

Safety Statement

The Safety Statement is seen as the essential ingredient in the formula for the implementation and management of safety, health and welfare procedures within the club. Its purpose is to identify the policy and procedures that the club is going to use in order to effectively carry out these tasks.

The Bray Chess Academy Committee has, and continues to identify the hazards and assess the risks associated with normal club activity and to put these details in a written format and also to specify the manner in which the safety, health and welfare of its members and other related persons is to be secured.

This written format is the safety statement. One could best describe this as a living document because it is constantly being reviewed and updated in order to ensure its effectiveness and purpose.

Simply put, a safety statement is the clubs plan on how it will manage matters relating to the health and safety of its members, visitors and other affected by the clubs activities.

The terms of the safety statement are brought to the attention of the members and other persons who may be affected by this document. The safety statement is reviewed annually. This is accomplished by hosting it on the Bray Chess Academy website - braychessacademy.ie.

This is a living document and should be constantly revised and updated in line with changes in work practices, Club structures and any changes in legislation.

MESSAGE FROM THE CLUB CHAIRMAN

It is the policy of the Bray Chess Academy to provide a safe and healthy club for all our members, and visitors and to observe all State Legislation and Regulations.

We have and will continue to maintain a safety and health programme designed to guide our Members to follow safe practices, which will recognise and correct unsafe conditions.

Safety is a part of each parent and volunteer's job. Active participation and adherence to our safety system is a condition of each member's membership. No member is required to participate in something that he or she knows is not safe.

Therefore, we must work to make every member safe by detecting and correcting unsafe conditions. This also includes detecting unsafe practices and reporting any defects in plant, equipment or unsafe practices to your Club Chairman.

Our safety policy has equal importance with the Club's policies of providing the best quality and most productive service in our institution.

It is our goal to completely eliminate accidents and injuries. Because of the many different hazards of our activities, we must maintain a constant safety awareness to achieve this goal.

I earnestly request your co-operation in playing your part to eliminate accidents in our club so that we can all enjoy our leisure time free from any injuries sustained while involved in club activities.

Mervyn Honner

(Club President)

Date: _____

INTRODUCTION TO OUR SAFETY STATEMENT

To: All Members, and Visitors

This Safety Statement sets out the safety programme of the Bray Chess Academy, and specifies the manner in which it is to be achieved, and acknowledges the requirement to carry out & record Risk Assessments as well as adhering to all associated regulations and legislation where applicable.

Our Club will have as a constant objective, the creation and maintenance of a safe leisure environment. This statement specifies the manner in which it is going to achieve the objective of making our entire clubs safe places to work, in so far as is reasonably practical.

Members should pay particular attention to the section outlining the hazards and risks as indicated in this document & any other dynamic risk assessments brought to their attention on any club activities and the controls to eliminate or reduce the risks involved in club activities.

All steps to ensure your safety are taken by the Bray Chess Academy but you also have your own legal and moral responsibilities for your own safety and that of other club members. You must participate in club activities safely and do everything you can to avoid accidents in our club.

The Bray Chess Academy will review and where necessary revise the Health and Safety and Welfare Policy to reflect any change in the Club's undertaking and will continue to give priority to the health and safety of Parents, Guardians, Volunteers, Members and the general public

The Bray Chess Academy undertakes to bring the policy statement and revision of it to the notice of all Members.

RISK ASSESSMENT & STANDARD OPERATING PROCEDURE

Organisation		Bray Chess Academy				RA/SOP Number		RA01			
Task/Activity		Assembly at Esplanade for lessons, play				Date		Jan 2016			
						Assessor		Mk			
		Key hazards associated with the above task/activity.									
1	Fire outbreak										
2											
3											
4											
5											
6											
7											
8											
9											
PERSONS AFFECTED					PPE REQUIREMENTS						
Club Members	X				Hi-Viz Clothing		Gloves		Food & Fluids		
Members of Public	X				Walking Boots		Head gear		Whistle		
Young Persons	X				Rain Gear		Day Pack		First Aid Pack		
CONTROL MEASURES											
<ul style="list-style-type: none"> ▪ Follow Esplanade Fire Emergency Plans; Accept instruction from designated persons; ▪ Volunteer to ensure all club personnel stay together; ▪ Parents to be contacted once position of safety establishes; ▪ Members to be secured and supervised by no less than two volunteers until collected by parents 											
Risk Rating Before Controls		Medium High Risk			Risk Rating After Controls			Low Risk			

RISK ASSESSMENT & STANDARD OPERATING PROCEDURE

Organisation	Bray Chess Academy				RA/SOP Number	RA02			
Task/Activity	Assembly at Esplanade for lessons, play				Date	Jan 2016			
					Assessor	mk			
	Key hazards associated with the above task/activity.								
1	Moving chess equipment / cases about the hotel, transporting								
2									
3									
4									
5									
6									
7									
8									
9									
PERSONS AFFECTED					PPE REQUIREMENTS				
Club Members	X				Hi-Viz Clothing		Gloves		Food & Fluids
Members of Public					Walking Boots		Head gear		Whistle
Young Persons	X				Rain Gear		Day Pack		First Aid Pack
CONTROL MEASURES									
<ul style="list-style-type: none"> Equipment cases to be moved, packed and unpacked only by persons with training in manual handling. 									
Risk Rating Before Controls		Medium High Risk			Risk Rating After Controls			Low Risk	

RISK ASSESSMENT & STANDARD OPERATING PROCEDURE

Organisation		Bray Chess Academy				RA/SOP Number		RA03			
Task/Activity		Travel to Assemblies				Date		Jan 2016			
						Assessor		mk			
		Key hazards associated with the above task/activity.									
1	Child Protection Risk										
2											
3											
4											
5											
6											
7											
8											
9											
PERSONS AFFECTED					PPE REQUIREMENTS						
Club Members	X				Hi-Viz Clothing		Gloves		Food & Fluids		
Members of Public					Walking Boots		Head gear		Whistle		
Young Persons	X				Rain Gear		Day Pack		First Aid Pack		
CONTROL MEASURES											
<ul style="list-style-type: none"> Signed Permission form to be received from all parents / guardians for travel to Assemblies; All volunteers to adhere rigorously Child Protection Policy and Procedures; Club Travel to Assembly Guidance to be adhered to; At least one Parent / Guardian shall accompany the group to the Assembly; 											
Risk Rating Before Controls		Medium High Risk			Risk Rating After Controls			Low Risk			

RISK ASSESSMENT & STANDARD OPERATING PROCEDURE

Organisation	Bray Chess Academy					RA/SOP Number							
Task/Activity						Date							
						Assessor							
	Key hazards associated with the above task/activity.												
1													
2													
3													
4													
5													
6													
7													
8													
9													
PERSONS AFFECTED						PPE REQUIREMENTS							
Club Members						Hi-Viz Clothing		Gloves		Food & Fluids			
Members of Public						Walking Boots		Head gear		Whistle			
Young Persons						Rain Gear		Day Pack		First Aid Pack			
CONTROL MEASURES													
Risk Rating Before Controls			Medium High Risk			Risk Rating After Controls			Low Risk				