



Safety Statement

BASKETBALL IRELAND

Tymon Park, Dublin, D24 N449.

TEL: 01 4590211

EMAIL: info@ireland.basketball



MAY 2024

AYRTON
GROUP



TABLE OF CONTENTS

1. GENERAL HEALTH AND SAFETY POLICY	4
2. SAFETY MANAGEMENT & CONTROL.....	5
3. RESPONSIBILITIES.....	6
3.1 MANAGEMENT	6
3.2 OTHER RESPONSIBILITIES OF MANAGEMENT	7
3.3 EMPLOYEES	7
3.4 VISITORS.....	8
3.5 ORGANISATIONAL CHART	9
3.6 TABLE OF RESPONSIBILITIES	11
4. RESOURCES	12
4.1 CONSULTATION	12
5. TRAINING	13
6. DISCIPLINARY PROCEDURE.....	14
6.1 EXAMPLES OF GROSS MISCONDUCT.....	15
7. ACCIDENTS AND DANGEROUS OCCURRENCES.....	16
7.1 RECORDING, REPORTING & INVESTIGATION	16
7.2 PROCEDURE IN CASE OF ACCIDENTS, DANGEROUS OCCURRENCES OR NEAR MISS INCIDENTS.....	17
7.3 FOR SERIOUS INJURY OR COLLAPSE	17
7.4 ACCIDENT REPORT	17
8. FIRE / EXPLOSION / EVACUATION	18
8.1 GENERAL FIRE PRECAUTIONS	20
8.2 FIRE FIGHTING EQUIPMENT	20
9. ENVIRONMENTAL POLICY.....	21
10. WELFARE	22
10.1 HYGIENE FACILITIES.....	22
10.2 CANTEEN FACILITIES.....	22
10.3 SMOKING.....	22
10.4 PREGNANT EMPLOYEES.....	23
10.5 LONE WORKERS	23
10.6 YOUNG PERSONS.....	23
10.7 FIRST AID.....	24
10.8 CONTRACTORS	25
10.9 SAFETY SIGNS	25
10.10 RIGHT TO DISCONNECT	25
11. HARASSMENT AND BULLYING POLICY STATEMENT.....	26
11.1 DEFINITION	26
11.2 SECTARIAN HARASSMENT.....	26
11.3 RACIAL HARASSMENT	27
11.4 VICTIMISATION.....	27
11.5 BULLYING.....	27
12. MANAGING STRESS IN THE WORKPLACE.....	29
13. SUBSTANCE ABUSE.....	30
14. PERSONAL PROTECTIVE EQUIPMENT	31
15. MANUAL HANDLING	32
15.1 FACTORS TO BE CONSIDERED AS LIFTING HAZARDS	32
15.2 PRINCIPLES OF LIFTING.....	32
16. COMPANY MECHANICAL EQUIPMENT.....	34
17. VISUAL DISPLAY UNITS (VDU'S).....	36
18. HAZARDOUS SUBSTANCES	38
19. COMPANY DRIVING POLICY.....	40
20. APPENDIX.....	44
21. ACKNOWLEDGEMENT OF SAFETY STATEMENT & RISK ASSESSMENT.....	45

REVISION OF SAFETY STATEMENT

Rev. No	Date	Change	Reviewed by
5	April 2020	New Document	Kevin Crowley of Ayrton Group.
6	October 2021	Updated Safety Statement & Risk Assessment	Patrick Cronin of Ayrton Group
7	May 2022	Updated Safety Statement & Risk Assessment	Colm Hackett of Ayrton Group
8	May 2024	Updated Safety Statement & Risk Assessment, Legislation & remove all covid references.	Peter Roche of Ayrton Group

This document has been prepared by a staff member of Ayrton Group. Any changes made by a non-staff member or person not appointed by Ayrton Group will nullify all responsibility which Ayrton Group may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.



1. GENERAL HEALTH AND SAFETY POLICY

This Safety Statement sets out the general policy of Basketball Ireland, Tymon Park, Tallaght, Dublin.

This policy aims to ensure Basketball Ireland, will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our employees whilst at work and all others affected by our work.

Basketball Ireland will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

We will also endeavour to take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*.

Our works also fall under the remit of the *Safety, Health and Welfare at Work (Construction Regulations), S.I. No. 528, 2021*, which place responsibilities on all persons working in the construction sector.

Safety is everybody's responsibility, and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

Basketball Ireland recognises that the primary responsibility for providing and maintaining safe working conditions bears on Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all employees and others affected by our work.

SIGNED:

JOHN FEEHAN
CEO

DATE: ___/___/___

2. SAFETY MANAGEMENT & CONTROL

INTRODUCTION

Basketball Ireland (B.I.) is the national governing body for the sport on the island of Ireland and is responsible for the promotion and administration of basketball throughout Ireland and for Irish international participation.

Basketball Ireland positions itself as a service centre for all levels of the game, facilitating all aspects of promoting and running the sport.

Basketball Ireland seeks to promote the game, in all its forms, to supporters and prospective supporters by emphasising the great attributes of basketball.

At Basketball Ireland we pride ourselves on delivering a high-quality service, completed on time, within budget and to impeccable safety standards. Our record over several decades of business speaks for itself, which is why we enjoy such excellent long-term relationships with so many of our clients. Since the beginning, Basketball Ireland has prioritised safety management, to ensure that all projects satisfy not only the relevant legislation, but also industry best practice. We treat safety training seriously.

This Safety Statement covers employees subcontracted to Basketball Ireland

WHAT IS THE SAFETY STATEMENT?

The Safety Statement is the written policy of Basketball Ireland detailing how Safety, Health and Welfare at Work, along with all related matters, are being managed.

WHO SHOULD READ IT?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to employees. It will be read to any employee, who has difficulty in reading it, in a language that he or she can understand.

This Safety Statement must be brought to the attention of all staff at least annually, as per the requirements of the Safety, Health & Welfare at Work Act, 2005.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in this Safety Statement.

NEW LEGISLATION AND STANDARDS

Basketball Ireland will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

REVIEW OF SAFETY STATEMENT

Basketball Ireland must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary.

These changes are to be discussed with the workforce concerned by Management. This Safety Statement must be brought to the attention of all our staff at least annually.

ANNUAL REPORT

Reference shall be made to the Safety Statement in the annual Directors Report (*as per various requirements of Sections 325, 326 & 327 of the Companies Act 2014*), in accordance with *Section 20 of the Safety Health And Welfare At Work Act, 2005*. This should cover areas such as resources, in terms of time, effort and finance given or proposed for Safety, Health and Welfare issues. It should also report on progress made and accident/incident data for the period covered.

3. RESPONSIBILITIES

It is the duty of employees at all levels within Basketball Ireland to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function, but ultimate responsibility still lies with Basketball Ireland management.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

3.1 Management

As the persons responsible, the board of Directors has the ultimate responsibility in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, the board of Directors shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Providing the resources necessary, in terms of the time, effort and finance required to promote Health and Safety in this workplace.
3. Taking an active part in reviewing any relevant reports and audits, identify any relevant changes and improvements (and prioritising their implementation), and ensuring that Health and Safety is taken into account at the planning stage of all new work.
4. Ensuring that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
5. Ensuring that all staff are competent in their own individual tasks.
6. Ensuring that all materials and equipment supplied comply with the requirements of safety legislation and standards and that no items purchased shall interfere with existing standards of safety in the company.
7. Ensuring that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Statement. If any employees have a difficulty in reading or understanding the Safety Statement it will be read to them in a language that they can understand.
8. Ensure all staff receive training and records are kept by Management complying with section 15 of S.I. No. 277/2019 - European Communities (Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment) (Amendment) Regulations 2019 and Section 1.3 Training of Persons involved in the Carriage of Dangerous Goods as required by ADR.
9. Ensuring that when changes or amendments are made to safety documents or procedures that these are circulated to all employees.
10. Ensuring that all employees receive adequate training to carry out their tasks safely.
11. Ensuring that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person.
12. Ensuring that all employees understand that Health and Safety information about their work is available to them as a right.
13. Ensuring that the Safety Statement is brought to the attention of the employees at least annually.

3.2 Other Responsibilities of Management

(e.g. Foreman or Site Managers where appointed by Basketball Ireland).

the board of Directors may from time to time appoint a Foreman or Site Manager to particular jobs, as the need arises. The following is an outline of the associated responsibilities:

1. Ensuring that activities are planned so that they may be carried out safely.
2. Ensure that all machinery, equipment and safety devices are properly maintained and are safe to use.
3. Providing and maintaining adequate guarding systems on machinery.
4. Ensuring that only competent personnel adjust, operate and maintain machinery or equipment.
5. Ensuring the safety of lesser-experienced employees and that they never in jeopardy, from the work they are doing.
6. Ensuring that where personal protective equipment (P.P.E.) is provided, it is worn, used and maintained.
7. Ensuring that adequate safety training is provided as necessary and that it is availed of by employees.
8. Ensuring that employees are aware of the actions to be taken in case of an emergency and that properly maintained firefighting equipment is available.
9. Ensuring that good housekeeping standards are maintained and in particular access/exit routes as well as fire exits and fire points are never obstructed.
10. Ensuring that all accidents and dangerous occurrences are thoroughly investigated, and remedial actions are taken. Basketball Ireland management must be informed of all accidents and near misses as soon as is reasonably practicable.
11. Ensuring that any changes in processes, procedures or equipment by way of new purchases, modification or the addition of new components or work tasks are risk assessed taking full account of health and safety issues and do not endanger the safety and health of employees or any other persons who may be affected by our work.
12. Considering and supporting any representation about Health and Safety from employees.
13. Providing effective supervision of all working practices in Basketball Ireland.
14. Taking a direct interest in the Health and Safety of the employees.
15. Ensure that all contractors have appropriate experience, have insurance and training in place, and have prepared adequate risk assessments and method statements for their intended tasks.
16. Review contractor training and safety documentation on site and ensure that the controls set out in Risk Assessments and Method statements provided are being adhered to.
17. Ensure that permits for restricted work procedures e.g. hot works are obtained before work commences and ensure that controls outlined in the permits are adhered to.

3.3 Employees

All employees are expected to co-operate fully with all provisions taken by Basketball Ireland for ensuring the Safety, Health and Welfare of employees.

All employees are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All employees have specific statutory responsibilities under the *Safety, Health and Welfare At Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

It shall be the duty of every employee while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his / her use alone or for use by him/her in common with others for securing his safety, health or welfare while at work) and
- To report to his/her employer or his/her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of which he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others.
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Statutory Regulations or as set out under the *Safety, Health and Welfare at Work, 2005 Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

Other statutory employee responsibilities are as laid down in the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*. These state that every employee has a duty to take into account training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the employee:
 - a) Should make full and proper use of this.
 - b) Uses it in accordance with the information, instruction and training provided by the employer.
 - c) Take all reasonable steps to ensure that the employee returns this equipment to storage after its use.

3.4 Visitors

All visitors to Basketball Ireland including persons from the general public, sales people, consultants, inspectors, etc, have a responsibility to assist the company in fulfilling its statutory duties. In order to achieve this visitors must adhere to the following general rules:

- Visitors must sign in and out at reception.
- Visitors must be supervised at all times by a member of staff.
- Visitors must observe the company's Safety Rules and any instructions given by staff.
- Visitors must wear PPE.
- Visitors must not enter unauthorised areas unless given permission by staff.

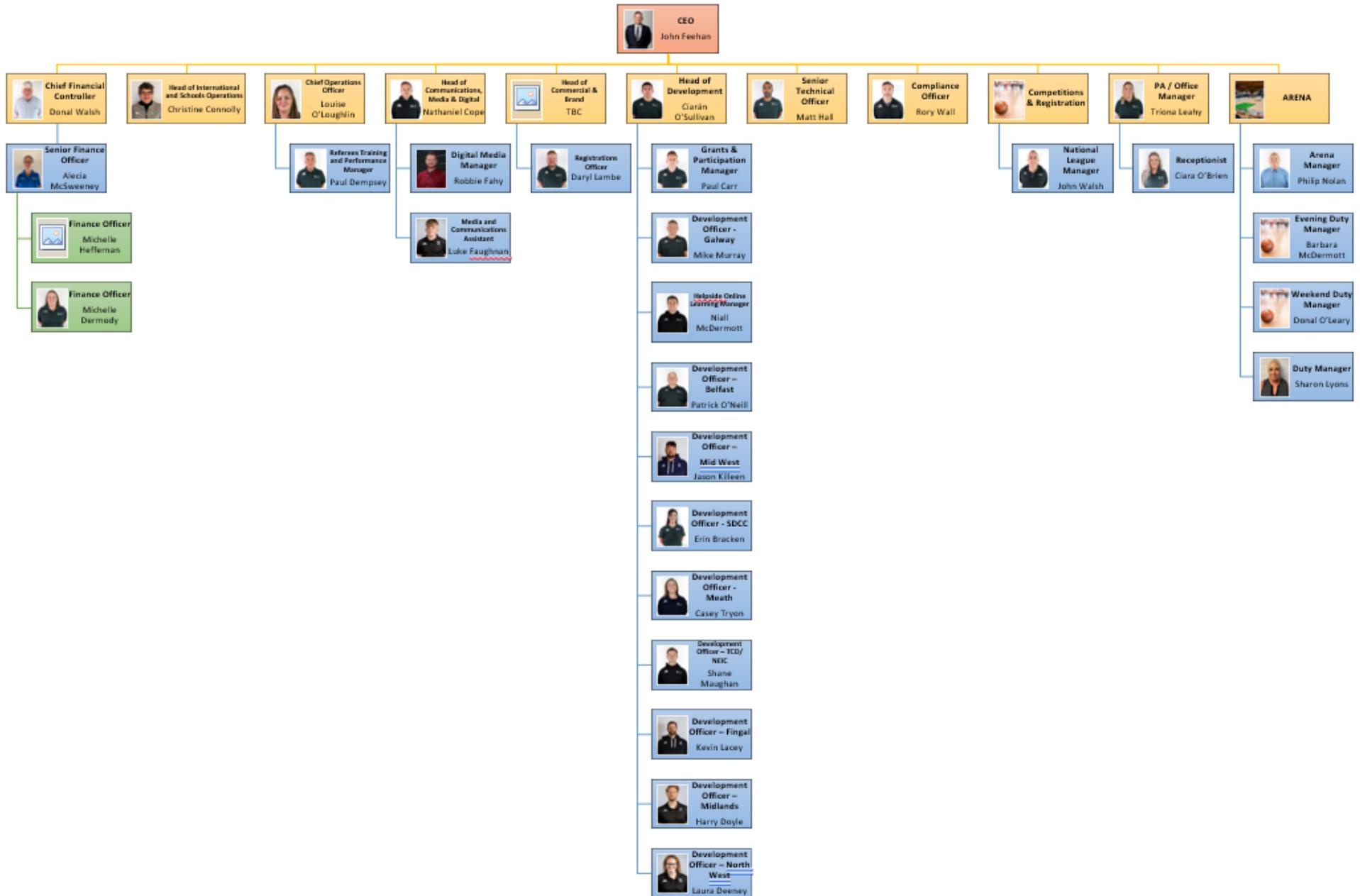
3.5 Organisational Chart

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

It is the duty of employees at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. Please refer to the relevant page for your responsibilities and seek advice or guidance on any area of doubt. All staff will be briefed of its content and will sign a form stating that they will comply with its content.

To ensure successful implementation of the Safety Statement, members of this organisation will have specific responsibilities. It is of the utmost importance that these functions are properly delegated in their absence and the name of the other person is notified to all concerned.

The functional responsibilities are set out below.



3.6 Table of Responsibilities

OPERATION	TITLE	NAMES
Overall responsibility		CEO
Accident Investigation		Phillip Nolan & Professional Staff
Risk Assessments		Professional Staff & External Source
PPE Identification		Professional Staff
First Aid Supplies		Professional Staff
Trained First Aider		Professional Staff
Safety Representative		Phillip Nolan & Professional Staff
Identification of Training Needs		Phillip Nolan & Professional Staff
Delivery of Training		Outsourced/ In House
Safe Work Procedures		Board of Directors & Professional Staff
Emergency Drill / Plan		Phillip Nolan & Professional Staff
Preventative Maintenance		Phillip Nolan & Professional Staff
Statutory Inspections		Phillip Nolan & Professional Staff
Purchasing		Professional Staff
Supervision To Ensure Safety		Board of Directors & Professional Staff
Remedial / Corrective Action		Board of Directors & Professional Staff
Health Surveillance		Board of Directors & Professional Staff
Consultation		Board of Directors & External Source
Employee Co-operation		Board of Directors & Professional Staff
Review Process / Auditing		External Source

4. RESOURCES

Basketball Ireland shall dedicate resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

1. Basketball Ireland Management and if necessary, Consultants or Competent Persons will provide appropriate safety consultancy, auditing and training input.
2. The Time required for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. The Effort required for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.
4. The Finances required to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.
5. The resources required to ensure that Safety, Health and Welfare in the workplace is taken into account at the planning stage of all new work, where this new work may have effects on employee Safety, Health and Welfare.
6. The rules set out in the *Construction Regulations of 2013* relating to site safety, informing the *Health and Safety Authority* of commencing of work, accident reporting, and the preparation or safety files, will be followed.

4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005 Act*.

Each employee will be given the opportunity to make representations to management as applicable.

Section 25 of the Safety, Health and Welfare at Work Act 2005 makes provision for the election from amongst the employees of a Safety Representative. Management will assist employees in this regard and will recognise the role of the Safety Representative.

Employees will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of employees, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to the board of Directors taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

As per the Construction Regulations of 2013 to 2021, should Basketball Ireland have more than 20 persons on any site we shall put in place the necessary arrangements for the provision by the staff of a SAFETY REPRESENTATIVE.

Should Basketball Ireland ever have more than 20 persons under our direct control on a site at any one time, or 30 persons engaged in construction work, we shall appoint a Safety Officer in writing, as per Regulation 26.

We will ensure that a full time Safety Advisor is appointed where more than 100 persons on any of our construction sites at any one time (Regulation 18).

5. TRAINING

In relation to the training of employees, we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is required in order to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All employees will receive induction training upon commencing employment, this will include good housekeeping practices and hygiene. Basketball Ireland will ensure that the employees are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be recorded.

Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded, and progress monitored.

Areas of training, which will be considered, are:

- Manual Handling
- VDU
- First Aid
- Fire Safety and Fire Extinguisher Use
- Fire Warden
- Child Protection

Training Issued to Staff:

- Lead Worker Representative must be selected to represent the workforce (who may be the Site Safety Representative).

6. DISCIPLINARY PROCEDURE

Breaches of Health and Safety regulations at Basketball Ireland may be treated as a matter of discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept in the Employee's personnel files.

In the event of a breach of Basketball Ireland rules or failure to work to an appropriate standard, the following procedure will be followed.

1.	Verbal Warning / Counselling	Record. Copy of form to personnel file.
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
2.	Written Warning / Formal	Record. Copies to person concerned, supervisor/manager and personnel file.
In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
3.	Final Written Warning	Record. Copies to person concerned, supervisor/manager, shop steward and personnel file.
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, BASKETBALL IRELAND may also impose a period of suspension without pay.		
4.	Suspension / Dismissal	Record. Inform the person of the right to appeal. Note to personnel file.

If, following a period of suspension without pay and/or a final written warning, an employee is guilty of further breaches; the employee will be dismissed. All warnings will remain on file one year from the date of issue, subject to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, Basketball Ireland may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above.

In cases where Basketball Ireland considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following the investigation of any matter under this clause, Basketball Ireland may decide either to impose another form of discipline i.e. dismissal, suspension without pay and/or final written warning, without recourse to the procedure outlined in stages 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them. In brief Basketball Ireland disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for more serious offences.

6.1 Examples Of Gross Misconduct

The following is a list of examples of gross misconduct: -

- 1.** Negligence resulting in injury or possible injury to others, destruction / damage to Basketball Ireland property or goods.
- 2.** Drunkenness while at work.
- 3.** Possession, use of, or being under the influence of drugs while at work.
- 4.** Wilful neglect or destruction of Basketball Ireland property.
- 5.** Falsification of returns or other official documentation.
- 6.** Working while on sick leave.
- 7.** Fighting or threats of acts of physical violence.
- 8.** Possession, on Basketball Ireland premises, of firearms or arms defined by law.
- 9.** Theft of Basketball Ireland or other employee's property.
- 10.** Interference with or theft of First Aid or other safety equipment.
- 11.** Sabotage, attempted sabotage or threatened sabotage of Basketball Ireland or any employee's property.
- 12.** Deliberately restricting output or quality of our work.
- 13.** Violation of other employee's rights/freedom by threats of violence or other action.
- 14.** Serious misconduct affecting the interests of the employees and/or Basketball Ireland.
- 15.** Refusal to carry out a lawful instruction given by a level of authority.
- 16.** Unauthorised use, possession or disclosure of Basketball Ireland private information.
- 17.** Disregard of Basketball Ireland Rules and Regulations, the contents of this Safety Statement or specific instructions given.
- 18.** Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
- 19.** Driving a Basketball Ireland vehicle in a reckless manner or under the influence of drink / illegal substances.
- 20.** All employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and/or use of the Basketball Ireland Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

7. ACCIDENTS AND DANGEROUS OCCURRENCES

Always keep a mobile phone available on site and check it is functioning properly. This is especially important if there is no landline facility available.

7.1 Recording, Reporting & Investigation

Basketball Ireland is aware that **there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences** in line with the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 (S.I. No. 610). Our motivation to do this properly is the knowledge that if we put the information that we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Fatalities, Reportable Injuries and Dangerous Occurrences should be reported using the online reporting system on the HSA website (<https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f>) or the paper-based **Accident Report Form I.R.1.** or the Form of **Notice of Dangerous Occurrences, Form I.R.3** and a copy sent to the Health and Safety Authority.

Non-fatal accidents:

The injury of any employee as a result of an accident while at work must be reported, where the injury results in the employee being unable to carry out **their normal work** for more than three consecutive days, excluding the day of the accident. (This includes employees who, following an accident at work, are either not at work or who are at work but assigned to 'light duties' until such time as they recover fit to work).

In calculating the days, weekends and other non-working days should be included.

The injury of a person who is not an employee of Basketball Ireland and who is not at work (such as a visitor or member of the public) but whose injury resulted from one of our work activities, must be reported if the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility.

Non-fatal accidents should be formally reported within 10 working days of the event.

Fatal accidents:

Fatal accidents in a workplace should be reported immediately to the Health and Safety Authority (HSA) or the Gardaí so that the necessary action, including any investigation by the Authority, can take place.

The formal accident report form should be submitted to the Authority within 5 working days of the death.

The death of a person who is not an employee of Basketball Ireland and who is not at work (such as a visitor or member of the public), but who dies from an accident caused by a work activity at the place of work, must also be reported.

Dangerous Occurrences:

Dangerous occurrences listed in Appendix 1 of the Safety Health and Welfare at Work (General Application) Regulations 2007 to 2021 are also required to be formally reported within 10 working days of the event. All recording should be carried out on the Health and Safety Authority online reporting system.

Those who are required to report accidents and dangerous occurrences under the Regulations are also required to keep records for a period of **10 years** from the date of the incident. The records can be kept in the same format as the report made – that is, a copy of the report submitted to the Authority will suffice to meet the obligation.

Ultimate responsibility for this recording and investigating process is that of the board of Directors who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded and investigated by management as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to the board of Directors or your manager/supervisor immediately, who must investigate them.
- Reporting accidents and dangerous occurrences is a duty of every employee.

7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

1. Clear the area of the occurrence immediately. If necessary, cordon off that area.
2. Preserve the area of the incident immediately until the investigation is completed.
3. the board of Directors must be informed immediately.
4. An investigation must take place into the cause of the occurrence to identify the factors involved.
5. In this way, the problems may be identified and remedied before any further risk is taken.
6. No work should proceed until the board of Directors, or your supervisor is satisfied that it is safe to return to work.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

7.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and may assist them when they arrive at the scene. Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury, or they can move themselves. If any personnel on site cannot treat the injury, a doctor or the Ambulance Services must be called.

If the injured person can be transported, then he may be taken to a doctor or the local Hospital.

If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - ***Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing.*** You do not want to become the second casualty.

7.4 Accident Report

The site of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person.

This is the responsibility of the board of Directors, or your supervisor. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Basketball Ireland's records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

8. FIRE / EXPLOSION / EVACUATION

FIRE

CALLING THE FIRE BRIGADE

1. DIAL 999 or 112.
2. ASK THE OPERATOR FOR THE FIRE BRIGADE.
3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:
FIRE AT:

National Basketball Arena, Tymon Park

NEAREST MAIN ROAD OR LANDMARK:

Eircode: D24 N449

YOUR PHONE NUMBER IS:

Give Mobile Number

4. DO NOT ASSUME that the call has been received until the above information has been acknowledged by the Fire Brigade.
5. Bring your phone with you and keep it switched on in case the Fire Brigade should ring back to confirm details.
6. IF Evacuation is necessary, proceed to the ASSEMBLY POINT at **Carpark outside building.**
7. Bring the daily attendance sheet and visitor book to conduct a roll call.
8. DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.

USEFUL PHONE NUMBERS:

Emergency	999/112
Tallaght Hospital	01-4142000
Tallaght Garda	01-6666000

FIRE

EVACUATION PROCEDURES

Should you discover a fire, or one is reported to you, **IMMEDIATELY** raise the **ALARM** and:

1. **Open the nearest available exit in your area and direct people to this exit.**
2. **Make sure that all areas (i.e. toilets, cloakrooms, storerooms) are searched for stragglers. If safe to do so, close all doors and windows behind you.**
3. **Evacuate the facility immediately. Do not take anything with you.**
4. **If safe to do so, close all doors and windows behind you.**
5. **Once evacuated, no person should be allowed back into the building under any circumstances.**
6. **Rescue: If any personnel are discovered missing or are injured, they will need assistance to bring them to safety. You should only re-enter the area under these circumstances if you are not placing yourself in danger and have permission to do so.**
7. **Fire Control: You should only attack the fire if you know what you are doing and if you are not placing your own life in serious danger. Fire Extinguishers and firefighting equipment are provided for this purpose.**
8. **Management must complete a roll call.**
9. **Carry out any special task or tasks allocated by Management.**
10. **Do not go home. You must wait until you have been given permission to leave.**

8.1 General Fire Precautions

All staff members should familiarise themselves as soon as possible with:

1. The layout of the premises.
2. The location and operation of emergency exits.
3. The location and operation of extinguishers, hose reels and break glass units where fitted.
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody else.

EACH MEMBER OF STAFF SHOULD OBSERVE THE FOLLOWING RULES:

- Refuse or wrappings to be disposed of only at points intended for the purpose.
- Always discard your cigarette safely (i.e. in an appropriate metal bin).
- Smouldering material to be extinguished before disposal.
- Escape routes, extinguishers and emergency exits to be kept clear at all times.
- Fire Doors must never be fixed in an open position.
- Faults in Electrical, Gas, Extinguishers and Fire Alarm Equipment to be reported to Management immediately.
- NO SMOKING or Naked Lights where Smoking is forbidden or in any indoor location.
- Except with Management permission, no work to be carried out involving any Fire Hazard.
- Never use Fire Equipment for other uses besides Fire Fighting.
- **NEVER** smoke in the vicinity of gas cylinders, petrol or other flammable substances.
- **NEVER** direct water at any electrical installation, equipment or wiring.

8.2 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

FIRE RISK	FIRE EXTINGUISHER COLOUR CODES			
	WATER	FOAM	CARBON DIOXIDE	DRY POWDER
LABEL COLOUR	Signal RED	Pale CREAM	BLACK	French BLUE
Paper, Wood, Textile & Fabric.	✓	✓		✓
Flammable Liquids.		✓	✓	✓
Flammable Gases.			✓	✓
Electrical Hazards.			✓	✓
Vehicle Protection.				✓

Note – Fire doors may only be held open if they are designed to release and close automatically when the alarm is activated.

9. ENVIRONMENTAL POLICY

Basketball Ireland is committed to seeking ways to reduce our own impact on the natural environment. In addition to our own policies, processes and controls as a small company we frequently update this policy as the company adapts to changing environmental issues.

Basketball Ireland commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Ensure that on site management of waste and the careful handling of material is a major priority in order to protect materials and the environment.
4. Assess the discharges and waste generated from our sites/premises and their effects, if any, on the environment and community.
5. Segregate unavoidable waste and recycle wherever possible both on site and in our office.
6. Always try to source products that are recyclable and work with manufacturers to ensure that any recyclable material is handled in the correct manner.
7. Salvage and reuse materials arising if we remove older systems and wherever possible.
8. Minimise noise and dust during installations.
9. We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities.
10. Nothing hazardous will even be discarded in a stream, drain or river.

Our goal of a cleaner environment can be achieved by a conscientious effort and commitment to excellence from all our staff, sub-contractors and clients.

10. WELFARE

Basketball Ireland endeavours to protect the Health and Welfare of staff and others affected by our works such as sub-contractors and customers. We intend to comply with current legislation covering this subject; *The 2005 Act and the 2007 to 2021 Regulations*. Issues of welfare will always be treated in the strictest confidence.

The Governments Work Safely Protocol of the 14th of January 2022 advises that rooms should be well ventilated, this can be achieved by opening doors and windows or by using an air conditioning system (Air conditioners may only be used if they are drawing clean air from an external source, systems which recycle air from inside the building must not be used).

10.1 Hygiene Facilities

Employees are encouraged to wash hands regularly, particularly before eating. Handwash basins, towels, toilet facilities, showers and running water are provided at our premises. Disinfection stations need to be provided to all employees and the COVID-19 Compliance Officer will ensure that good hygiene is maintained.

Note - Hand sanitisers for use against COVID-19 must contain a minimum of 70% alcohol. As hand sanitisers are biocides, they must be registered with the Department of Agriculture, Food and the Marine (DAFM). The register of Hand Sanitizers can be reviewed at <https://www.pcs.agriculture.gov.ie/registers/biocidalproductregisters/>. Alcohol-based hand sanitisers are highly flammable and must not be stored or used near heat or a naked flame.

10.2 Canteen Facilities

Canteen facilities are provided for staff where practicable.

10.3 Smoking

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Employees found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

It is the objective of Basketball Ireland to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all employees and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective, Basketball Ireland will protect all employees, contractors and visitors from the discomfort and health risks associated with passive smoking. Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

- All **NO SMOKING** signs are to be observed at all times. It is an offence to smoke in non-designated smoking areas or at or near exits and fire exit points.
- Any employee found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.
- Smoking is not permitted at or near areas where waste, paper, cardboard, oils or any other flammable materials are stored as this presents a fire hazard.

10.4 Pregnant Employees

The health status of pregnant employees must not be affected in any way by our work, whether on site, in the office or elsewhere.

As per Chapter 2 of Part 6 and the related schedule 8 of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*, we shall endeavour to:

- Inform all female employees of their rights & duties when they start work with us.
- Carry out a specific risk assessment of her work.
- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and at the time of notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition.
- Provide suitable work for this employee, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

10.5 Lone Workers

Lone workers are persons who work by themselves without close or direct supervision. This practice poses a serious hazard because if something were to happen to an employee they may not receive help in a timely manner. Before assigning a person to lone working tasks the Safety Officer or Site Lead will carry out an assessment of the risks involved in order to minimize or control them. This risk assessment will take into account;

- The risks associated with the task and its suitability for being completed alone.
- The person carrying out the task and their level of competence.
- The safety measures required.

Lone workers will receive appropriate training for the task. They will be made aware of the measures put in place to protect them and they will be made aware that they are required to look after their own safety and the safety of others who may be affected by their actions.

Before partaking in lone working activities employees must inform their supervisor. Lone working employees should check in at predetermined regular intervals with a designated person. If a lone working employee fails to check in, the designated person should make contact with them to ascertain the situation.

10.6 Young Persons

A young person is defined as anyone under the age of 18. Young persons are at a higher risk of accident and injury because their lack of experience often leads to poor perception of danger. This can leave young persons less able to effectively assess risks posed to themselves. In some cases a lack of maturity can lead young persons to behave in an unsafe manner and put themselves and others at risk. To ensure that no harm comes to young persons while working at Basketball Ireland, management will ensure that young persons are supervised at all times and that specific risk assessments are carried out taking into account;

- Their age and level of experience.
- The layout of their workplace or workstation and any hazards found within.
- The nature of their work activities.
- The level of the supervision.
- Any work equipment used.
- Exposure to any physical chemical or biological agents.

Safety Statement

All young persons will be forbidden from partaking in lone working or using any equipment which represents a serious hazard or requires specialised training for use. Young persons will not exceed the maximum working hours and shift times as deemed appropriate for their age in the *Safety Health and Welfare at Work (General Application) Regulations 2007 to 2021* and the *Protection of Young Persons (Employment) Act 1996*.

10.7 First Aid

Adequate First Aid kits are provided by Basketball Ireland Please report to the board of Directors if any item needs to be replaced.

The table below is the minimum recommended by the Health and Safety Authority.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS				
MATERIALS	TRAVEL KIT CONTENTS	FIRST AID BOX CONTENTS		
		1 – 10 Persons	11– 25 Persons	26 – 50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads, bandage attached.	2	2	2	4
Individually wrapped Triangular Bandages.	2	2	6	6
Safety Pins.	6	6	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	1	2	2	4
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	1	2	6	8
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	1	2	3	4
Individually wrapped Wipes.	10	10	20	40
Paramedic Shears.	1	1	1	1
Pairs of Latex Gloves.	3	5	10	10
Additionally, where there is no clear running water, Sterile Eye wash.**	2 x 20ml	1 x 500ml	2 x 500ml	2 x 500ml
Pocket Face Mask	1	1	1	1
Water Burns Dressing small 10cm x 10cm ***	1	1	1	1
Water Burns Dressing large***	1	1	1	1
Crepe Bandage 7cm	1	1	2	3

NOTE:

Where more than 50 people are employed, pro-rata provision should be made.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. The container should be CE marked. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.

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

AED. The provision of Automated External Defibrillators (AED) in the workplace should be considered, especially where there is a trained Occupational First Aider. The training of other staff members in the use of the AED is also encouraged by the H.S.A.

10.8 Contractors

Every contractor or subcontractor to Basketball Ireland is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the area s/he is working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his/her work area where personal injury is possible.

A contractor's work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of his Safety Statement, job Hazard /Risk assessment and job Method Statement for review by the company before work commences. They may be asked to make changes to any element where considered necessary by the board of Directors.

Contractors are requested to familiarise themselves with the Company Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our employees. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of Basketball Ireland, must abide by all legal requirements, including their roles and responsibilities as per the Construction Regulations of 2013 to 2021.

10.9 Safety Signs

Safety Signboards put in place after November 1st 2007 should not contain text, they are intended to be understood, independently of the language ability of the worker viewing them. Employers must instruct employees on the meaning of signs.

10.10 Right to Disconnect

The Right to Disconnect gives employees the right to switch off from work outside of normal working hours, including the right to not respond immediately to emails, telephone calls or other messages. There are three rights enshrined in the Code which came into effect on the 1st of April 2021:

- The right of an employee to not have to routinely perform work outside their normal working hours.
- The right not to be penalised for refusing to attend to work matters outside of normal working hours.
- The duty to respect another person's right to disconnect (for example: by not routinely emailing or calling outside normal working hours)

The Code of Practice for both Employers and Employees published by the Work Relations Commission can be found at the following link:

https://www.workplacerelations.ie/en/what_you_should_know/codes_practice/code-of-practice-for-employers-and-employees-on-the-right-to-disconnect.pdf

11. HARASSMENT AND BULLYING POLICY STATEMENT

As part of its overall commitment to equality of opportunity, Basketball Ireland is fully committed to promoting a good and harmonious working environment where every employee is treated with respect and dignity and in which no employee feels threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by Basketball Ireland as misconduct, which may include gross misconduct warranting dismissal.

All employees must comply with this policy.

11.1 Definition

Harassment is unwanted conduct that affects the dignity of men and woman at work. This can include unwelcome physical, verbal or non-verbal conduct.

It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it. Such behaviour is unacceptable:

- A. Where it is unwanted and offensive to the recipient
- B. Where it is used as the basis for an employment decision
- C. Where it creates a hostile working environment

Non-Verbal

- Offensive gestures
- Staring / Leering
- Offensive publications / literature
- Offensive letter / memos / use of technology
- Unsolicited and unwanted gifts
- Intrusion by following
- Isolation or non co-operation at work

Verbal

- Suggestive or explicit language
- Unwelcome propositions
- Continued unwelcome suggestions for social activity
- Use of affectionate or over familiar names
- Questions or comments of a personal nature

Physical

- Deliberate body contact, touching
- Groping / fondling
- Assault

11.2 Sectarian Harassment

This is behaviour, which makes an individual feel threatened, humiliated or unwelcome because of their religion / community affiliation. It can range from physical threats to more subtle forms.

11.3 Racial Harassment

This is racist behaviour which is directed at an individual or group from a different ethnic background and which results in the individual feeling threatened or compromised.

Some examples of sectarian and racial harassment include:

Non-verbal

- Offensive gestures
- Facial expression
- Offensive publications
- Display of posters, flags, emblems, bunting
- Sectarian or racist graffiti
- Offensive letters / memos / use of technology
- Threatening behaviour
- Isolation or non co-operation at work
- Exclusion from social activities
- Unfair allocation of work.

Verbal

- Sectarian or racist comments / abuse / jokes / songs / ridicule
- Derogatory “nicknames”
- Verbal threats
- Pressure to participate in religious / political group
- Offensive language, gossip or slander

Physical

- Jostling
- Assault

11.4 Victimisation

Victimisation occurs where a person is treated less favourable than another because she / he has brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or has not acceded to their demands.

11.5 Bullying

Bullying in the workplace is repeated aggression, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is aggressive behaviour which is systematic and on ongoing.

Some examples of victimisation and bullying are:

- Abusive behaviour, language, implied threats
- Isolation and non co-operation at work
- Exclusion from social activities
- Over criticism of work
- Expectation of more output than is possible
- Giving unfair performance appraisal
- Lack of support for / exclusion from career development opportunities

SCOPE

Any employee who believes that he / she suffered any form of harassment is entitled to raise the matter with Management.

RESPONSIBILITY

All employees have the right to work in an environment that is free from any form of harassment. Basketball Ireland fully recognizes the right of employees to complain about harassment should it occur. All complaints will be dealt with seriously, promptly and confidentially (in so far as statutory requirements permit).

EMPLOYEES RESPONSIBILITY

All employees have a responsibility to help ensure a working environment in which the dignity of employees is respected. Everyone must comply with this policy and employees should ensure that their behaviour to colleagues and service-users does not cause offence and could not in any way be considered as harassment.

Employees should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint / have made a complaint. They should alert the board of Directors to any incident of harassment to enable Basketball Ireland to deal with the matter appropriately and rapidly.

MANAGEMENT RESPONSIBILITIES

Management have a duty to implement this policy and to make every effort to ensure that harassment does not occur, particularly in work areas for which they are responsible. Management have responsibility for any incidents or harassment, which they are aware or ought to be aware.

If harassment does occur, they must effectively deal with the situation.

- A. Explain the organisation's policy to their staff and take steps to promote awareness of the procedure for dealing with complaints.
- B. Be responsive and supportive to any employee who makes an allegation of harassment, provide clear advice on the procedure to be adopted, maintain confidentiality and seek to ensure that there is no further problem of harassment or victimisation after a complaint has been resolved.
- C. Set a good example by treating all employees and others with dignity and respect.
- D. Be alert to unacceptable behaviour and take appropriate action.
- E. Ensure that employees know how to raise harassment problems.

THE COMPANY'S RESPONSIBILITIES

Basketball Ireland will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment. This policy and procedure will be communicated effectively to all employees and Basketball Ireland will ensure that all employees and all Management are aware of their responsibilities.

REVIEW

Basketball Ireland will monitor all incidents of harassment and will review the effectiveness of this policy and procedure annually.

PROCEDURE

The procedure when dealing with any form of harassment is available as part of this Safety Statement. This does not replace / detract from an employee's statutory right under the relevant legislation.

12. MANAGING STRESS IN THE WORKPLACE

The effects of stress depend on the person, some people find a small amount of stress to be beneficial, finding that it provides them with energy and motivation; this type of stress is known as eustress. Others cope poorly with stress of any kind; stress which has a negative effect on a person is known as distress. When the demands placed upon a person by their job or working environment exceeds their capacity to cope, they can suffer from distress. This type of stress can have varied effects depending on the person's individual coping methods. These can include depression, aggravation, nervous breakdown, muscle tension, substance abuse, sleep deprivation, and high blood pressure leading to heart attack. The outcomes of stress in the workplace not only affect the employee it can impact their colleagues and persons involved in their life outside work.

Causes of stress in the workplace include:

- Poorly organised shifts work
- Poorly organisation or inefficient work processes
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- Unrealistic targets or deadlines
- Bullying or the threat of violence

Safeguarding safety and health from the effects of stress is based on the same approach as that of any other hazard.

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

Basketball Ireland will utilise the following methods to deal with issues of stress:

- Ensure that Supervisors/Managers are aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Where Supervisors/Managers are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

Vigilance is a key component to stress management; many people suffering from stress choose to suffer in silence fearing that coming forward to ask for help will be seen as a sign of weakness which may put their jobs at risk. It is imperative that managers and supervisors take appropriate action when they notice signs of stress.

13. SUBSTANCE ABUSE

The Safety, Health & Welfare at Work Act, 2005: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff to ensure that staff are not in a condition where they are unable to carry out their work without risk to themselves or others due to consumption of drugs or alcohol, this law also places a duty upon employees to not attend work while intoxicated.

Basketball Ireland requires that all employees should report for work in a fit and healthy manner and prohibits the unlawful use, possession, distribution or manufacture of any controlled substance on company property. A controlled substance is any drug not legally obtainable. Legally prescribed and over-the-counter drugs become controlled substances when they have not been prescribed for medical treatment by an accredited physician, or they are not used for the purpose for which they were intended, or when excessive doses are taken.

Where an employee has taken prescribed drugs for a medical reason they must, before attending to work, seek advice from their own medical practitioner so as to ensure their fitness to work. Any employee who is taking prescribed medication must ensure that he/she is aware of any possible side effects that medication will have on their ability to carry out their role. If there is a reason why it may affect their ability to carry out their work safely, they must make their manager aware of the situation so that they can be assessed on their fitness to work.

Arriving at work under the influence of alcohol or any controlled substance is strictly prohibited. Any employee who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, may be required to leave the premises immediately and may be asked to attend a nominated medical doctor for a drug and alcohol test.

14. PERSONAL PROTECTIVE EQUIPMENT

It is Company Policy that Protective Equipment is issued for your own safety. Following a Hazard Identification / Risk assessment, Personal Protective Equipment (P.P.E.) will be issued and must be when the risk cannot be reduced by other means.

Basketball Ireland will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, the EC Directive on PPE 89/656/EEC and of 2007 to 2021, Chapter 3 Part 2, Regulations 62 to 67 and Schedule 2 as far as is reasonably practicable.*

Each employee who is issued with personal protective equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and Basketball Ireland are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that Basketball Ireland regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

This is a non-exhaustive list of P.P.E, other types of P.P.E may be required on occasion.

Types of P.P.E. necessary:

- Gloves are to be used when working as required. (i.e. Changing Toners in Printers/ Cleaning Toilets)
- Hi-Visibility vest where required.
- Facial/ eye protection.
- **(Where the 2-metre rule of separation cannot be eliminated PPE should be considered, such as face covering and gloves to prevent the spread of COVID-19).**

Note –

- i Valved masks are not appropriate as they are ineffective at trapping the virus as it is breathed out.
- ii Face shields are not considered to be effective protection from COVID-19 and must only be worn if required for health reasons or for reasons such as dealing with the Hearing Impaired. Additionally, commonly available C-19 Visors are intended to prevent splashes and droplets and should not be used as a substitute for impact-resistant Face Shields

All protective equipment must be signed for by the individual user.

RESPONSIBILITIES:

1. It is the responsibility of Basketball Ireland to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable.
2. We intend to supply PPE to adequate standards, sizes and amounts as it is required, as per *General Application Regulations 2007 to 2021, Chapter 4, Part 2, Regulations 68 & 69 and Schedule 2 of these Regulations.*
3. We intend to ensure that all PPE, which requires maintenance, is maintained to an adequate standard, in good working order and in a satisfactory hygienic condition, so as not to provide risk to *Safety, Health and Welfare of the user, as per 2007 to 2021, Regulation 66.*
4. We intend to make provisions for ensuring that where P.P.E. is provided that it is used.

Employees (Safety Health & Welfare at Work Act 2005, Section 13 & 14)

1. Where employees have been provided with Personal Protective Equipment for the protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.
2. Any defects in this equipment should be reported to the board of Directors and a replacement obtained.

15. MANUAL HANDLING

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and 2007 to 2021 Chapter 4 Part 2, Regulations 68 and 69 and Schedule 3 as far as reasonably practicable.*

15.1 Factors to be considered as lifting hazards

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is the load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside the best lifting range (above chest / below the hip).
8. Is the best lifting technique employed?
9. Health and ability of person lifting.
10. How far is the item to be carried?
11. Are platforms provided?
12. Is training given?
13. Is the area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

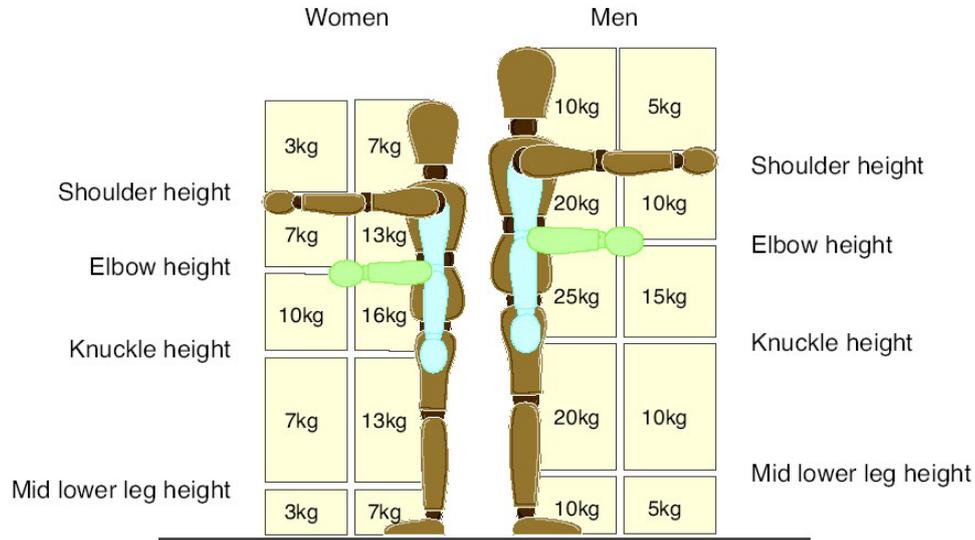
15.2 Principles of Lifting

1. Assess the Risk
2. Bend the Knees
3. Broad Stable Base
4. Back Straight
5. Palmar Grip
6. Arms Close to the Trunk
7. Weight Close to Centre of Gravity
8. Feet Point in Direction of Movement

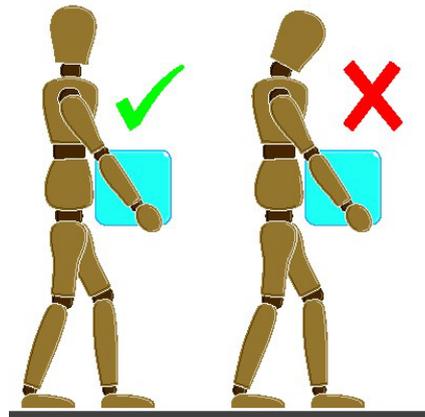
ALWAYS USE MECHANICAL LIFTING EQUIPMENT WHERE POSSIBLE.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Avoid lifting from above chest height. When storing items, store heavier items closer to ground level and midriff height to reduce the risk of back injury



16. COMPANY MECHANICAL EQUIPMENT

In accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*, Regulation 28. An employer must ensure that:

- a) Any work equipment provided for the use of employees complies with the provisions of any relevant enactment.
- b) Specific working conditions are taken into account when selecting work equipment.
- c) Work equipment is installed correctly and located appropriately and is suitable for the work carried out.
- d) Appropriate measures are taken to minimise any risks where it is not possible to fully ensure that employees without risk can use work equipment.
- e) Sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk –
 1. The use of such equipment is restricted to those required to use it.
 2. Repairs/Modifications/Servicing/Maintenance of such equipment is carried out by persons competent for such work.
- g) The working posture and position of employees while using work equipment is taken into account.
- h) The areas and points for working on, or carrying out maintenance of work equipment are suitably lit.
- i) Where work equipment parts are at very high or low temperature, are where appropriate, protected to avoid the risk of employees coming into contact or coming too close.
- j) Work equipment bears warning signs and markings essential to ensure the safety and health of employees.
- k) Employees have safe means of access to and egress from and are able to remain safely in all areas necessary for production, adjustment and maintenance operations.
- l) Work equipment is used only for operations and under conditions for which it is appropriate.
- m) Work equipment is appropriately fitted with apparatus for protection of employees.
- n) All work equipment is appropriate for preventing the risk of explosion.
- o) All work equipment is erected or dismantled under safe conditions.
- p) Work equipment that may be struck by lightning is protected by devices or appropriate means against the effects of lightning.
- q) All forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

The following is a non-exhaustive list of equipment, which may be in use on specific types of work by employees at any stage:

- Cherry Picker
- Floor Washer
- Lawn mower
- Ladders
- Leaf Blower
- Laptop
- Printer
- General Office Equipment

DRIVERS & OPERATORS RESPONSIBILITIES:

- a. Read and understand the Safety Statement and carry out your work in accordance with its
- b. requirements.
- c. Ensure that any defect in your vehicle or equipment is reported immediately.
- d. Make regular inspections of your vehicle or machine for obvious defects.
- e. Wear suitable footwear and protective clothing since you are exposed to the same hazards as others on site when not driving your vehicle.
- f. Drive in a safe manner at all times and consider carefully, the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- g. Ensure before reversing that there are no obstructions or people behind the vehicle. If
- h. necessary, ask someone to act as banks man to direct you when you reverse.
- i. Ensure that you are always aware of power supplies when you are working near overhead or underground cables, as these may be high voltage power supplies.
- j. Report all accidents or damage, however minor to the board of Directors.
- k. Ensure that any attachments on your vehicle are well secured-trailers, road sweeper etc; also, that your vehicle is not overloaded or loaded in such a way as to affect its handling.
- l. Only carry passengers if your vehicle is equipped to do so.
- m. Be responsible for your vehicle and passengers while you are driving.
- n. Ensure when using equipment or unloading a trailer that:
- o. No persons are in the vicinity.
- p. No persons are under the load.
- q. Always beware of children other road users and the general public when working on
- r. pavements, roadways or other areas, especially near the public.
- s. Ensure that your vehicle is suitably lit up, highlighted and that all necessary road-warning signs are in use when working near public roadways.
- t. Ensure your machine is securely locked and parked when parked overnight or at other times.

FINALLY:

Only drivers with a suitable licence are authorised to drive Company vehicles.

Ensure that all relevant public warning signs, cones and other methods of hazard warning are correctly located and suitably visible.

Ensure that your machine has a suitably fitted and operating warning beacon and reversing beeper.

17. VISUAL DISPLAY UNITS (VDU'S)

Basketball Ireland is committed to implementing the VDU regulations contained within the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2021)*. VDU work can lead to fatigue, eye strain and muscular problems. Although the risk of serious injury is low, the level of discomfort can be quite high and as a result all control measures must be adhered to.

Provision of Safe Equipment and Working Procedures

A high standard of office furniture is provided to minimise posture problems this includes adjustable chairs and desks with large surface areas. It is the policy of Basketball Ireland to provide VDU equipment with good screen definition and a range of adjustments which ensure user comfort. All employees who are required to make use of VDUs for periods greater than one hour are provided with instruction on correct arrangement of their equipment provided.

Every effort has been made to ensure that VDU users are adequately trained in the software systems thus minimising stress in using the system. All reasonable efforts are made to ensure that lighting at VDU stations is adequate, suitably placed and generally comfortable for the user. Daylight is controlled using adjustable blinds where necessary. This helps to eliminate reflections and excessive contrast between background light and screens. *(A diagram depicting the correct positioning of equipment is provided on the following page)*

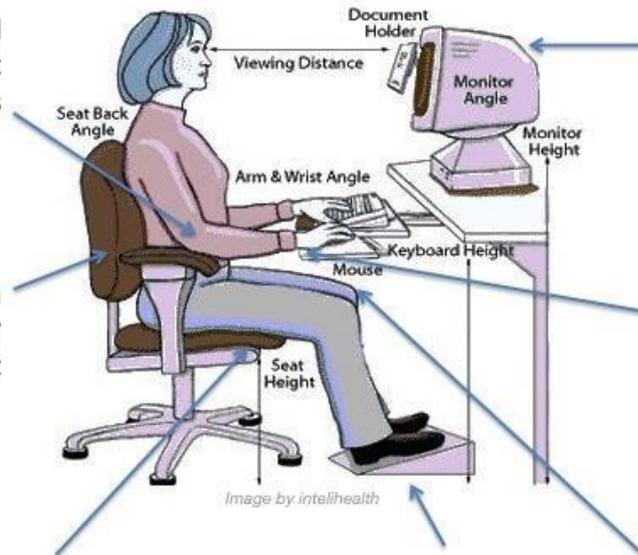
Provision of Eye Tests

In accordance with regulation 73 located in Section 5 Part 2 of the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2021)*. Eye tests are available to all staff for whom working at VDUs forms a major part of their work activities. These are provided to employees for free and the basic cost of required glasses is also covered; should an employee wish to get designer glasses etc. they must cover the cost additional cost of the product themselves. Basketball Ireland is exempt from covering both of these charges where the employee is entitled to both eye tests and glasses through social welfare schemes. The company is also exempt from having to provide work glasses where an employee already requires glasses and eye tests show that their existing glasses are sufficient for their work.

Correct Set Up of VDU

Computer Workstation

Forearms horizontal and roughly at right angles to upper arms



Top of monitor at or slightly below eye level and approximately arm's length distance

Backrest with adequate lumbar support

Wrist position should be neutral when typing

Thighs should be roughly horizontal without areas of excess pressure from the chair edge on the back of the legs

Feet flat on floor or supported by footrest

Sufficient leg room under desk

18. HAZARDOUS SUBSTANCES

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments employees are exposed to hazardous substances used in a controlled manner and circumstances. Companies using chemicals must adhere to The Safety, Health and Welfare At Work (Chemical Agents) Regulations, 2001 to 2021. These regulations make it necessary to follow REACH guidelines.

The following control measures are put in place to ensure no harm comes to employees making use of chemicals;

- Safety Data Sheets are obtained for all chemicals used on the premises, these are retained for consultation by all members of staff at the chemical storage area and at the Technical Manager's office,
- Staff are made aware of the hazards associated with the use of hazardous substances and are instructed in their correct use,
- Staff are provided with all necessary PPE listed in the SDSs,
- Spill control procedures are put in place and spill control kits are readily available,
- All chemical waste and waste containers are removed from site in a timely manner by licenced waste collectors.

Hazard Labels

Hazard labels are present on all chemical containers; they contain all the necessary information to allow a person to make the safe use of the product.

The Basic Parts of A GHS-Compliant Label

1 → **n-Propyl Alcohol**

UN No. 1274
CAS No. 71-23-8

2 → **DANGER**

3 → Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.

4 → Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapours/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.

Fill Weight: 18.65 lbs. Lot Number: B56754434
Gross Weight: 20 lbs. Fill Date: 6/21/2013
Expiration Date: 6/21/2020

5 → Acme Chemical Company • 711 Roadrunner St. • Chicago, IL 60601 USA • www.acmechem.com • 123-444-5567



6 →

See SDS for further information.

1. **Product Identifier** - Should match the product identifier on the Safety Data Sheet.
2. **Signal Word** - Either use "Danger" (severe) or "Warning" (less severe)
3. **Hazard Statements** - A phrase assigned to a hazard class that describes the nature of the product's hazards
4. **Precautionary Statements** - Describes recommended measures to minimize or prevent adverse effects resulting from exposure.
5. **Supplier Identification** - The name, address and telephone number of the manufacturer or supplier.
6. **Pictograms** - Graphical symbols intended to convey specific hazard information visually.

Sample label courtesy of Weber Packaging Solutions • www.weberpackaging.com



GHS01 Explosive



GHS04 Compressed Gas



GHS07 Harmful



GHS02 Flammable



GHS05 Corrosive



GHS08 Health Hazard



GHS03 Oxidizing



GHS06 Toxic



GHS09 Environmental Hazard

19. COMPANY DRIVING POLICY

Falling Asleep at the Wheel

Thousands of crashes are caused by tired drivers. They are most likely to happen:

- on long journeys on monotonous roads, such as motorways
- between 2:00 am and 6:00 am
- between 2:00 pm and 4 pm (especially after eating, or drinking even one alcoholic drink)
- after having less sleep than normal
- after drinking alcohol
- if taking medicines that cause drowsiness
- on journeys home after night shifts

Sleepiness reduces reaction time, alertness, concentration and decision making, all crucial driving skills.

Tired drivers are much more likely to have an accident, and the crash is likely to be severe because a drowsy or sleeping driver does not usually brake or swerve before the impact.



Plan Your Journey

A planned journey reduces the risk of drowsiness and falling asleep at the wheel, and is more efficient, saving you time, stress and money.

Mode of Travel

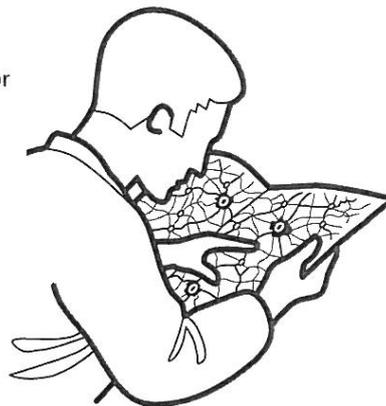
If possible, make long journeys by train, bus, coach or air, as these are safer (mile for mile) than road travel.

Time

Consider how long the journey will take, including time for rest breaks and unexpected delays. Avoid driving in the early hours of the morning, when you have had less sleep than normal, or in mid afternoon after eating a large meal - these are peak times for sleep related accidents. Avoid starting a long journey after a full day's (or shift's) work.

Plan Your Route

Write out a route plan that you can easily read. Check for roadworks or likely traffic jams, and if possible, plan an alternative route to avoid any major delays. Plan where to stop for regular rest breaks (every two hours, or sooner if feeling tired, for at least 15 to 20 minutes).



Overnight Stop

Consider breaking your journey with an overnight stop. If you are catching an early flight or returning from abroad - make it part of your holiday.

Second Driver

If possible, share the driving with a second driver.

Sleep

Try not to stay up late or reduce your normal sleep before a long journey.

**Alcohol**

Alcohol stays in the body for several hours and will make you more sleepy, so avoid having even one drink.

**Medicines**

If you are taking any medication, check whether it causes drowsiness. If it does, ask your doctor or pharmacist for an alternative that does not cause drowsiness.

**Check Your Vehicle**

Make sure everything's working properly, especially the tyres, lights, windscreen wipers, and all fluid levels.

If You Begin to Feel Tired

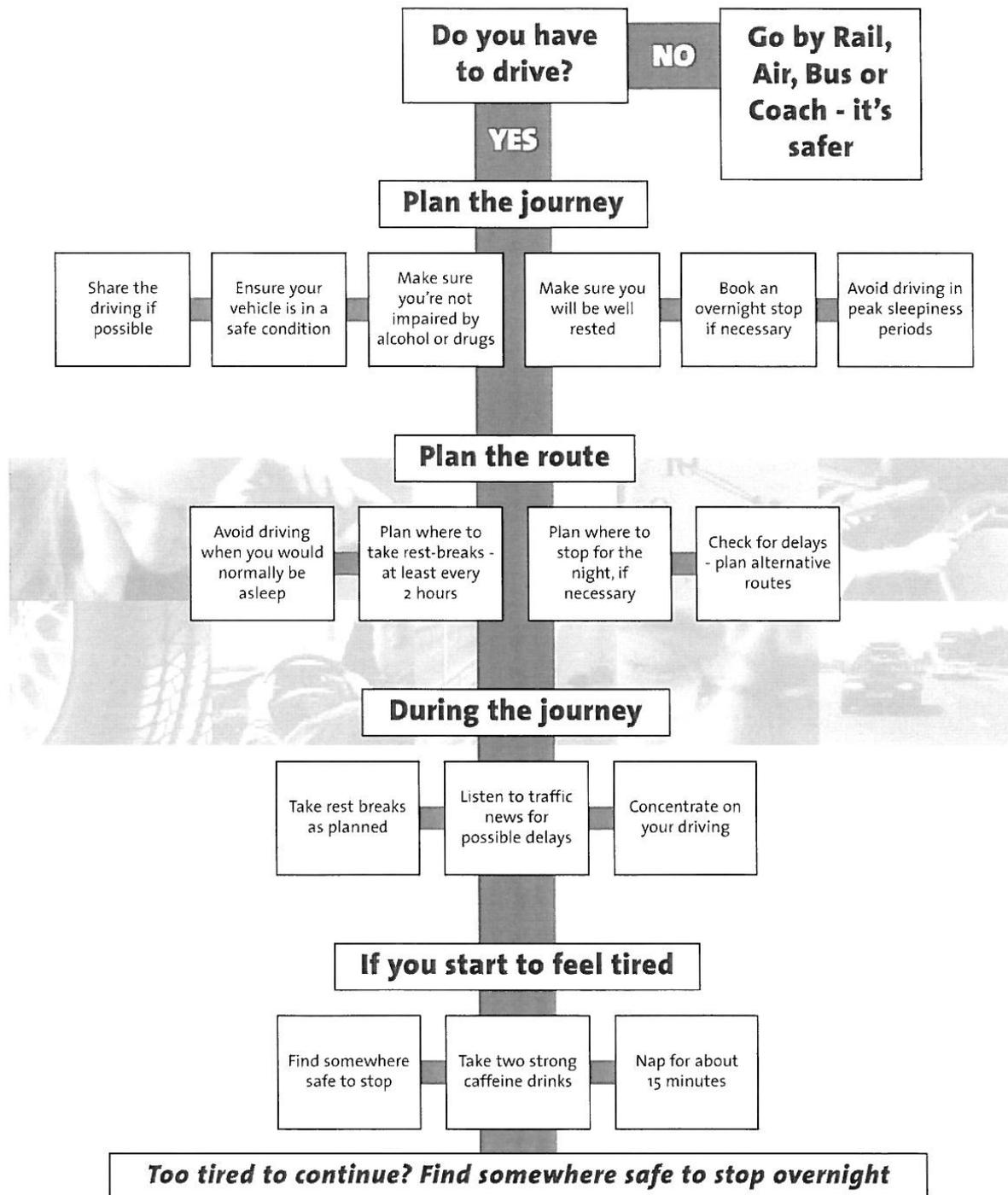
If you start to feel sleepy while driving, this means that you are more likely to crash. Many drivers try to stay awake by turning up the air conditioning, winding down the window, listening to the radio, talking or singing. These will only work for a few minutes, to give you time to find somewhere safe to stop.

**They Will Not Stop You Falling Asleep****If you begin to feel tired:**

- Do not try to complete the journey (you might never arrive)
- Find somewhere safe to stop (not the hard shoulder)
- Drink one or two cups of strong coffee or other high caffeine drinks
- Take a nap of about 15 minutes

But remember, sleep is the only cure for tiredness. So, if necessary, find somewhere safe to stay overnight.

Journey Planner



Basketball Ireland are committed to:

- Providing a safe transport system to our drivers and to our customers.
- Conducting our business in a manner that does not put our staff, contractors, customers and the public at risk, particularly on the roads where each driver is responsible for observing safe driving practices at all times.
- Ensuring that the national and local laws and regulations are observed by all our employees and contractors, especially with regard to:
 - Speeding
 - Use of mobile phones
 - Use of seat belts
- Any road traffic penalty imposed by a court for a driving offence, including those above, is the sole responsibility of the driver, even when driving on company business.
- Driving within Tachograph rules where each driver is responsible for monitoring their hours of work and breaks as per the (tachograph) EU Regulations 561/2006.
- The non-use of hand-held mobile phones when driving and company sanctions will be taken where drivers are found in breach of this policy.
- ‘Being seen’ as all drivers must have dipped headlights turned on during daytime hours.
- Security & Safety of loads where all drivers are forbidden to allow any unauthorised person or passenger in the truck cab or stop at the behest of any person unless instructed to do so by a Garda, a HSA Inspector or RSA Officer with Garda, other Emergency Personnel or a Customs and Excise Inspector.

20. APPENDIX

- Hazard Identification & Risk Assessment
- Safety Statement Acknowledgement Record
- Accident Report form – IR1.
- PPE Record
- Work at Heights Risk Assessment Form

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 1 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Hazard Identification & Risk Assessment

Prepared By	Peter Roche of Ayrton Group
Date	May 2024
Issue	V8

Hazard Identification & Risk Assessment

A Hazard Identification & Risk Assessment has been carried out on 16TH May 2024. This assessment is intended as a guide to use for the purposes of attempting to reduce the possibility of accidents or ill health occurring.

Taking into account the constraints of time and resources, every effort has been made to identify the existing hazards and recommend possible solutions. It is not reasonably practicable to expect a single audit to state all hazards or that all other hazards are under control at the time of the audit.

This Hazard Identification & Risk Assessment Report is to be advisory, and the final decisions must be made Management of BASKETBALL IRELAND.

The Risk Assessment is based on the combination of the SEVERITY and LIKELIHOOD associated with each hazard.

HAZARD:	Is taken to mean “anything that can cause harm”.
RISK:	Is “the chance, great or small, that someone will be harmed by the hazard”.
SEVERITY:	Is “the possible outcome of an accident / incident, e.g. broken leg, explosion”.
LIKELIHOOD:	Is “the possibility of the accident / incident occurring”.

In the Risk Assessment SEVERITY and LIKELIHOOD have been graded as follows:

SEVERITY		LIKELIHOOD	
Major	3	High	3
Serious	2	Medium	2
Slight	1	Low	1

The Risk Factor is the multiple of Severity and Likelihood. RISK is then graded as follows: -

GRADE OF RISK	VALUE	RISK	CHARACTERISTICS
High Risk	7 – 9	“H”	Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	4 – 6	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk	1 - 3	“L”	The possibility of injury or material loss is unlikely, although conceivable.

Hazard / Risk Controls

Control measures stated on the attached sheets are intended to reduce the assessed risk to an acceptable level. Where it is felt that the existing controls are not adequate, additional measures are recommended to rectify this. The Hazard Identification & Risk Assessment should be reviewed at least every year.

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 2 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

TABLE OF CONTENTS

Hazard Identification & Risk Assessment	1
Hazard / Risk Controls	1
WORK AT HEIGHT:	4
Stepladders: in use for ‘Short Duration’ purposes, also “A” frame ladders, trestles, light weight staging.....	4
Ladders: in use for general access purposes, from scaffold, work platforms, “short duration” purposes.....	5
Work at Height	6
USE OF MOBILE MACHINERY	7
Mobile Work Equipment.....	7
Site Traffic.....	7
Vehicles	7
Movement of People and Vehicles in Danger Areas.....	8
Mobile Phones.....	8
Lifting Accessories	9
Loading	9
Unloading	9
Car Park	10
Location and Parking of vehicle	10
SITE MANAGEMENT	11
Public accessibility to work area on site	11
Visitors.....	11
First Aid Equipment.....	12
Lack / Absence of First Aiders	12
Lighting.....	12
Housekeeping And General Tidiness.....	12
Falling Objects	13
Situations which may lead to fire.....	13
Fire Detection & Fire Fighting	13
Personal Protective Equipment.....	14
Canteen Area/ Kitchenette	14
Microwave Oven	14
Food & Environmental Waste	15
GENERAL HEALTH & SAFETY ISSUES	15
Noise created in the workplace	15
Manual Handling	16
Poor Hand Hygiene.....	16
Burns.....	16
Allergies.....	17
Micro-biological and Biological Hazards	17
Chemicals	17
Gas Cylinders.....	18
Carbon Monoxide.....	19
Servicing Boilers	20

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 3 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Substation and Main Switch Room	21
VARIOUS TASKS	22
MAINTENANCE	22
Litter Picking.....	22
WORK EQUIPMENT	23
Work Equipment	23
Inspection of Work Equipment	24
Lighting.....	24
Cutting steel or plastic banding straps.....	25
Inadequate Emergency procedures	25
Housekeeping and General Tidiness	25
Access/Egress Routes Emergency Routes.....	26
Storage	26
Locked / Blocked Doorways	26
Uneven or Slippery Floors	27
Glass	27
OFFICE AT HEADQUARTERS	28
Office Environment	28
Improper Ventilation of enclosed Places of Work	29
Natural and Artificial Lighting	29
Windows Skylights Glass Panels.....	29
V.D.U. Usage (Visual Display Unit)	30
Material Storage.....	30
Office Equipment	30
Filing Cabinets and Storage Cabinets	31
HOMEWORKING	31
Work Environment	31
Electrical Installations and equipment.....	32
Poor working Posture.....	32
Visual strain fatigue.....	33
Stress	33
Emergency Procedures.....	33

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 4 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

WORK AT HEIGHT:

What is work at height?

Work at height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. Access and egress to a place of work can also be work at height.

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Stepladders: in use for 'Short Duration' purposes, also "A" frame ladders, trestles, light weight staging	Falls from heights Material / tools dropped Serious Personal Injury Fatality Material Damage (The H.S.A. have not defined 'short duration'. Short duration has been described by the <i>Health and Safety Executive</i> in the UK as 'where carrying is necessary by a single person up to 10kg is acceptable, such as a bucket of material. Up to 25kg must be justified by a detailed Manual Handling Risk Assessment. Above 25kgs is not acceptable. The time limit is described as maximum of 15-30 minutes work at a single position before the ladder is moved).	Many of the general rules for Safe Use of Ladders also apply to stepladders. In addition, the following points should be considered: 1. The legs of stepladder should be positioned as far apart as the returning cord or hinges allow, with all four legs firmly and squarely on the ground. 2. They should be set at right angles to the work whenever possible. 3. When stepladders are used, the knees of the person using the stepladder should be kept below the top step. 4 The top tread of a stepladder should not be used as a working platform, unless it has been constructed as a platform with a secure handhold. 5. "A" frame ladders and stepladders are intended as access means for light type of industrial work. This business will ensure that an "A" frame ladder is used for work at height where our risk assessments have demonstrated that a more suitable work equipment is not justified because of low risk and: (a) The short duration of use and / or (b) Existing features on site cannot be altered. Records of inspection of stepladders should be made on form GA3 , as per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Regulation No 119. Refer to CITB Manual GE 700. Note: Generally, "A" frame "ladders" should be considered as "trestles". The reason for this is where the gap between the rungs is greater than a regular ladder as per B.S. 1129.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 5 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Ladders: in use for general access purposes, from scaffold, work platforms, "short duration" purposes	Falls from height Materials/tools dropped Serious Personal Injury Fatality Material Damage	<p>As per Regulation 114, Part 4 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, work at Height ensure that ladders are used only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and</p> <p>(a) Short duration of use or</p> <p>(b) Existing features on site cannot be altered.</p> <p>In general, the Risk Assessments carried out by this business have shown that there are occasions where we will have to use the ladders, as no other work equipment or work platform is reasonably practicable.</p> <p>Ensure that the ladder is in good condition and check it for defects prior to use.</p> <p>The base of the ladder should be resting on a firm level surface and should never be resting on loose material or other makeshift arrangements to gain height.</p> <p>Where practicable, the ladder must be secured at the top so that it cannot slip.</p> <p>Where ladders cannot be secured at the top, then suitable stops should be applied to the base.</p> <p>A ladder should normally have 3 points of contact i.e. hands and feet.</p> <p>In situations where the base cannot be secured, another person must 'foot' the ladder, by holding it securely, until the user has returned to the bottom. Footing is not considered effective for ladders exceeding 5 metres.</p> <p>Always place a ladder at a safe angle to minimise the risk of outward slippage, i.e. 1 metre from its resting point every 4 metres high, ratio of 1:4.</p> <p>A ladder used for access must be long enough to protrude sufficiently above the place of landing to which it provides access, i.e. at least 1 metre above the landing, or 3 rungs, unless another source of handhold is available at the top of the ladder.</p> <p>Where a ladder rises to a vertical distance of 9 metres or more above its base, sufficient landing areas or rest platforms shall be provided at suitable intervals where reasonably practicable.</p> <p>A ladder should be used in such a way that:</p> <p>(a) a secure handhold and secure support are always available to the employee and</p> <p>(b) the employee can maintain a safe handhold when carrying a load.</p> <p>Records of inspection of ladders should be made on form GA3, as per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Regulation No 119. Each ladder should be individually identified and reported on the GA3 Form, with the scaffolding.</p> <p>Sub-contractors on site must keep a GA3 form inspection of their own ladders. Each ladder must be easily identifiable / individually marked.</p> <p>Only Class 1 ladders, for industrial purposes, are allowed on site.</p> <p>Ladders must not be used if:</p> <ul style="list-style-type: none"> <input type="checkbox"/> They are cracked. <input type="checkbox"/> They have been painted. <input type="checkbox"/> Are damaged in any way, e.g. rungs broken. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 6 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Work at Height	People falling from height Serious personal injury Fatality	As per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Part 4, Work at Height, all Work at Height should be assessed prior to work commencing to establish if there is a safer alternative. The Supervisor must use the attached Work at Height Risk Assessment Form for this purpose. Ensure access to roofs and suspended ceilings made of materials of sufficient strength are not permitted unless: <ol style="list-style-type: none"> Equipment is provided to ensure that the work can be carried out in a safe manner. Appropriate warning signs in accordance with Part 7, Chapter 1 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023 are placed at such access points. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 7 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

USE OF MOBILE MACHINERY.

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Mobile Work Equipment	Collisions Personal Injury	<p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, an employer shall ensure that:</p> <ul style="list-style-type: none"> If work equipment is moving around in a work area, appropriate traffic rules are drawn up and followed. Organisational measures are taken to prevent employees on foot coming within the area of operation of self-propelled work equipment and, if work can be done properly only, if employees on foot are present, appropriate measures are taken to prevent them from being injured by the equipment, and. <p>The transport of employees on mechanically driven mobile work equipment is only permitted where safe facilities are provided to this effect and if work is carried out during the journey, speeds are adjusted as necessary.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Site Traffic	Collisions. Serious personal injury to workers and road using public. Property and vehicle damage.	<p>Provide adequate safety signage. Employees encouraged to assist truck drivers when reversing. Make sure that temporary traffic lights work and are strictly followed. Always wear Personal Protective Equipment, especially a hi-visibility jacket. Keep all site traffic to maximum of 10 MPH. Ensure only trained and authorised personnel operate vehicles. Beware of danger or entrapment of limbs by machines. Keep all vehicles serviced and in good repair, as is necessary. All construction vehicles are to be provided with reversing beepers and reversing lights / flashing beacon</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Vehicles	Mechanical failure, breakdown. Falling / spilling objects. Road accident / serious personal injury. Injury / fatality to other road / site users.	<p>Vehicles to be regularly serviced and maintained. Brakes, lighting, exhaust and tyres to be checked weekly and kept in good order. All items inside the vans to be to be secured during transport. Vehicles to be driven by trained and licensed drivers only. First aid box to be carried and the contents checked regularly. The rules of the road to be strictly followed especially regarding speed and parking. Vehicles to be checked daily as per the manufacturer's handbook. Vehicles are never to be driven with dangerous defects or damage. Report any damage or defects found to your Supervisor at Basketball Ireland.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 8 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Movement of People and Vehicles in Danger Areas	Obstruction of Public Injury to Public Insufficient clearance between traffic routes and doors. Collision Accident or Bodily Injury	<p>Ensure Outdoor and indoor places of work are organised in such a way that pedestrians and vehicles. Can circulate in a safe manner.</p> <p>Ensure routes including stairs, fixed ladders and loading bays and ramps are designed, located and dimensioned to ensure easy safe and appropriate access for pedestrians and vehicles in such a way as not to endanger employees employed in the vicinity of such routes.</p> <p>Ensure routes for pedestrian traffic or goods traffic are dimensioned in accordance with the number of potential users and the type of undertaking.</p> <p>Ensure sufficient safety clearance is provided for pedestrians if means of transport are used on traffic routes.</p> <p>Ensure sufficient clearance is allowed between vehicle traffic routes and doors, gates passages for pedestrians, corridors and staircases.</p> <p>Ensure Pedestrian routes and traffic routes are clearly identified for the protection of employees.</p> <p>Ensure if the places of work contain danger areas, in the nature of work, if a risk of employee or objects falling – these are:</p> <ul style="list-style-type: none"> Equipped with devices preventing unauthorised employees from entering those areas. Clearly indicated. <p>Appropriate measures are taken to protect employees unauthorised to enter danger areas.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Mobile Phones	Accident with other road users Unsafe use of machines	<p>If operating a vehicle and you are not equipped with a hands-free apparatus, and you need to use a mobile phone for work related calls: -</p> <ul style="list-style-type: none"> You must stop driving operations. Park in a safe area away from bends or narrow / steep roads and ensure your handbrake is on. Switch on the hazard warning lights. Take / make your work-related phone call. <p>DO:</p> <ul style="list-style-type: none"> Carry a mobile phone if working alone in a remote area. Carry a mobile phone if you are concerned about your safety going to or from work. Ensure you have quick and effective communications available for emergency situations. Switch your phone off when operating 'Plant Machinery' or dangerous items of equipment. Ensure you are standing in a safe area before answering a call. Remember using a mobile phone 'hands free kit' still increases the risk of an accident. <p>Remember, mobile phones can ignite fuel and fumes.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 9 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Lifting Accessories	Breakage of Ropes Falling from Height	In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Regulation 49, An employer must ensure that: <ol style="list-style-type: none"> Lifting accessories are selected as a function of the loads to be handles, gripping points, attachment tackle and the atmospheric conditions, having regard to the mode and configuration of slinging. Lifting accessories are stored in a way that ensures that they will not be damaged or degraded, and Lifting accessories are stored in a way that it is possible to identify the characteristics essential for safe use, having regard to regulation no 57 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Loading	Crushing. Head injury. Fractures. Cuts. Bruises. Traffic incident.	Distribute the load as evenly as possible. Refer to Maximum Load Capacity (this should be detailed on the cab of the vehicle – if in doubt ask!). Do not overload the vehicle in any way. Keep a watchful eye on the angle of the lorry as loading / unloading progresses. Cease operation if it appears that the angle may become too steep. Ensure the task is supervised and controlled by a competent person. No unauthorised persons to be allowed in the loading area. Never walk underneath a raised load. Ensure that the vehicle being loaded/unloaded cannot be inadvertently moved while the operation is taking place (by removing keys for example)			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Unloading	Cuts to hands / arms. Amputation of fingers / limbs. Puncture wounds. Loss of eye/s.	Before unloading the vehicle, make sure that the route from the vehicle to the storage location is as clear as possible and that as far as reasonably practicable, the general public is warned of the potential hazard. Where it becomes necessary to carry large objects through public areas, guides should attempt to clear a safe route through. Ensure that sufficient personnel are available to carry the load safely and that they are properly trained and competent to do so. Wherever practicable and appropriate use mechanical handling equipment. Ensure that a full appreciation of the size, characteristics and weight of the load is made prior to starting operations. Wear protective gloves, safety boots with steel toecaps and eyeglasses. Ensure the task is supervised and controlled by a competent person. Ensure that the vehicle being loaded/unloaded cannot be inadvertently moved while the operation is taking place (by removing keys for example)			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 10 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Car Park	Personal injury. Slips, trips and falls. Vehicular collision Obstruction of public. Routing public onto roadway, Accident, and bodily injury. Obstructing vehicular traffic / collision. Obstruction of emergency exits.	Clearly defined pedestrian walkways and access routes are in place. Clearly defined parking spaces are laid out. Speed signs erected and to be adhered to. Adequate lighting is provided. The car park should be kept clean and clear of debris. All relevant signage to be erected as required under the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023. Perimeter fencing to be secured. Only authorised personnel to enter the car park. Vehicle to be parked so as not to cause obstruction to passing pedestrians or traffic and not to block any exits from buildings or property. Vehicle to be parked on level ground. Vehicle parking to comply with local parking requirements.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 11 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

SITE MANAGEMENT

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Public accessibility to work area on site	Serious personal injury. Fatality. Slips, trips, fall – over goods, materials, and rough terrain, into excavations, manholes, sewers or from heights. Electrocution. Theft.	Warning signs must be posted to highlight the dangers involved in entering a work area in the event maintenance or other works are being carried out. All access points to be closed / barricaded to prevent access to unauthorised persons. Entrances must be fully secured each evening / end of each work shift. Only authorised personnel are allowed on site. Signs must be erected re this. A responsible person must check site boundaries on a regular basis. All loose equipment should be removed outside of working hours.			
Visitors	Personal Injury Property damage Cuts Puncture Entanglement Eye Injuries Electrocution	All visitors must report to an employee or authorised person before entering the premises or area where we work. Those making deliveries must not enter the area unless accompanied. No visitor to the premises is allowed to use company equipment without permission of the company staff and instruction on its use. Each visitor is requested to abide by the Company Safety Policy and Regulations laid down therein. These should be posted on the wall. All visitors must sign in on arrival and sign out on exiting. They must also abide by a request by a company employee in relation to their own Safety and Health and that of the company employees. Any visitor who refuses to abide to a request by a company employee in relation to Safety and health or who places his / her own Safety and Health or that of company staff at risk by ignoring such a request or by any other dangerous acts or omissions, should be asked to leave the premises immediately. In the event of an emergency or evacuation, all visitors must report to our designated Assembly Point and wait there for further instructions.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 12 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
First Aid Equipment	Worsening of condition Onset of infection Fatality, permanent injury / illness	Adequate first aid kits to be provided and filled to HSA guidelines. They must be regularly checked and refilled by designated person.			
Lack / Absence of First Aiders	Improper diagnosis Improper treatment Delay in seeking professional medical help. Worsening of condition Onset of infection Fatality, permanent injury / illness	Trained first aider's to be present where practicable. Arrangements to be in place with local doctor for emergencies. All employees to be aware of emergency procedures.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Lighting	Eyestrain. Trip / fall. Knock against.	Regular checks on condition of light fittings to take place, at least annually. Replace faulty bulbs, tubes or fittings as soon as possible. Provide extra lighting for fine work where needed. In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, <i>Part 2 Regulation 8</i> , We must ensure that <ul style="list-style-type: none"> Sufficient natural light is received and equipped with artificial lighting adequate for the protection of the safety and health of the employees. Lighting installations are placed in such a way that there is no risk of accident to the employees as a result of a type of lighting fitted. Places of work where employees are especially exposed to risks in the event of failure of artificial lighting are provided with emergency lighting of adequate intensity.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Housekeeping And General Tidiness	Slips, trips or falls. Serious personal injury. Fractures. Burns etc.	All goods should be stacked and stores in a tidy and safe fashion. All open containers should be sealed and stored in the correct location. All waste/empty chemical containers must be disposed of in a safe manner and in accordance with the guidelines set out by EPA.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 13 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Falling Objects	Head injury. Serious Personal Injury.	Ensure safe storage areas for all goods. Keep heaviest goods at ground or low level. Don't overload shelves.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Situations which may lead to fire	Burns. Fume inhalation. Serious personal injury. Loss of lives. Damage/Destruction of buildings and property. Explosion. Electrically Powered Tools	A 'No Smoking' policy is in force except in designated areas within our premises and grounds. A proper evacuation procedure is in place and is checked regularly. An assembly point is to be identified. 6 monthly fire drills are to be carried out and recorded by management. A system of fire extinguishers is installed and maintained by contract. Training for all personnel in selection and use of fire extinguishers is required. Extinguishers must always be provided near possible sources of fire. Fire points are clearly identified, kept clear and maintained. Emergency lighting is provided in crucial locations, stairs, passageways etc. and tested twice yearly. The fire alarm installation is tested regularly and maintained under contract.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Fire Detection & Fire Fighting	Burns Entrapment Delay in building evacuation	In Accordance with the Fire Services Acts 1981 and 2003 (No. 30 of 1981 and No.15 of 2003) and any other legislation, an employer shall ensure that: A place of work is equipped with appropriate firefighting equipment and as is necessary, fire detectors and an alarm system. A non-automatic firefighting equipment is easily accessible and simple to use and is indicated by signs in accordance with Part 7, Chapter 1 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, and the signs are place in appropriate points and are adequately durable. Ensure that Fire Fighting equipment is inspected frequently, as necessary, and serviced be a competent person.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 14 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Personal Protective Equipment	Impact from flying Particles Head injury Foot injury Falls from height Burns or skin irritation etc	All necessary Personal Protective Equipment to be provided and used. Safety Signs to be put up to highlight this. Hard hats, hi visibility clothing and safety boots / shoes are compulsory while working on site.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Canteen Area/ Kitchenette	Serious personnel injury. Burns / scalds to face and body. Permanent disfigurement. Fire.	All users of the canteen and its facilities are responsible for its cleanliness. Provide adequate first aid equipment to deal with burns, scalds and cuts. Firefighting equipment must be in place and checked regularly, as per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023. A house keeping programme should be in place. All appliances should be maintained in good working order. Report any defects to management. Use appliances in accordance with the manufacturer's guidelines.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Microwave Oven	Shocks. Burns. Fire. Explosions of containers and products.	Use this appliance as per the Manufacturers Handbook. This appliance must be properly earthed. Do not use higher voltage than specified as this could result in fire. The oven must be on a flat surface with the air vents clear of obstruction. The overheat cut-out must operate. The general instructions for use and maintenance as contained in the manufacturer's handbook must be adhered to. Check regularly for damaged or damp leads or plugs. Remember that any repairs must be undertaken by a qualified service person. Turn off at the first sign of sparks and report this to your supervisor immediately. Use the recommended cooking / heating times only to avoid the risk of fire. Door seals should be checked and cleaned on a weekly basis, when in regular use. Never operate the microwave without food in the oven due to the risk of fire. Use appropriate dishes / containers only. Never use if any damage is apparent, report this to management			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 15 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	H
Food & Environmental Waste (Bottles, cans, paper, plastic etc.)	Contamination and Injury From. Biological Diseases Including "Weils Disease".	All waste must be collected and discarded in a safe and secure manner. Where appropriate waste should be sent for re-cycling. Authorised and licensed handlers should carry out all waste collection. All waste food holding containers must be covered and sealed to avoid contamination by rodents and birds. Educate staff to the dangers and methods of prevention of biological diseases and contamination. Personal Protective Equipment to be provided and used where necessary			
		Risk After Control Measures	S	L	S x L
		2	1	2	L

GENERAL HEALTH & SAFETY ISSUES

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Noise created in the workplace	Hearing impairment. Deafness. Tinnitus. Loss of concentration and annoyance leading to workplace accidents and / or loss of production	It is not anticipated that any member of our staff are exposed to such a dose that they will either daily or weekly require monitoring. Consider noise implications of all new plant and machinery prior to purchase. Consult with staff and provide training where necessary. Preventative maintenance should be carried out to identify loose / unbalanced rotating parts or worn parts which can lead to unnecessary increases in noise levels. Check all machines and work areas for sources of excessive noise. Record the noise Risk Assessment results in the Safety Statement, as per the Noise Regulations. Reduce noise levels by technical means where possible. Signpost all excessively loud equipment, machinery, areas and processes which exceed the upper exposure action level of 85dB (A) and the lower exposure action level of 80dB (A). Reduce the worker exposure levels by reducing the amount of time spent near sources of excessive noise (job rotation). (Note: this should be considered as a last resort). Hearing protective equipment must be provided if deemed necessary, as per the Noise Regulations. Ensure hearing protection is worn for short-term noise exposures (this should also be a last resort). Remove other people from such noisy areas unless their presence is required. They must wear hearing protection whilst in such areas.			
		Risk After Control Measures	S	L	S x L
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 16 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Manual Handling	Back, Neck, Shoulder Injury. Prolapsed Disk. Permanent Injury. Trip / Fall. Hit Against. Dropped Object.	<p>All staff must be trained in Manual Handling.</p> <p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, No 69, an employer must ensure that he/she takes appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads.</p> <p>Minimise all manual-handling tasks where possible.</p> <p>Provide suitable mechanical handling equipment such as lifts, hand trolleys etc. Ensure these are used.</p> <p>Assess all weights being lifted per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023 and where necessary reduce these to acceptable levels.</p> <p>Machine controls and instrumentation to be designed and arranged for best control and posture (1994 European Machinery Regulations).</p> <p>Work locations to be designed to eliminate over-reaching.</p> <p>Provide Manual Handling training to all staff whom have not received it.</p> <p>Personal Protective Equipment including gloves to be provided and used.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Poor Hand Hygiene	Skin complaints, dermatitis, and eczema. Ingestion of chemicals. Biological agents, toxins, bacteria and viruses.	<p>Good hand hygiene is essential in the workplace. The hands are the most likely part of the body to come into contact with harmful substances. Wash hands before eating or smoking.</p> <p>Suitable gloves should be worn when handling potentially hazardous materials.</p> <p>In some cases, the use of an appropriate barrier cream might be appropriate.</p> <p>Dirty hands should be cleaned using proper skin cleansing products.</p> <p>Do not clean hands with petrol, white spirits, thinners, turpentine etc.</p> <p>Always ensure you wash your hands after visiting the toilet.</p> <p>Educate staff and develop specific procedures in the event of specific illness outbreaks, such as swine flu.</p> <p>Preventative policies may assist with the prevention of illness transfer.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Burns	Disfigurement. Loss of limbs. Fatality. Chemical. Electrical. Fire. Hot objects, liquids, steam. Cold objects, liquids, gasses.	<p>Where necessary, guards should be considered for exposed hot surfaces.</p> <p>Audit to be undertaken to locate sources of excessive heat at workplaces.</p> <p>Warning signs in place.</p> <p>Task related training to be provided.</p> <p>Personal Protective Equipment including suitable gloves to be provided and used.</p> <p>Emergency procedure to be properly displayed and checked regularly.</p> <p>First aid facilities to be properly sited and maintained.</p> <p>Trained first aid personnel to be on site where practicable.</p> <p>Personnel to always check electrical equipment before use.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 17 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Allergies	Hay fever. Plant allergies. Dermatitis. Asthma. Giant Hogweed Skin Irritations	Hot and cold running water with soap and towels or other means of drying to be provided where practicable. Best possible hygiene procedures to be in place and enforced by the Supervisors. Staff to highlight any allergies to Management.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Micro-biological and Biological Hazards	Moulds, Spores, Tetanus, Lockjaw, Rhinitis, Asthma, HIV / Aids.	Provide hot and cold running water with soap and towels or other means of drying where practicable. Familiarisation to be provided to all staff of the emergency procedure. Personal Protective Equipment to be provided and used. Best possible hygiene procedures to be in place and enforced by the Supervisor. Care to be taken to disinfect all cuts and cover them with waterproof plasters.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Chemicals	Eye injury / loss. Skin infection. Burns. Inhalation. Ingestion with food. Worker chemical exposure levels exceeded. Injury to pregnant employees / unborn / new-born. Fire. Explosion. Serious personal injury. Fatalities.	Safety Data Sheets to be obtained for all chemicals and strictly followed. Such information should be available for cleaning substances. Copies to be available in case of an emergency. Evaluation of chemicals at purchasing stage to take place. Proper chemical inventory / records to be kept. Containers to be properly labelled (hazard signs). Safe storage and dispensing of chemicals to be practiced. Follow manufacturer's requirements for handling, mixing, storage and first aid etc. Personal Protective Equipment to be provided and used. Regular (annual) medical checks for personnel who work with chemicals to take place where indicated as necessary by risk assessment. Training to be provided for staff working with chemicals. Familiarisation to be provided with the emergency procedure to all staff. Best possible hygiene procedures to be in place and enforced by Management. Eye wash and emergency showers to be provided where necessary. Sources of flame / ignition to be eliminated where flammable materials are used and / or stored. Spillage's to be immediately dealt with.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 18 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	H	9
Use of Safety Knives	<ul style="list-style-type: none"> Cuts Gashes Punctures Amputations Infections Eye injury 	<ul style="list-style-type: none"> Adequate training should be provided on the safe use of safety knives. Use retractable utility knives only. Safety knives should have sharp blades and be functional. Blunt or defective blades may present a risk of injury, and therefore should be replaced immediately. Perform cutting operations on a stable surface. Make sure that the support cannot slip or tilt when cutting. Always direct the cut away from the body. Follow the manufacturer's specifications for specific instructions on changing the blades. When changing the blade, hold the blade by the blunt edge, and never by the cutting edge. When changing the blade, discard the blade into the suitable sharp's container provided. Wear suitable gloves when using safety knives. Use the safety knife only for cutting of cardboard, paper and rubber. When fixing the material and during cutting, always keep the free hand at a safe distance to the knife and behind the cutting direction. When working with a knife, utmost concentration is required to help prevent cut injuries. Do not misuse safety knives (e.g. do not use them for stripping cables). Never hold the safety knife by the blade outlet. Cut only when the release lever on the safety knife is locked and cut away from the body. Clean the knife regularly and remove any material residues to ensure automatic blade retraction. Keep the floor and work area clear of debris or items that may cause a trip hazard. Communicate this risk assessment to all users of safety knives. 			
Risk After Control Measures		S	L	S x L	Risk
		3	1	L	3

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Gas Cylinders	Explosion. Fire. Burns / fatigue/ nausea. Serious personal injury. Crush from falling cylinders. Asphyxiation, respiratory problems. Manual Handling Injuries	Proper safe storage to be practised. Bottles to be chained in upright position. Spark flowback arrestors must always be fitted to equipment and mains valve for quick shut off. Adequate permanent ventilation to be provided. Equipment to be regularly serviced by competent person. Fire prevention system must be followed. No smoking sign to be posted. Fire Equipment must always be located nearby for easy access in case of fire. Prevent tampering by the public/unauthorised persons. To be operated by trained and authorised personnel only. Personal Protective Equipment must be provided and its use mandatory as per the manufacturer's guidelines. Handling equipment/trolleys to be used where practicable to move cylinders.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 19 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Carbon Monoxide	Asphyxiation Overcome by fumes. Death	<p>What is Carbon Monoxide? Carbon Monoxide (also known as CO) is a poisonous gas, which can be given off by any appliance which burns fossil fuels such as gas, coal or oil. CO can enter or accumulate in a room if:</p> <ul style="list-style-type: none"> • There is a faulty appliance. • The appliance has not been maintained. • The room is not properly ventilated. • The chimney or flue is blocked. <p>Carbon Monoxide is colourless, odourless and has no taste. It is a killer. Gas appliances need air to burn safely. With enough oxygen, burning Natural Gas produces Carbon Dioxide and water in safe amounts. These products are normally taken away by a chimney or flue. However, Carbon Monoxide can be produced if there is too little oxygen, or if the chimney or flue is blocked or obstructed. Look out for the danger signs.</p> <p>The Danger Signs A number of things may indicate that your appliance is unsafe:</p> <ol style="list-style-type: none"> 1. Stains, soot or discolouring around a gas fire at the top of a gas water heater could mean that the flue or chimney is blocked. 2. Appliances that burn slowly, badly (floppy flames), or go out. 3. Condensation or dampness on surfaces in the room once the appliance is lit. 4. There should not be a strange smell when the appliance is on. <p>If you are at all worried about a gas appliance, seek help. Don't delay and put yourself in danger.</p> <p>Symptoms Symptoms of Carbon Monoxide poisoning can be similar to those caused by other illnesses, such as a cold or flu. But if anyone in the area has any of the following symptoms when using a gas appliance, turn it off, report to the Supervisor, and go to the Doctor:</p> <ol style="list-style-type: none"> 1. Unexplained headaches, chest pains or muscular weakness. 2. Sickness, diarrhoea or stomach pains. 3. Sudden dizziness when standing up. 4. General lethargy. <p>Stop using the appliance immediately and do not use it again until a Registered Gas Technician or a qualified service agent has checked it.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 20 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Servicing Boilers (Which might include Entry into Confined Spaces, Exposure to fumes, Contact with live power or asbestos)	Poisoning Burns Asbestosis, Lung Cancer. Other associated lung conditions. Serious Personal Injury	<p>Operators must be trained to service boilers. Always read the manufacturers manual. The boiler must be isolated before servicing. Ensure that system is fully locked off before commencing works to prevent accidental start. Ensure the area is adequately ventilated. Provide suitable fall protection measures if work at heights is necessary. Ensure equipment is regularly checked. Establish emergency planning procedures, including first aid. Wear appropriate PPE. This may include gloves, facial protection, eye protection, appropriate clothing such as fireproof boiler suits, disposable body suits, respiratory protection or other suitable clothing. Ensure that access to and from site is gained via designated routes as advised in site induction. Ensure that spillages are treated immediately and cleaned up. Ensure that all operatives wear suitable safety footwear at all times.</p> <p>Any gas installation works, or boiler servicing are commissioned by an independent Registered Gas Installer prior to use. A tag is erected advising of the next service due date.</p> <p>For Oil Boilers if it's a new appliance a commissioning certificate is given over to the client once commissioned. For Oil Boilers if it's an older appliance a flue analysis and a list of new parts is handed over to the client. A tag is erected advising of the next service due date.</p> <p>Be aware of the safety signs for asbestos content. Stop work and report to management if such signage is seen. Obtain a permit to enter if required. Be aware of potential asbestos containing materials, such as gaskets, insulation and other such materials. Do not continue work unless you have had suitable instruction regarding work with such materials. Be aware of what may constitute a confined space. Suitable work instructions must follow if this is confined space work.</p> <p>Ensure the tank / vessel / confined space has been checked for adequate oxygen levels. Wear a gas monitor if necessary. Fire watch must be arranged. Ensure a standby person is available for rescue. Carry out your specific Risk Assessment before you enter EVERY TIME. The Supervisor must check this. Ensure vessel / tank / confined space is isolated. Ensure adequate natural ventilation, if not use B.A. All staff must be fully aware of all the dangers involved. Be especially aware of the hazards of welding and other hot work within a confined space.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 21 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Substation and Main Switch Room	Burns. Electrocution. Fire. Serious Personal Injury. Damage to property. Trip / Fall.	In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Regulation 91, an employer shall ensure that a substation or a main switch room is; <ol style="list-style-type: none"> Suitably constructed. Arranged, so far as is reasonably practicable, so that no person can obtain access thereto otherwise than by the intended entrance. Arranged so that a person cannot interfere with the equipment or conductors therein from outside. Provided with efficient means of ventilation and kept dry if under cover. As appropriate to the tasks being undertaken, under the control of an authorised person or unauthorised person. An employer shall ensure that only an authorised person or a person acting with his or her consent, or under his or her supervision, can enter any part of a substation or switch room in which there may be danger.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 22 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

VARIOUS TASKS MAINTENANCE

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Litter Picking	Laceration. Cuts and Bruises Infection. Lockjaw (Tetanus). Hepatitis.	Use appropriate Personal Protective Equipment: - <ul style="list-style-type: none"> • Gloves. • Overalls. • Safety boots, good grip is essential. Special care must be taken when handling broken glass or discarded syringes. Keep glass and other sharp objects in separate rubbish bags to prevent personal injury when carrying the bags. A litter picker should be used where possible. Wash hands before eating, drinking or smoking			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 23 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

WORK EQUIPMENT

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Work Equipment	Personal Injuries Lack of Sufficient Space Fatalities Manual Handling Injury Burns Cuts / Abrasions Entrapment Burial	In accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Regulation 28, an employer must ensure that: <ol style="list-style-type: none"> a) Any work equipment provided for the use of employees complies with the provisions of any relevant enactment. b) Account is taken of specific working conditions when selecting work equipment. c) Ensure work equipment is installed and located and is suitable for the work carried out. d) Ensure appropriate measures are taken to minimise any risks where it is not possible to fully ensure that employees without risk can use work equipment. e) Ensure sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment. f) Where work equipment involves a specific risk – ensure that <ol style="list-style-type: none"> I. The use of such equipment is restricted to those required to use it. II. Repairs/Modifications/Service/Maintenance of such equipment ensure the employees concerned are competent to carry out such work. g) Take into account the working posture and position of employees while using work equipment. h) Ensure areas and points for working on, or maintenance of work equipment are suitably lit. i) Where work equipment parts are at very high or low temperature, where appropriate, are protected to avoid risk of employees coming into contact or coming too close. j) Ensure work equipment bears warning signs and markings essential to ensure the safety and health of employees. k) Ensure employees have safe means of access to and egress from, are able to remain safely in all areas necessary for production, adjustment and maintenance operations. l) Ensure work equipment is used only for operations and under conditions for which it is appropriate. m) Ensure work equipment is appropriate for protecting employees. n) Ensure all work equipment is appropriate for preventing the risk of explosion of the work equipment. o) Ensure all work equipment is erected or dismantled under safe conditions. p) Work equipment, which may be struck by lightning, protected by devices or appropriate means against the effects of lightning. Ensure all forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 24 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	3	9	H
Inspection of Work Equipment	Personal Injury Collisions	<p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Regulation 30, an employer shall ensure that:</p> <p>a) Where the safety of the work equipment depends on the installation conditions-</p> <ol style="list-style-type: none"> The conditions of use of work equipment, Foreseeable abnormal situations, and The conclusions to be drawn from experience, where appropriate, in using such work equipment, and <p>b) In the case of work equipment which is exposed to conditions causing deterioration liable to result in a danger to safety or health-</p> <ol style="list-style-type: none"> Periodic inspections and, where appropriate, testing is carried out, Special inspections are carried out when exceptional circumstances arise which are liable to make the work equipment unsafe, including modification work, accidents, natural phenomena or prolonged inactivity, and Deterioration is detected and remedied in a good time. <p>c) Inspections carried out under paragraphs (a) and (b) are carried out by a competent person and are appropriate to the nature, location and use of the work equipment.</p> <p>d) The results of inspections carried out under paragraphs (a) and (b) are recorded and kept available for 5 years from the date of inspection, for inspection by an inspector, and access to these records is made available to users of the work equipment upon request, and</p> <p>When work equipment is used in another place of work, it is accompanied by evidence of the last inspection carried out under paragraphs (a) and (b).</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Lighting	Eyestrain. Trip / fall. Knock against.	<p>Regular checks on condition of light fittings to take place, at least annually. Replace faulty bulbs, tubes or fittings as soon as possible. Provide extra lighting for fine work where needed.</p> <p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, <i>Part 2 Regulation 8</i>, We must ensure that</p> <ul style="list-style-type: none"> sufficient natural light is received and equipped with artificial lighting adequate for the protection of the safety and health of the employees. lighting installations are placed in such a way that there is no risk of accident to the employees as a result of a type of lighting fitted. <p>places of work where employees are especially exposed to risks in the event of failure of artificial lighting are provided with emergency lighting of adequate intensity.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 25 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Cutting steel or plastic banding straps	Cuts to hands / arms. Puncture wounds. Blood loss. Eye / face injury. Slip / trip / fall.	Wear suitable Personal Protective Equipment when cutting banding. Use the safety type of cutters available, which clamp the banding while it is being cut to prevent it 'springing'. Put cut strapping into the bin immediately; don't wait till you are finished.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Inadequate Emergency procedures	Fire. Injury. Illness. Attack.	Develop an emergency procedure to deal with these risks and this is to be clearly conveyed to the staff. Check emergency procedures regularly and where necessary update them. In Accordance with the Fire Services Acts 1981 and 2003 (No. 30 of 1981 and No.15 of 2003) and any other legislation, an employer shall ensure that: <ul style="list-style-type: none"> Emergency routes to emergency exits and exits themselves are kept clear at all times and lead as directly as possible to the open air or to a safe area. In the event of danger, it is possible for employees to evacuate all workstations quickly and as safely as possible. Ensure emergency access doors open outwards. Ensure the number, distribution and dimensions of the emergency routes and exits are adequate for the use, equipment's and dimensions of the place of work and the maximum number of persons that may be present. Ensure any sliding or revolving doors are not used, or intended to be used as emergency exits. Emergency doors and gates are not locked or fastened to obstruct emergency exit. Specific emergency routes are to be indicated by signs in accordance with Part 7 Chapter 1 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, and such signs are placed at appropriate points and are adequately durable. Ensure emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in case the lighting fails.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Housekeeping and General Tidiness	Slips, trips or falls. Serious personal injury. Fractures. Burns etc	All goods should be stacked and stores in a tidy and safe fashion. All open containers should be sealed and stored in the correct location. All waste/empty chemical containers must be disposed of in a safe manner and in accordance with the guidelines set out by EPA.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 26 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Access/Egress Routes Emergency Routes	Delay in evacuation of premises, Delay in entry of emergency services	<p>The access / egress route, doors and passageways and all fire exits must be kept completely clear at all times on Basketball Ireland sites or projects.</p> <p>The assembly point to be located away from the area and kept clear at all times.</p> <p>In Accordance with the Fire Services Acts 1981 and 2003 (No. 30 of 1981 and No.15 of 2003) and any other legislation, an employer shall ensure that:</p> <ul style="list-style-type: none"> Emergency routes to emergency exits and exits themselves are kept clear at all times and lead as directly as possible to the open air or to a safe area. In the event of danger, it is possible for employees to evacuate all workstations quickly and as safely as possible. <p>Ensure emergency access doors open outwards.</p> <p>Ensure the number, distribution and dimensions of the emergency routes and exits are adequate for the use, equipment and dimensions of the place of work and the maximum number of persons that may be present.</p> <p>Ensure any sliding or revolving doors are not used or intended to be used as emergency exits.</p> <p>Emergency doors and gates are not locked or fastened to obstruct emergency exiting.</p> <p>Specific emergency routes are to be indicated by signs in accordance with Part 7 Chapter 1 of the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, and such signs are placed at appropriate points and are adequately durable.</p> <p>Ensure emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in case the lighting fails.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Storage	Head injury. Serious Personal Injury.	<p>Ensure safe storage areas for all goods.</p> <p>Keep heaviest goods at ground or low level.</p> <p>Don't overload shelves.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Locked / Blocked Doorways	Delay in evacuation of the premises in event of fire. Death / Fatalities	<p>Ensure all emergency exits, emergency doors and routes, as well as emergency firefighting equipment is kept clear at all times.</p>			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 27 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Uneven or Slippery Floors	Slips, trips, fall. Broken bones. Cuts and bruises.	Ensure the floors of rooms have no dangerous bumps, holes or slopes and are fixed, stable and so far are reasonably practicable, not slippery. Good maintenance of floor covering to be in place. Clean up all spills and breakages immediately. Wear non-slip protective footwear where necessary. Minimise spillages by safe working techniques. Keep all aisles, walkways and stairs clear. Place warning signs re "slippery surface" or "wet floor" at site of any spillage or danger. Do not allow access to other workers or public until danger is cleared. Report hazards and dangers immediately including spillages and breakages. Walk slowly on wet or greasy surfaces. Remove all waste and other unnecessary items from floorways / walkways. Do not allow cables to trail across floorways / walkways. Carry cables and leads overhead where possible. Floor areas must be kept clean to help reduce contamination of product etc.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	3	6	M
Glass	Cuts. Personal injury. Manual handling injuries.	All workers are to be trained in the safe handling of glass. Broken material must be cleared immediately. An inner cordoned off area should be set up around a breakage and additional signage erected denoting the specific hazard. No persons should be allowed in the area until the hazard has been removed. Appropriate PPE to be worn where necessary.			
Risk After Control Measures		S	L	S x L	Risk
		3	1	3	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 28 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

OFFICE AT HEADQUARTERS

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Office Environment	Slips, Trips, Falls, Electric shock, Cuts, Entrapment Fire Arm, shoulder, wrist, neck injury	<p>Maintain floor coverings at Basketball Ireland are in a safe to use working condition. Any staff member who notices damage of unsafe floors must report this immediately & have it repaired.</p> <p>Keep floor areas clear & tidy at all times.</p> <p>Carry out regular inspection of all electrical appliances and fittings.</p> <p>All electric cables on equipment are to be suitably tied (tie wraps).</p> <p>Ensure there is a sufficient number of power points to minimise the use of extension leads.</p> <p>Ensure a minimum floor space of 4.7 square metres for each individual including the desk and chair but excluding any other equipment or furniture.</p> <p>Proper consideration to be given to humidity levels.</p> <p>Under the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023. Regulation 7.1, an employer must ensure the workplace is well ventilated and that sufficient fresh air is provided.</p> <p>For sedentary office work a minimum temperature of 17.5°C is to be achieved and maintained at every workstation after the first hours work at dry bulb temperature at 1.1 metres above the floor surface.</p> <p>Where a substantial amount of the work is done sitting down, ensure a minimum temperature of 16°C is achieved and maintained after the first hours work at dry bulb temperature at 1.1 metres above the floor surface.</p> <p>The room temperature needs to be appropriate having regard to the work methods used and the physical demands placed on employees.</p> <p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023, Regulation 18 Part C, where any employees have during the course of their employment reasonable opportunities for sitting without detriment to their work or, where a substantial proportion of ay work done by employees can be done sitting, Ensure that</p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitable facilities for sitting are provided and maintained for their use. <input type="checkbox"/> If this is not practical, they are otherwise ergonomically supported. 			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 29 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		1	2	2	L
Improper Ventilation of enclosed Places of Work	Lack of Fresh Air Exposure to Drafts Discomfort Pollution of Atmosphere	<p>Ensure sufficient air is provided in enclosed places of work having regard to the working methods used and the physical demands placed on the employees.</p> <p>If a forced ventilation system is used, it is maintained in working order and any breakdown is indicated by a control system if necessary for the safety and health of employees.</p> <p>If air conditioning or mechanical ventilation installations are used, they need to be operated in such a way that employees are not exposed to draughts, which cause discomfort, and any deposit or dirt likely to create an immediate danger to the safety and health of employees by polluting the atmosphere is removed without delay. In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023 Part 2 Regulation 6</p>			
Risk After Control Measures		S	L	S x L	Risk
		1	1	1	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Natural and Artificial Lighting	Lack of Natural Light Electric Shock Failure of Artificial Lighting General sickness / illness	<p>In Accordance with the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023. Part 2 Regulation 8:</p> <p>In the place of work ensure sufficient natural light is received and are equipped with artificial lighting adequate for the protection of the safety and health of the employees. Ensure lighting installations are placed in such a way that there is no risk of accident to the employees as a result of a type of lighting fitted.</p> <p>Ensure places of work where employees are especially exposed to risks in the event of failure of artificial lighting are provided with emergency lighting of adequate intensity.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Windows Skylights Glass Panels	Personal Injury Lack of Ventilation	<p>Ensure where possible for employees to open, close, adjust or secure windows, skylights and ventilators so that:</p> <ol style="list-style-type: none"> 1. It may be done safely. 2. When open such windows, skylights and ventilators are not positioned so as to constitute a hazard to employees. <p>Ensure windows and skylights can be cleaned without risk to the safety, health or welfare of persons carrying out this work or of other persons present:</p> <ol style="list-style-type: none"> 1. By Design 2. By being fitted with devices 3. In conjunction with the use of equipment. <p>All full or near full length glass panels should have easily identifiable "strips" at a height to ensure visibility for any persons who might otherwise accidentally walk into such glass panels.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 30 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
V.D.U. Usage (Visual Display Unit)	Eye strain Repetitive Strain Injury (R.S.I). Work Related Upper Limb Disorders (W.R.U.L.D.S.)	V.D.U. screens must be correctly positioned, relative to light sources so as to prevent reflective glare. Blinds may need to be installed in VDU use areas, to prevent glare from windows. Ergonomically designed workstations should be provided, which are adjustable in height, and which allow the operator to find a suitable working position for operator comfort. This includes the chair, desk or other equipment. Document holders, adjustable armrests and footrests to be provided where required. Daylight fluorescent tubes / tubes of colour to be installed where required. Establish a cleaning and maintenance programme on all V.D.U equipment.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Material Storage	Slip, trip or fall Fire Objects falling from shelves Person falling	All materials should be stored in suitable locations, tidily & inaccessible according to their hazardous nature. Storage shelving must be secure for the equipment stored thereon. Keep heavier items at lower levels.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Office Equipment	Fatal electrocution. Explosion / fire. Burns. Fume inhalation. Serious personal injury.	Read the label before installing toner powder. Gloves should be worn. Switch off equipment and unplug if you have to service or maintain equipment. Equipment manuals to be available near the equipment. Trailing leads should not be allowed across walking areas or where they may be a trip hazard. Sockets should not be overloaded. Adaptors should not be used, as they are a fire risk. The area around equipment which needs to be used must be kept clear. Be aware that some parts of equipment operate at high temperatures and take care when handling these. Ask for assistance when moving office equipment. Equipment should be serviced regularly by competent people, as per manufacturers requirements. Training may need to be provided in the safe use of office equipment. Switch off equipment and unplug equipment when not in use, for example, overnight.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 31 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Filing Cabinets and Storage Cabinets	Bodily injury. Cuts, bruises.	Keep drawers and doors of cabinets closed when not in use. Don't overload top drawers to avoid cabinet toppling. Keep heavier items at the bottom of cabinets. Don't place anything on top of cabinets.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HOMEWORKING

PERSONS AFFECTED BY THIS WORK:

Employees, Subcontractors, Customer / Visitors, General Public

Risk Before Control Measures		S	L	S x L	Risk
		2	2	4	M
Work Environment	Poor Ventilation – overheating, build up of mould growth Inadequate lighting causing eye strain Inadequate heating causing illness Poor workstation set up resulting in R.S.I. Insufficient storage space for documents and equipment resulting in potential trip hazards or falling objects Poor floor coverings causing trip/ fall Excessive noise affecting concentration resulting in poor productivity	Ensure adequate ventilation by working in an area where there are windows. Ensure the windows can be opened. Provide mechanical ventilation/ fan if required. Ensure lighting is sufficient at the workstation location to avoid eye strain. Replace defective light fittings. Provide adequate heating system / portable heaters. Ensure gas systems if present are maintained regularly by a qualified gas installer. Ensure sufficient space is provided for all equipment and furniture used (at least 4.7m ²) Ensure suitable filing cabinets storage arrangements are provided. Ensure heavier items are stored at lower level. Remove unnecessary build-up of paperwork to the archives in the head office. Ensure good maintenance of floor coverings. Clean up spillages when they occur. Remove/ replace any mats with the edges turning up. Ensure a suitable location away from distractions such as children/ persons/ televisions.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 32 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Electrical Installations and equipment	<p>Faulty sockets installations at the place of work resulting in personal injury/ shock/ burns/ fire</p> <p>Insufficient number of electrical sockets resulting in overloading/ fire</p> <p>Use of extension leads, potential trip hazard, wear and tear resulting in electric shock / fire</p> <p>Faulty electrical equipment resulting in personal injury / fire</p>	<p>Ensure installations are in good condition. Inspect installations regularly for signs of arcing/ burning. Repair faulty installations where necessary by a qualified electrician.</p> <p>Avoid the use of adaptors. Minimise the use of extension leads. Install a suitable number of power points where necessary.</p> <p>Ensure extension leads are suitably tied away and kept near edges or walls to avoid trips and falls. Extension leads to be inspected regularly for wear and tear and identify obvious defects to the lead or plugs. Replace damaged extension leads. Do not use adaptors on extension leads.</p> <p>Ensure electrical equipment has regular PAT testing, as per the Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2023 & subsequent Amendment regulations. Inspect electrical equipment regularly for obvious signs of defects. Report defects to your supervisor.</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	4	M
Poor working Posture	<p>Repetitive Strain injury</p> <p>Work related upper limb disorders</p>	<p>Provide training on the correct way to set up a workstation location. Ensure the chair used has sufficient lumbar support. Ensure the chair be adjusted so that a person can sit with their shoulders in a relaxed position and their elbows at a 90-degree angle, with the upper arms vertical and forearms horizontal whilst keying and using the mouse. Ensure the work desk is of sufficient size to accommodate the work equipment used. Use document holders if referring to documents while typing. Ensure there is sufficient leg space to allow stretching. Provide a footrest where necessary. Take regular breaks before fatigue sets in. Report pain or discomfort to your supervisor</p>			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

HAZARD IDENTIFICATION & RISK ASSESSMENT			
NAME:	Basketball Ireland	PERSONS RESPONSIBLE:	Board of Directors.
DATE:	May 2024	Page No.	Page 33 of 33
ADDRESS:	National Basketball Arena, D24.	ASSESSED BY:	Peter Roche of Ayrton Group
HAZARD	RISK ASSOCIATED	CONTROL MEASURES	

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Visual strain fatigue	Damage to eyesight. Fatigue Poor productivity	Ensure the screen is positioned at the correct height and viewing distance? <i>(The employee's line eye-line should be just below the top of the screen and the screen should be positioned directly in front of the user at approximately an arm's length away).</i> Ensure the screen is free from glare or reflections. Position the screen at 90 degrees to the window. Provide blinds or curtains on windows. Ensure the screen is free from flickers and images are clear and stable. Report defective screens to your supervisor. Report headaches or discomfort to your supervisor if persistent. Take regular breaks from the screen. Attend eye test appointments provided by your supervisor.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Stress	Ill Health. Poor work ability. Depression. Lack of concentration. Absenteeism from work.	Ensure sufficient segregation from disruptions e.g. children, pets, other family members. Ensure regular contact is maintained between the supervisor and the home worker. Ensure there are arrangements in place to conduct regular supervision/ personal development reviews with the home worker. Ensure support / advice is readily available to the home worker to deal with either IT problems or other specific work queries. Ensure the home worker has access to sufficient training, information & instruction to enable them to undertake their work safely.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

Risk Before Control Measures		S	L	S x L	Risk
		3	2	6	M
Emergency Procedures	Fire. Injury. Illness. Attack.	Ensure adequate smoke alarms are provided at the place of work. Ensure the home worker has identified what they will do in the event of a fire. Ensure emergency escape routes are identified and what they would do if the route was unavailable do to fire/smoke, e.g. having to tools to break double-glazed windows etc. Ensure first aid kits are provided at the place of work. Have a list of emergency contact phone numbers available.			
Risk After Control Measures		S	L	S x L	Risk
		2	1	2	L

INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

PLACE X IN ONE BOX ONLY IN EACH SECTION, UNLESS OTHERWISE STATED. e. g. Gender: Female Male

(A) EMPLOYER/ SELF-EMPLOYED INFORMATION:

A. 1: NAME OF EMPLOYER/ COMPANY NAME:

Insert the registered legal name of your organisation, where applicable, or the name of the sole trader or individual who employs the injured person.

A. 2: COMPANIES REGISTRATION OFFICE NO:

This number maybe found on a company's letterhead or invoice paper, and may be verified at www.cro.ie. The provision of this number is essential in order to ensure that accidents reported by employers with similar names are not assigned to the wrong company inadvertently.

A. 3: BASE ADDRESS OF THE INJURED PERSON (if different from head office):

Address where injured person is based e. g. depot, sub-office or construction site. For travelling workers it is the depot or office they report back to. For non-workers it is the base address of an employee who was involved in the accident.

A. 4: NATURE OF BUSINESS:

Give a brief description of the nature of the business carried out at the base address of the injured person. If several different types of business are carried out, chose the one that involves the biggest number of employees.

(B) DETAILS OF INJURED PERSON :

B. 1: OCCUPATION:

Occupation or job title that best describes the injured person's normal work.

B. 2: AGE:

Enter the persons age if known. If not known, enter best estimate.

B. 3: ACTUAL/ ANTICIPATED CALENDAR DAYS UNABLE TO CARRY OUT NORMAL DUTIES:

This should not include the day of the accident. Saturdays, Sundays and bank holidays are counted. (For example, an employee who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays returns to work the following Monday, the absence is deemed to be four calendar days.)

(C) ACCIDENT INFORMATION:

C. 1: TYPE OF ACCIDENT:

Use "fatal" if the accident caused a death. Use "non fatal injury" if no life was lost but the person was unable to carry out normal duties for more than three calendar days, not including the day of the accident.

C. 2: ACCIDENT DESCRIPTION:

Give the known circumstances of the accident including what the injured person was doing immediately before the accident, what happened and how the person was injured.

C. 3: WHAT TRIGGERED THE ACCIDENT?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 4: WHICH OF THESE BEST DESCRIBES HOW THE PERSON WAS INJURED?:

Choose the most appropriate description. If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 5: INDICATE MOST SEVERE TYPE OF INJURY:

Choose the most appropriate description. If the person sustained more than one type of severe injury, choose "Serious multiple injuries". If none of the options listed are considered appropriate, choose "Other" and describe it.

C. 6: INDICATE PART OF THE BODY MOST SERIOUSLY INJURED:

Choose the most appropriate option. If none of the options listed are considered appropriate, choose "Other" and describe it.

ENQUIRIES ABOUT THIS FORM SHOULD BE ADDRESSED DIRECTLY TO THE HEALTH AND SAFETY AUTHORITY;
Tel: 1890 289 389. Callers outside Republic of Ireland: 00353 - 1 - 614 7000

INCIDENT REPORT FORM (IR1)

THIS FORM IS APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS AND IS THE ONLY FORM THAT MAY BE USED TO REPORT ACCIDENTS TO THE HEALTH AND SAFETY AUTHORITY.

BY LAW, WORKPLACE ACCIDENTS MUST BE REPORTED TO THE HEALTH AND SAFETY AUTHORITY AS SOON AS POSSIBLE. THE INFORMATION CONTAINED IN AN INCIDENT REPORT FORM HELPS TO IDENTIFY THE CAUSES OF AN ACCIDENT AND MAY THEREFORE ENSURE THAT SIMILAR ACCIDENTS ARE PREVENTED IN THE FUTURE.

SERIOUS ACCIDENTS AND ACCIDENTS REPORTED LATE, OR NOT REPORTED, MAY BE INVESTIGATED BY THE AUTHORITY. IT IS AN OFFENCE NOT TO REPORT AN ACCIDENT AS SOON AS PRACTICABLE.



THIS FORM MAY ALSO BE COMPLETED ONLINE AT www.hsa.ie.
Employers can register to view summary reports of accidents they have reported online.

THE FOLLOWING TYPES OF ACCIDENTS MUST BE REPORTED:

- the death of any employed or self-employed person, which was caused by an accident during the course of their work.
- an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable.)
- a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e. g. surgery or medication) do not need to be reported.
- a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- a road traffic accident that meets the criteria (c) above as a result of construction work on or adjacent to a public road.

THE FOLLOWING PERSONS ARE RESPONSIBLE FOR REPORTING ACCIDENTS:

- employers (in the case of the death or injury of employees at work).
- persons providing training (in the case of the death or injury of a person receiving training for employment).
- self-employed persons (in relation to accidents to themselves).
- persons in control of places of work in relation to:
 - the work-related death or injury of a person not at work
 - the death of a self-employed person.
- the next of kin (in the event of the death of a self-employed person at a place of work under that person's control).

WORK-RELATED ACCIDENTS MUST BE REPORTED PROMPTLY:

- Fatal or potentially fatal accidents must be reported immediately, by telephone in the first instance.
- Non-fatal accidents should be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- Major accidents notifiable under the major accident hazards regulations must be reported immediately, by telephone in the first instance.

HOW TO COMPLETE THIS FORM:

Instructions on how to complete this form are given on page 4.

CONFIRMATION OF RECEIPT:

Confirmation of receipt of this form will be issued by email to those who submit reports of accidents online.

PLEASE RETURN THIS FORM TO:

Workplace Contact Unit
Health and Safety Authority
The Metropolitan Building
James Joyce Street
Dublin 1

PERSONAL PROTECTIVE EQUIPMENT ISSUE FORM

This is to state that the undersigned has been supplied with the following items of personal protective equipment:

ITEM	DATE SUPPLIED & SIGNED FOR			
Hearing Protection				
Ear Muffs				
Disposable Ear plugs				
Respiratory Protective Equipment				
Disposable Respirators				
Safety Footwear				
Eye / Face Protection				
Safety Glasses				
Full Face Shield				
Goggles				
Overalls				
Gloves (rigger)				
Safety Helmet				
Safety Harness				
Hi-Viz Vests				
Other:				

NOTE:

Store according to the instructions provided. Keep your equipment in good working condition. Report all damage or requirement for parts to Management.

I agree to wear & use the Personal Protective Equipment at all times as may be required and / or necessary for my work. I have received the personal protective equipment as detailed above.

Name (Block Letters) _____ Date: _____

Signature_____

DISCLAIMER:

In the event of this Personal Protective Equipment not being worn by the above employee, The Company reserve the right to enforce its disciplinary procedure which may involve:

1. Dismissal - Permanently
2. Suspension - With or without pay, for a period of time as decided by Management.

Work at Height Regulations 2007 to 2021, Part 4, Work at Height Regulation 95 Risk Assessment Guidelines

This Risk Assessment is aimed at assisting site Management with the evaluation of the dangers of Work at Heights on site, as they arise.

Assess the risks to help you decide how to do the job safely.

Responsible Person: _____
 Date: _____
 Location: _____
 Job Description: _____

1. Is there a risk of a person falling a distance likely to cause personal injury?

YES NO

2. Are there any other practical ways of doing this job?

YES NO

3. How many people are likely to be affected? _____

4. What are the ground conditions like? (please describe)

5. What will be the safe means of access? (please describe)

6. What plans will be put in place to ensure good housekeeping? (please describe)

7. What is the condition of the boards? (please describe)

8. How long will the job take? _____

9. What plans will be in place to ensure regular inspection of the chosen method?

10. Will P.P.E. be made available and will it be ensured that it is worn by the operative?

YES NO

11. What P.P.E. is necessary to reduce the risk of injury?

Helmet		Safety Footwear		Hi – Viz		Harness	
Lanyard		Inertia Reel		Inertia Rope			

Risk Assessment

Severity of exposure to the hazard and likelihood of exposure to the hazard.	Rating	Scoring	Choose 1, 2 or 3	Multiply these to get result
What is the severity likely from exposure to this hazard?	Minor - scratch.	1		
	More serious - broken bone, hospital treatment.	2		
	Very serious - fatal, broken major bone, permanent disability or injury.	3		
How likely is it that people will be exposed or effected by this hazard?	Most unlikely – less than weekly.	1		
	Very Likely – daily or weekly.	2		
	Definite exposure – daily or more frequently.	3		

Result	1 – 3 Minor Risk
	4 – 6 Medium Risk
	7 – 9 Very Serious Risk

How will you reduce the risk?

Signed: _____ Date: _____

Circulated to: _____
