods always.
- Encouraging all children not to discriminate on the grounds of disability
- Not let any allegations of abuse of any kind to go unchallenged or unreported if appropriate. Incidents and accidents to be recorded. Parents will be informed.

**Create a safe and enjoyable environment for children by:**

- Planning and preparing appropriately and be positive during sessions
- Making sure all levels of participation should be enjoyable and fun Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals Avoiding favouritism – each child will need attention according to their sporting needs
- Praising and encouraging effort as well as results
- Working in an open environment Ensuring there is adequate supervision
- Involving and updating parents, especially if a problem has arisen
- Respecting a child's sensitivity to their height and weight
- Never using physical punishment or force
- Not using verbal or physical punishments or exclusion for mistakes
- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation
- Keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- Never exert undue influence over a participant in order to obtain personal benefit or reward including the abuse of trust of your position in any relationship with an athlete.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged.
- Avoid the use of alcohol always whilst responsible for young people.

**All staff have the right to:**

- Access ongoing training and information on all aspects of leading / managing activities for youths, particularly on child protection
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Be protected from abuse by children/ youths, other adult members and parents
- Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from the centre management.

## GOOD PRACTICE FOR PARENTS AND GUARDIANS

Parents/guardians have the primary responsibility for the care and welfare of their children.

- Parents/guardians should work in partnership with District Health & Leisure to create and support a safe environment through the promotion of good practice and measures in place to prevent poor practice and all forms of abuse
- Parents/guardians have a responsibility to ensure that the measures in the Safeguarding Children Policies and Procedures 2010 are implemented and to make sure their children are treated with fairness, respect and understanding.
- They should foster an open approach to discussing safeguarding issues to allow their children to tell them about anyone causing them harm or making them feel upset.
- Parents/guardians as representatives of their child/children are subject to and should be aware of the rules and procedures of District Health & Leisure, Swim Ireland, the Regions and their Club, where changes are made that affect them or their children.
- Parents/guardians should be informed of all matters relating to ethics and good practice. They should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one.
- Parents must read and understand The Good Practice Guidelines for Parents and should always remember that children play sport for their own enjoyment not that of the parents/guardians.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with fairly and confidentially.
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children.
- Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure the environment is safe and enjoyable for your child/children
- Be a role model for your children and other young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the District Health & Leisure or Swim Ireland.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective
- Promote participation for children that is fun, safe and in the spirit of fair play

**Incidents and Accidents to be Reported:**

If any of the following occur, you should report this immediately to the DLP and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.

- If a child misunderstands or misinterprets something you have done.
- If a Child reports any kind of abuse to you.

**Use of photographic/filming equipment**:

Written consent to take and use images of children should be obtained prior to the taking of photographs and/or video footage. Parents should be made aware of when, where and how the images may be used in order to give their informed consent. This includes comprehensive information regarding use of images e.g. in print, multi-media, broadcast; for what purpose e.g. promotion, publicity, evaluation, audit, review; and where possible an indication of who the audience will be e.g. the public, the participating children and their families, other organisations and institutes.

**THE ROLE OF THE DESIGNATED LIAISON PERSON**

Childrens First – National Guidelines for the protection and Welfare of Children Act 2017 advises that all organisations providing services should have a designated person to act as a liaison with outside agencies. This designated person would also act as a resource to any staff member or volunteer which has child protection concerns.

The designated person should be responsible for reporting allegations or suspicions of child abuse to the health boards or an Garda Sìochàna.
The following advice is given by the Children First Act 2015 for the designated liaison person responsible for reporting suspicious of child abuse:
• If the designated liaison person is satisfied that there as reasonable grounds for the suspicions or allegation they must report it to the relevant health board immediately. • A report should be made to TUSLA the child and Family agency or if unavailable An Garda Sìochàna.
All reports should include as much of the information requested in the standard reporting form as possible. If a disclosure is being made to TUSLA the operations manager of the centre must be informed.
A decision must be made whether to contact the parents/guardian. If a decision is made not to contact the parent/guardian, the basis of this decision must be recorded.

If the Designated Liaison Person is unsure about whether to report the concern about a child, they should seek advice from TUSLA. At this informal stage, it must be stated explicitly that a formal report is not being made and identifying details should not be given. If TUSLA recommends that a referral should be made by the designate person should act on this advice. If TUSLA do not recommended a referral the person responsible for raising concern should be given a clear statement outlining the reasons why the matter is not being taken any further.

The Designated Person should:
• Receive information from staff, volunteers, children or parents and carers who have child protection concerns and record it.
• Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate reporting:
• Inform Designated Liaison Person
• Inform Manager
• Allow information to go external
• Consult initially with TUSLA, the child and family agency. If advised that there is no need for concern and the matter is not taken any further the Designated Liaison Person must in a written statement inform the person who reported the concern why no further action is being taken.

The designated person needs to be aware of the relevant contact numbers and addresses of the statutory agencies in their locality.

District Health & Leisure shall select and appoint a Designated Liaison Person (DLP).

In brief, District Health & Leisure Designated Liaison Officer Person (DLP) will:

- Act as a source of advice on child protection and safeguarding matters
- Co – ordinate action within District Health & Leisure, and with any child protection Liaison officers
- Liaise with the child and Family Agency and An Garda Sìochàna and other agencies about suspected or actual cases of child abuse.
- Be accessible to all leisure centre staff. The person(s) designated shall ensure that s/he is knowledgeable about child protection and that s/he undertakes any training considered necessary to keep updated on new development.

The Designated Liaison Person (DLP) for District Health & Leisure is Eilis Burns and Deputy DLP is James Ahern.
Our DLP shall undertake the following role:

- Where there are any suspicions and/or allegations that a child or young person may have been the victim of child abuse or neglect, report promptly to the Child and Family agency or in the event of an emergency, and in unavailability of the Child and Family Agency, to An Garda Sìochàna.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover using the TUSLA standard reporting form.
- Contact with the senior member of the Child and Family Agency responsible for child protection in the local catchment area, i.e. Child Care Manager or Principal Social Worker.
- Establish and maintain links with designated persons in An Garda Sìochàna and other relevant organisations.
- Keep up to date on current developments in child protections and safeguarding regarding provision, practice, legal obligations and policy.
- Advise other leisure centre staff on best practise and ensure that child protection and Safeguarding Statement and procedures are followed.
- If a report in accordance with standard procedures has been made, ensure that an individual case record is maintained of the actions taken by the leisure centre, the liaison with other agencies and the outcome. In addition, maintain proper records on all case referred to them in a secure and confidential manner.
- Keep relevant people within District Health & Leisure, particularly the General Manager, informed of relevant issues, whilst maintaining confidentiality always.
- Ensure the Child Protection and Safeguarding Statement is reviewed annually.
- Ensure that Child Protection and Safeguarding Statement and procedures are brought to the attention of all staff.
- Advise District Health & Leisure of child protection training needs and where necessary, organise and/or facilitate training and workshops on the guidelines for Child Protection and Safeguarding.

The Designated Liaison Person or the Deputy Designated Liaison Person does not have the responsibility of investigating or validating child protection concerns within the centre and, doesn't have any counselling or therapeutic role to any party involved. These roles are filled by the Statutory Authorities namely the Child and Family Agency and An Garda Sìochàna as outlined in Chapter 4 of the Children First – National Guidance for the Protection and Welfare of Children (2017)

**COMPLAINTS PROCEDURE**

District Health & Leisure views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person that has made the complaint.

Our policy is:

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- To publicise the existence of our complaints procedure so that people know how to contact us to make a complaint
- To make sure everyone at District Health & Leisure knows what to do if a complaint is received
- To make sure all complaints are investigated fairly and in a timely way
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired
- To gather information which helps us to improve what we do

**Definition of a Complaint:**
A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of District Health & Leisure.

**Where Complaints Come From:**
Complaints may come from any person or organisation who has a legitimate interest in District Health & Leisure. A complaint can be received verbally, by phone, by email or in writing. Email: Info@district.ie

**Confidentiality**:
All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

**Responsibility:**
Overall responsibility for this policy and its implementation lies with District Health & Leisure.

**TYPES OF ABUSE**
Child abuse can be categorised into four different types:
Physical abuse, emotional abuse, neglect and sexual abuse.

**Physical Abuse:** Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.
Physical abuse can involve:
1. Severe physical punishment
2. Beating, slapping, hitting or kicking
3. Pushing, shaking or throwing
4. Pinching, biting, choking or hair pulling
5. Terrorising with threats 6. Observing violence
7. Use of excessive force in handling
8. Deliberate poison

Sign and symptoms of abuse are available on the TUSLA website

**Emotional Abuse:**

Emotional abuse is normally to be found in the relationship between a parent and carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs and symptoms. Examples may include:

1. The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming.
2. Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions.
3. Emotional unavailability of the child's parent/carer.
4. Unresponsiveness of the parent /carer and/or inconsistent or inappropriate expectations of the child.
5. Premature imposition of responsibility on the child.
6. Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way.
7. Under – or over – protection of the child.
8. Use of unreasonable or over – harsh disciplinary measures.
9. Exposure to domestic violence.
10. Exposure to inappropriate or abusive material through new technology.

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer. Signs and symptoms of emotional abuse are available on the TUSLA website.

**Neglect:**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care. Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the childs health and development as compared to that which can reasonably be expected of a child of similar age. Neglect generally becomes apparent in different ways over a period rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well – being and/or development are severely affected. Signs and symptoms of neglect are available on the TUSLA website.

**Sexual Abuse:**

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others.

Examples of child sexual abuse include:

1. Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.
2. Intentional touching or molesting of the body of a child whether by a person or object for sexual arousal or gratification
3. Masturbation in the presence of the child or the involvement of the child in an act of masturbation.
4. Sexual intercourse with the child, whether oral, vaginal or anal
5. Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or sexual acts.
6. Consensual sexual activity involving an adult and an underage person.

In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An

Garda Sìochàna will deal with the criminal aspects of the case under the relevant legislation. It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

**Signs and symptoms of sexual abuse are available on the TUSLA website**

**Concerns about poor practice:**

If, following consideration, the allegation is clearly about poor practice, the Designated Liaison Officer will deal with it as a misconduct issue. If the allegation is about poor practice by the Child Liaison Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

**Concerns about suspected abuse:**

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the DLP, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. The DLP will refer the allegation to the social services department which may involve the police or go directly to the police if out-of-hours. The parents or carers of the child will be contacted as soon as possible following advice from the social services department. If the DLP is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the assistant manager or supervisor on duty who will refer the allegation to social services.

**Confidentiality:**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Designated Liaison Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

**Internal enquiries and suspension:**

District Health & Leisures Designated Liaison Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. Irrespective of the findings of the social services or police inquiries District Health & Leisures Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Clubs Disciplinary Committee must reach a decision based upon the available information, which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

**Allegations of previous abuse:**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working

with children. This is reinforced by the details of the Protection of Children Act 1999.

**Responding to allegations or suspicions:**

When there is suspected abuse external to the organisation confidentiality is kept thought out the process. If you do not know who to turn to for advice or are worried about sharing your concerns, you should contact the Statutory Authorities at any stage. If in doubt, ask.

**Information for social services or the Garda about suspected abuse:**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information. Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries.
- Also, any indirect signs, such as behavioural changes. Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record details. If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details. Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

**Bullying:**

**Definition of bullying:**

Bullying can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others. Bullying and harassment should be prevented by anticipation of an occurrence and having a planned course of action.

Bullying behaviour is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations with children and young people. It includes behaviour such as teasing, taunting, threatening, and hitting and extortion by one or more children against a victim. A bully operates using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel able to tell someone who can help or in a situation where it is not safe to do so.

Bullying can take place between adults, children and child to adult or adult to child, and is not restricted by age, socio-economic background or sex. Each case of bullying must be dealt with as soon as the symptoms are apparent or bullying is suspected.

**Types of Bullying:**

Bullying can occur in several ways and in various forms. Traditionally bullying would take place where the opportunity arises for a bully to meet a victim face to face – e.g. in a changing room, going to or from school/Club, travelling on a bus. This afforded a victim the opportunity to escape situations where they may be vulnerable. Unfortunately, today the technological advances in methods of communications has meant that people are much more accessible through the use of mobile phones, email, social networking sites, etc. This means that a victim can be targeted by a bully without being physically present. Bullying need not be solely physical where a victim is physically harmed; bullying can be verbal, involve the use of gestures, by exclusion, and using extortion.

**Recognising the signs of bullying:**

The following indicators are warning signs that a young person might be the subject of bullying:

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to swimming, going via different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed)
- Attempting suicide or hinting at suicide Anxiety (shown by nail-biting, fearfulness, tics)

**Action if bullying is suspected:**

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately).
- Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe.
- Speak with the victim and the bully(ies) separately. Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Designated Liaison Person (wherever the bullying is occurring).

Action towards the bully (ies):

- Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour.
- Seek an apology to the victim(s). Inform the bully (ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully (ies) compensate the victim. Provide support for the victim's coach.
- Impose sanctions as necessary. Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

**Concerns outside the immediate sporting environment (eg a parent or carer):**

- Report your concerns to the Designated Liaison Person, who should contact social services or the police as soon as possible.
- If the Designated Liaison Person is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Designated Liaison Person will decide how to involve the parents/carers.
- Maintain confidentiality on a need to know basis only

**Recruitment Procedures**

The recruitment and selection of suitable people is essential in safeguarding the health and welfare of children. District Health & Leisure will take the following steps to ensure company recruitment and selection procedures support child protection and safeguarding policies.

Recruitment advertising and all applicant's information, including the job description and person specification, should contain a prominent child statement. Consider the tasks and skills necessary for the job and what kind of person is most suited to the position. Develop a list of essential and desirable qualifications, skills and experience and shortlist against this.

• Identification – Ask for photographic documentation to confirm identity, such as passport or driver licence.
• Qualifications – Ask for documentation
• Interview – Explore information contained in application and discuss towards working with children.

Discuss child protection and safeguarding statement with applicant to ensure they have the ability and commitment to meet the standards required. Presentations are an effective alternative to interviews in assessing suitability for working with children.

The following are examples of questions that could be asked to explore their attitudes and commitment to child welfare:

1. Tell us about any previous experience you have working with children or young people?
2. Is there anything we should know that could affect your suitability to work with children or young people?

One person on the interview panel should have been trained in Child Protection and safeguarding for recruitment purposes.

Any points of concern, such as gaps in employment history, need to be pursued and satisfactorily explained. In addition, to successful competition of garda vetting by the National Vetting Bureau as established by the National Vetting Bureau (Children and Vulnerable Persons) Act 2012, where appropriate, recruitment will continue to be subject to the existing process of vetting by the Garda Central Vetting Bureau.
The Garda Central Vetting Unit (GCVU), provides vetting on behalf of organisations with the unit, employing personnel to work in a full – time, part – time, voluntary or student placement capacity with children and/or vulnerable adults.
Therefore, all persons who:
• Will have significant access to children or young people or hold a position of trust with children must be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or young people, or may present a risk to children or young people. A duly processed Garda Vetting Form application will indicate one or more of the followings:
• No previous convictions against the applicant,
• Convictions against the applicant,
• Convictions against the applicant,
• Prosecutions pending involving the applicant.

No person under 18 years of age may undergo the Garda Vetting process without the permission of their parent/guardian.

**Application:**

The Following are required:
1. Submission of full Curriculum Vitae (CV)
2. Written references from former employers
3. Previous experience, qualifications and training undertaken
4. Medical forms filled in
5. Provide disclosure of any criminal record (including past or pending)
6. Consent to Garda Vetting
7. Completed Garda Vetting Form
8. All training agreement forms signed Applicants are asked to declare:
9. All elements of any criminal record, irrespective of status
10. If they are known to the relevant Social Services authorities within the HSE for any matters pertaining to their risk to children or young people
11. If they we/are subject to disciplinary proceedings/sanctions with another organisation relating to child abuse.
12. Applicants should be informed that the information disclosed may not necessarily exclude their application for consideration on its merits.

If they wish to do so, applicants: may request to speak with the General Manager, in confidence, in relation to this element of the recruitment process. District Health & Leisure shall treat any disclosures with complete confidence.

**Interviews and Selection:**

District Health & Leisure, through the panel of Interviewers, shall conduct a formal interview of the selected applicants in accordance with established procedures, protocol and recommendations. District Health & Leisure is aware that completing the process does not guarantee that an individual is safe to work with children and young people. However, using all the information available, the interviewers shall, to the best of their ability, prepare and recommend a list of persons they believe to be suitable for the filling of the positions.
The Complex Manager will make the final decision.

**Education and Training:**

To ensure all staff understand and are committed to a Safeguarding culture it is important to make them feel welcome and supported. All employees of District Health & Leisure will undergo an Induction process and will be trained on all company procedures and policies. The leisure centres child protection and safeguarding policy will take priority during the induction stage of the recruitment process.

There should be continuing programmes of ongoing training for all staff members. They should include training in child protection concerns. Good practice in training means keeping a record of training needs, training provided, and a note of the workers satisfaction with the training. District Health & Leisure is fully committed to the education and training of all staff on all aspects of Child Protection and the leisure centres child protection and safeguarding statement. District Health & Leisure carries out this training as part of a comprehensive training and induction programme for all existing and new leisure centre staff and that to:

1. Substantially reduce potential risk to children and young people and,
2. Help create a positive child safe environment within District Health & Leisure.

As part of its Child Protection Training and Induction programme, the centre will:

1. Provide to all existing and new centre staff, documents and other materials on District Health & Leisures Child Protection Policy and Safeguarding Statement.
2. Incorporate extensive information to all existing and new leisure centre staff on their roles and responsibilities including Codes of Conduct under District Health & Leisures Child Protection and Safeguarding Statement and, in ongoing staff briefings.
3. Provide Child protection training for District Health & Leisure staff assigned to activities where they will work directly with children and young people.

In conjunction with the Training and Induction programme, District Health & Leisure will promote child safe and child friendly practices that will:

1. Keep Children and young people safe within the leisure centre environment.
2. Provide information about child protection and safeguarding to the children and young people.
3. Provide information regarding the reporting of child abuse including the reporting of child abuse where it may concern a District Health & Leisure staff member.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact TUSLA or the Garda direct, or the ISPCC Child Protection Helpline on 01-2432000.