



Safety Statement

December 2022 – December 2023



Compli*plus*

Health & Safety Compliance Made Easier



Contents

1. ISSUE AND AMENDMENT DETAILS	6
2. ABOUT VIRGINIA GOLF CLUB.....	7
3. VIRGINIA GOLF CLUB SAFETY POLICY STATEMENT	8
a. What is the Safety Statement.....	8
b. Applicable Legislation and Guidance.....	8
c. Access to Safety Advice	9
4. VIRGINIA GOLF CLUB SAFETY POLICY STATEMENT	10
a. Implementation of Virginia Golf Club Health and Safety Statement	11
b. Qualifications and Competence	11
5. VIRGINIA GOLF CLUB SAFETY ROLES AND RESPONSIBILITY	12
a. Virginia Golf Club Organisational Chart.....	12
b. The Safety Responsibility of Virginia Golf Club Chairperson	13
c. The Safety Responsibility of Virginia Golf Club Honorary Secretary;	14
d. The Safety Responsibility of Virginia Golf Club Officers and Supervisors	15
e. The Safety Responsibility of all Virginia Golf Club Staff and volunteers	16
f. The Safety Responsibility the Appointed Safety Coordinator	17
g. The Safety Responsibility of all Virginia Golf Club Contractors	18
h. The Safety Responsibility of Virginia Golf Club Safety Committee.....	18
6. SAFETY CONSULTATION, COMMUNICATION AND REPRESENTATION	19
a. Safety Consultation	19
b. Circulation of the Safety Statement	19
c. Document Control	19
d. Revisions of the Safety Statement.....	19
7. GENERAL SAFETY ARRANGEMENTS AND CONTROLS	20
a. Accident & Dangerous Occurrence Reporting, Recording and Investigation.....	20
b. Safety Information, Instruction and Training	20
c. Health and Safety Audits	21
d. Welfare Arrangements	22
e. First Aid.....	23
f. Maintenance of Equipment.....	23
g. Fire Fighting Equipment and Control Measures.....	23
h. Engineering Hazards Out	23
i. Safe Systems of Work	24
j. Personal Protective Equipment.....	24
k. Purchasing of New Equipment/Materials	24



l.	Hazardous Substances.....	24
m.	Health Surveillance.....	25
n.	Fitness For Work.....	25
o.	Safety, Health and Welfare Records.....	25
p.	Disciplinary Action.....	26
7	IMPORTANT POLICIES.....	27
a.	Quality Policy.....	27
b.	Environmental Policy.....	28
c.	Sustainability Policy.....	28
d.	Asbestos Policy.....	30
e.	Pregnant, Post-Natal, and Breastfeeding Employees’ Policy.....	30
f.	Dignity at Work Charter.....	31
g.	Outline Policies on Workplace Bullying and Harassment.....	31
h.	Outline Policy on Workplace Stress.....	32
i.	Outline Policy on Alcohol and Drug Abuse.....	34
j.	Virginia Golf Club Smoking Policy.....	35
8.	VISITORS AND CONTRACTORS.....	36
a.	Control of Visitors.....	36
b.	Control of Contractors.....	37
9.	EMERGENCY RESPONSE PLAN.....	38
a.	Fire Emergency Planning.....	38
d.	First Aid.....	41
e.	Accidents and Incidents.....	42
f.	Medical Emergency.....	42
g.	Electrical Failure.....	42
h.	Gas Leak.....	42
i.	Hazardous Substance Incident.....	43
j.	Building Structure.....	43
k.	Environmental Incident.....	43
l.	Incident Reporting and Investigation.....	43
10.	VIRGINIA GOLF CLUB RISK MANAGEMENT.....	44
a.	Identifying the Hazards and those at Risk.....	45
b.	Evaluating Risk.....	45
c.	Virginia Golf Club Risk Matrix.....	46
d.	Deciding on Preventive Action.....	47
e.	Evaluation of Residual Risk.....	49
f.	Implementation of Control Measures.....	49



g. Co-ordination of Risk Management Information	50
h. Generic Risk Assessments.....	50
Fire.....	51
Manual Handling	52
Use of works vehicles and Trailers	53
Slips, Trips and Falls.....	58
Noise.....	59
Dust.....	60
Falls from Heights.....	61
Electricity	62
Cuts & Bruises.....	63
Planning for Emergencies, Accident, Medical, Fire,	64
Using Hand Tools or Equipment.....	65
Using Power Tools	66
Access and Egress	67
Driving Vehicles and Machinery	68
Loading and Off Loading of Plant	69
Transporting Plant	70
Use of Excavators	72
Plant/Equipment Working on an Incline	74
Use of Tractors (&PTO) and Bowsers	75
Use of Tractor, Trailer, Mowers, and Associated Equipment.....	77
Banksman Working with Vehicles and Machinery	81
Towing Trailers	82
Proximity to Work Equipment.....	84
Control of Contractors.....	85
Chemicals & Substances	86
Personal Protective Equipment (PPE)	87
Using Work Equipment.....	88
Work Stations	89
Health Surveillance	90
Competency.....	91
Communication	92
Monitoring and Auditing	93
Handling and Storage	94
Heat Stress or Exhaustion.....	95
Biohazards	96



Confined Space.....	97
Post Drivers.....	98
Wire Tensioning.....	100
On-Site Refuelling.....	101
Excavation – Trench Works Part 1.....	102
Excavation – Trench Works Part 2.....	103
Safety on the Course	104
Use of Petrol.....	105
Mowers.....	106
Working on, Above or Near Water Part 1	107
Working on, Above or Near Water Part 2	108
Working Near Underground Services.....	109
Working in Proximity to Overhead Power Lines.....	110
LEPTOSPIROSIS (WEILS DISEASE).....	111
Strimmer’s	112
Chainsaw Part 1	113
Chainsaw Part 2	114
Hedge Cutting Part 1	115
Hedge Cutting Part 2	116
UV Exposure	117
Working Close to Moving Machine Parts	118
Working in Inclement Weather	119
11. APPENDICES.....	120
Appendix 1: Provision of Eye Tests.....	120
Appendix 2: Accident Form and Associated Documentation	121
Virginia Golf Club Accident Form.....	121
Virginia Golf Club Accident Report – Supplementary Notes;	124
Virginia Golf Club Witness Statement Form.....	126
Virginia Golf Club Accident Management Form.....	127
Appendix 3: Safety Induction Checklist – Employees and Contractors.....	128
Appendix 4: Equipment List.....	129
Appendix 5: Chemical Register.....	130



1. ISSUE AND AMENDMENT DETAILS

This Safety Statement has been prepared by Compliplus Limited, the Safety Advisors for Virginia Golf Club. It has been prepared based on information from and discussions with Virginia Golf Club. Every effort is made to ensure the accuracy of the information provided in this document, however should errors or omissions be identified, please notify Virginia Golf Club management so that appropriate measures can be taken to rectify same.

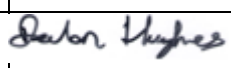
Failure to follow the information and guidance in this document as well as failure to adhere to Virginia Golf Club safety procedures and policies, site safety procedures and policies, and suppliers'/manufacturers guidance could result in increased risk and potential harm to individuals.

Acknowledgements: Information from the Health and Safety Authority (HSA) and the Road Safety Authority (RSA) and Safety information from manufacturers have been used in compiling this document.

© 2022 Compliplus Limited for Virginia Golf Club

Safety Advisors Details:

Name: Compliplus Limited
Address: Unit 4, Virginia Business Park, Bailieboro Rd, Virginia, Co. Cavan.
Phone: + 353 (0) 46 9245834
Email: paddy@compliplus.com
Contact: Paddy McHugh + 353 (0) 87 2113333

Date	Revision Ref	Revision	Prepared by	Signature
21/12/22	VGC – ROI 22 - 1.0	New Format	Declan Hughes	

Approved By: _____

Date : 21/12/2022

Chairperson



2. ABOUT VIRGINIA GOLF CLUB

Virginia Golf Club provides a unique test of golfing skill for all standards of players and with mature landscaping and breath-taking lake views it has all the ingredients for a wonderful round of golf. Founded in 1945 by Mrs Helen McDonnell of the Park Hotel it is located on the shores of beautiful Lough Ramor, easily accessible from the N3.

Virginia Golf Club has held a special place in the heart of many a golfer and we are delighted to welcome all members and visitors; we hope you will enjoy your golfing experience here. As a club we pride ourselves on the heart-warming camaraderie among the membership which is a key element of what makes Virginia Golf Club so special.

Further Information and Contact Details

Should you require any further information please do not hesitate to contact us via;
Clubhouse Convenor Emily Mc Hugo (087) 782 6586

3. VIRGINIA GOLF CLUB SAFETY POLICY STATEMENT

a. What is the Safety Statement

A Safety Statement is a plan, in writing, which specifically identifies the hazards, assess the risks, identifies the controls to be put in place, the persons responsible and resources necessary to secure the safety of persons at work. It is required by Section 20 of the Safety, Health and Welfare at Work Act 2005.

Virginia Golf Club has prepared a comprehensive Safety Statement in line with the requirements of the Safety, Health and Welfare at Work Act 2005 which addresses the major safety management, consultation and operational issues that apply to Virginia Golf Club.

The Safety Statement is made available to all Virginia Golf Club employees and other persons who may be affected by the activities of the organisation, i.e. Virginia Golf Club visitors, clients, contractors, etc. The Safety Statement is reviewed on an annual basis or when there are legislative or work practice changes.

b. Applicable Legislation and Guidance

In developing this Safety Statement, Virginia Golf Club has taken account of all applicable safety legislation relating to its activities. Some of the key safety legislation that applies to Virginia Golf Club includes;

I. The Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work Act 2005, establishes the main provisions for securing health and safety in all workplaces. It applies to all workplaces, at all times and all employers irrespective of risks, size or operations.

The Act requires Virginia Golf Club to assign responsibilities and duties to all parties involved in workplace safety and health. In addition to Virginia Golf Club employees; contractors, suppliers, and visitors also have duties under the Act

II. The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021

The Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021 deals with specific topics and issues associated with work activities including the workplace, access, egress, noise, electricity, work equipment, manual handling, workstations, safety signs, first aid, etc.

III. The Fire Services Act 1981 & 2003

The fire Services Act of 1981 & 2003 places a duty of care in relation to in management of fire safety arrangements on the owners, occupiers and controllers of buildings. Virginia Golf Club take the lead in relation to fire safety management within its office area and provides guidance and assistance to Virginia Golf Club visitors, in relation to the fire safety policies and procedures that are in place as well as coordinating emergency response planning and training.

IV. The Chemicals Act 2008 and 2010

The purpose of the Chemicals Act 2008 and 2010 is to regulate; 1) the registration, Evaluation, Authorisation, and Restriction of Chemicals (REACH), 2) the Classification, Labelling and Packaging of Substances and Mixtures (CLP), 3) the export and import of dangerous chemicals, and 4) the storage, use and disposal of detergents.



It is the intention of Virginia Golf Club to apply, as our minimum standard, the statutory provisions of the Safety, Health, and Welfare at Work Act 2005, the Safety, Health, & Welfare at Work (General Application) Regulations 2007 to 2021, The Chemicals Act 2008 and 2010, and other relevant legislation and associated guidance, as applicable.

In providing for safety, health, and welfare, Virginia Golf Club applies the most appropriate technical standards available, including national standards, fire safety codes and guidelines of the Health and Safety Authority, as they apply. Virginia Golf Club management is committed to co-operating with the local authorities such as the Fire and Emergency Services, and the Health and Safety Authority.

Virginia Golf Club as part of their works may have to engage the services of other contractors. Where this is the case, Virginia Golf Club will, through their safety advisor, ensure that they comply with the relevant legislation as it applies to the works that they are undertaking.

c. [Access to Safety Advice](#)

In accordance with the requirements of current legislation an external safety advisor is consulted as required.

The safety advisors are Compliplus Limited.



4. VIRGINIA GOLF CLUB SAFETY POLICY STATEMENT

At Virginia Golf Club, we will take all reasonable steps to secure and maintain the health, safety and welfare of all employees, clients, contractors, visitors and members of the public who may be affected by our activities. As a management team our objective is to maximise the wellbeing of each employee and their potential to contribute to achieving the core organisational values. It is our policy and overall aim to educate each employee in safe working practices and through this education it is envisaged that the employees will work in a safe manner whether or not immediate supervision is present.

Safety is a core value within Virginia Golf Club and safe working is an integral part of how we plan, organise and undertake our organisational activities and operations. To do this Virginia Golf Club is committed to:

- Providing a safe place of work, including safe access and egress
- Providing safe plant and equipment, articles and substances
- Providing safe systems of work
- Providing suitable office welfare facilities, rest areas, water, etc.
- Providing appropriate information, instruction, training and supervision
- Determining and implementing appropriate preventative and protective measures
- Following the general principles of prevention
- Providing and practising plans for foreseeable emergencies
- Keeping abreast of current legislation
- Obtaining when necessary the advice of a competent person on health and safety matters.
- Reporting prescribed accidents and dangerous occurrences to the Health and Safety Authority

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

At Virginia Golf Club, we are committed to managing and conducting our work activities in such a way as to prevent, in so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health and welfare of our employees, clients, contractors, visitors or any individual affected by the organisations activities, at risk.

The officers of Virginia Golf Club have overall responsibility for the implementation of health and safety management within Virginia Golf Club. Virginia Golf Club management and employees also share a responsibility ensuring their own safety whilst at work. This Safety Statement requires the co-operation of all Virginia Golf Club officers, employees, contractors, visitors and others to enable Virginia Golf Club to discharge their legislative responsibilities.

Virginia Golf Club is committed to upholding the standards as required by current legislation and appropriate resources are made available to management and staff in order to maintain these health and safety standards.

All Virginia Golf Club officers, management, employees, clients, contractors, visitors have both a collective and individual legal responsibility to co-operate in implementing Virginia Golf Club safety policies and standards.

21/12/2022

**Chairperson
Virginia Golf Club**

a. Implementation of Virginia Golf Club Health and Safety Statement

Health and safety organisational arrangements, the specific responsibilities of employees, Virginia Golf Club work practices and procedures which must be adhered to are set out in this document.

All Virginia Golf Club management, employees and contractors are expected to co-operate fully with the provisions made for ensuring the health, safety and welfare of themselves and anyone that is affected by their activities.

Virginia Golf Club has adopted a Safety Management System that has taken account of best practices as outlined in the Health and Safety Authority’s guide; “Workplace Health and Safety Management” (see graph below).



b. Qualifications and Competence

Virginia Golf Club recognises that individuals must have a sufficient level of competency for the work that they are involved in. Virginia Golf Club acknowledges and accepts the definition of competency as outlined below, namely;

“...a person is deemed to be a competent person where, having regard to the task that he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken”.

Virginia Golf Club endeavours to ensure that all individuals have the required level of competence for the tasks that they are engaged in. When competence deficiencies are identified, corrective action is taken by management to ensure that the correct level of competence is available.

In line with the requirements of the Safety, Health and Welfare at Work Act 2005 and associated regulations, Virginia Golf Club has clearly outlined the roles and responsibilities in relation to the management of safety within the organisation. A clear management structure is in place which identifies all job roles. In addition, all job roles have specific responsibilities in relation to health and safety which are detailed in section 4 of this Safety Statement.

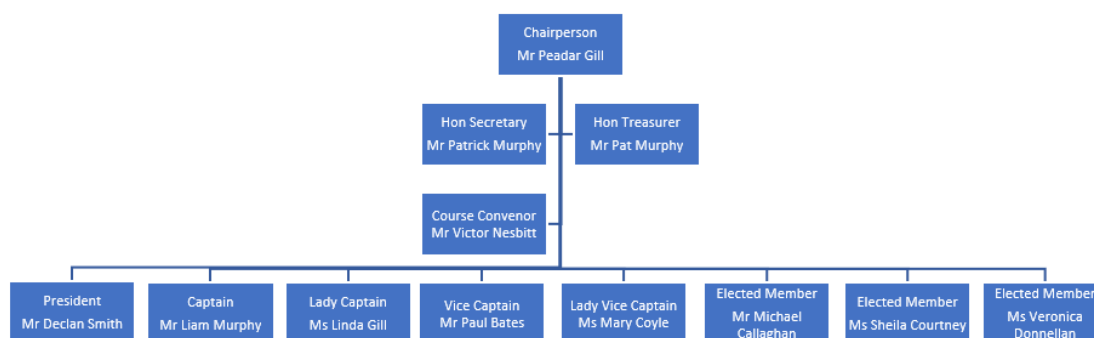
5. VIRGINIA GOLF CLUB SAFETY ROLES AND RESPONSIBILITY

a. Virginia Golf Club Organisational Chart

As described earlier, the safety management system relies on all individuals within Virginia Golf Club to comply with Virginia Golf Club safety procedures and controls. In this section, we clearly outline the safety roles and responsibilities assigned to every individual within Virginia Golf Club.

Virginia Golf Club organisational chart clearly identifies the management structure. From this chart safety roles and responsibilities are outlined. Every individual will, as part of their induction, be given specific details of their responsibilities in relation to safety within Virginia Golf Club. They will also be given details of how Virginia Golf Club intends to manage their safety

Virginia Golf Club Safety Organisational Chart



b. The Safety Responsibility of Virginia Golf Club Chairperson

The Chairperson have ultimate overall responsibility, for ensuring, in so far as reasonably practicable, the safety, health, and welfare of employees, and others affected by the work activities of Virginia Golf Club.

The Chairperson is responsible for ensuring compliance with the Safety, Health, and Welfare at Work Act 2005, the Safety, Health, and Welfare at Work (General Application) Regulations 2007 to 2021, and other legislation and guidance as appropriate.

The key tasks the directors should carry out in ensuring that they accept collective responsibility, and meet their legal safety, health, and welfare obligations include:

- i. Ensuring that Virginia Golf Club have access to competent advice in relation to health and safety
- ii. Reviewing and, where appropriate, endorsing the safety statement prepared on the organisation's behalf, and reviewed by relevant directors and managers.
- iii. Receiving regular reports on progress, performance and implementation of safety, health, and welfare plans.
- iv. Ensuring sufficient resources are made available to achieve and implement these safety, health, and welfare plans, and the arrangements documented in the specific safety statement and risk assessments.
- v. Ensuring that Virginia Golf Club managers and employees are actively involved in the management of safety, health, and welfare.
- vi. Developing a communications plan to show the directors' commitment to its safety, health, and welfare policy.
- vii. Making sure the necessary organisational structures exist to ensure that safety, health, and welfare is properly managed.
- viii. Keeping aware of all matters in relation to safety, health, and welfare, especially major incidents and changes in legislation.
- ix. Ensuring safety, health, and welfare audits are undertaken to monitor all aspects of safety, health, and welfare policy implementation.
- x. Appointing a person (Safety Coordinator) to help ensure safety, health, and welfare at Virginia Golf Club.

c. The Safety Responsibility of Virginia Golf Club Honorary Secretary;

The Honorary Secretary is responsible for ensuring, in so far as reasonably practicable, the safety, health, and welfare of employees, and others affected by the work activities at Virginia Golf Club and has the following responsibilities;

- i. To ensure adequate resources are available to establish and implement Virginia Golf Club health and safety management system.
- ii. To manage work activities by planning, organising, implementing and reviewing all systems in the context of the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant Acts or Regulations.
- iii. To ensure that the aims of the Safety Statement are made known to all employees.
- iv. To accept overall responsibility with regard to the implementation of this policy.
- v. To monitor the overall effectiveness of the policy and review and revise the policy as and when required.
- vi. To monitor, review and measure the safety performance of all departmental managers.
- vii. To ensure that safe standards and practices are implemented by employees.
- viii. To ensure that all emergency plans are effective and appropriate to the nature of our activities.
- ix. To ensure that arrangements are in place for the provision and maintenance of all plant and equipment.
- x. To ensure that there are systems in place to validate the competency of employees prior to employees being exposed to hazards in the workplace.
- xi. To ensure that suitable arrangements are in place for the provision of training and information for the company's employees.
- xii. To maintain safety performance records, complete checklist, reports, etc., as required.
- xiii. To cooperate with statutory bodies in relation to safety inspections, audits and recommendations.
- xiv. To obtain, when necessary, the advice of a competent person on health and safety matters
- xv. To implement when appropriate recommendations highlighted in audits/reviews
- xvi. To ensure that all premises, property, staff, etc. are adequately covered by insurance.
- xvii. To carry out any other duties as deemed appropriate in order to ensure the Safety, Health and Welfare of employees, contractors, visitors and anyone affected by the activities of Virginia Golf Club

d. The Safety Responsibility of Virginia Golf Club Officers and Supervisors

All Officers, managers and Supervisors working on behalf of Virginia Golf Club have the following responsibilities;

- i. To familiarise yourselves with the sections of the Company Safety Statement relevant to your work activities and to confirm to your line manager that you have done so.
- ii. To ensure that the resources available to you for safety management are used effectively and appropriately.
- iii. To manage your work activities by planning, organising, implementing and reviewing all systems in the context of the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant Acts or Regulations.
- iv. To ensure that the aims of the Safety Statement are made known to all employees under your control.
- v. To accept responsibility for your area of control with regard to the implementation of this policy.
- vi. To monitor the overall effectiveness of the policy as it relates to your area of control, and to initiate a review or revision of the policy as and when required.
- vii. To monitor, review and measure the safety performance of all staff under your control.
- viii. To ensure that safe standards and practices are implemented by employees under your control.
- ix. To ensure that all emergency plans are effective and appropriate to the nature of activities under your area of control.
- x. To ensure that safety equipment and personal protective equipment is suitable for purpose, are correctly used and maintained.
- xi. To ensure that proper systems are in place for the safe handling, use and storage of plant, equipment, substances and materials within the workplace.
- xii. To ensure that arrangements are in place for the provision and maintenance of all plant and equipment within your area of control.
- xiii. To ensure that there are systems in place to validate the competency of employees prior to employees being exposed to hazards in workplace's that you control.
- xiv. To ensure that safety discipline is upheld in the workplace
- xv. To ensure that all employees under your control receive adequate safety induction into the workplace.
- xvi. To ensure that all employees under your control receive adequate suitable safety training to enable them to perform their duties safely and without risk to themselves or others.
- xvii. To ensure that all employees receive appropriate information in relation to company procedures, risk assessments, safety arrangements and specific hazards associated with their work activities.
- xviii. To ensure that access, egress and housekeeping standards are maintained in line with safety standards.
- xix. To ensure that all accidents and dangerous occurrences are investigated and reported.
- xx. To maintain safety performance records and report to the safety management team on a quarterly basis.
- xxi. To cooperate with statutory bodies in relation to safety inspections, audits and recommendations.

e. The Safety Responsibility of all Virginia Golf Club Staff and volunteers

All staff working on behalf of Virginia Golf Club have the following responsibilities;

- i. To familiarise yourselves with the sections of the Company Safety Statement relevant to your work activities and to confirm to your line manager that you have done so.
- ii. To take reasonable care of your own safety, health and welfare and that of any other person that may be affected by your acts or omissions while at work.
- iii. To co-operate with Virginia Golf Club and any other organisation or person to such an extent as will enable Virginia Golf Club or any other organisation or person to comply with any of the relevant statutory provisions with regard to safety, health and welfare.
- iv. To use in such manner so far as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or things so provided (whether for use alone or for use by you in common with others) for securing your safety, health and welfare while at work.
- v. To report to your Supervisor without unreasonable delay any defect in the plant, equipment, place of work or system of work which might endanger safety, health and welfare of which you become aware.
- vi. Not to 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 and welfare of persons arising out of work activities.
- vii. To use correct tools and equipment for the job. Do not use tools, machinery or equipment requiring special training if you have not received such training.
- viii. To wear all PPE as required by the work that you are engaged in and to make proper use of any personal protective equipment provided for your safety and health.
- ix. To make suggestions, or raise concerns on health and safety matters.
- x. To develop a personal concern for your own and others safety and to avoid any action which would be a source of danger to yourself and/or others.
- xi. Not to carry out any tasks, which they feel they are not competent to carry out or which involves unreasonably high risks.
- xii. To report all accidents, incidents, near misses and dangerous occurrences immediately to your supervisor.
- xiii. To ensure that you are fully conversant with the emergency procedures in the workplace and what actions that you should take in an emergency situation. Know the location of the first aider and know the procedure in the event of a fire or an emergency
- xiv. Not to smoke inside any building. Smoking is only permitted in designated areas.
- xv. To ensure that all corridors, floors, doorways, walking areas etc. are kept clear and free from obstruction.
- xvi. To refrain from lifting or moving articles likely to cause injury and always use the methods outlined in your manual handling training.
- xvii. To suggest ways of eliminating hazards and improving working methods.

f. The Safety Responsibility the Appointed Safety Coordinator

The role of Health and Safety Co-ordinator is to help Virginia Golf Club to manage health and safety on a day-to-day basis. The safety coordinator is there to assist and provide information on health and safety matters. It is important to note that the health and safety coordinator is not qualified in health and safety and has been appointed by Virginia Golf Club to coordinate the safety arrangements within the organisation. In order to assist the Safety Coordinator, external safety advisors have been appointed and are specifically in place to support the safety coordinator in their role.

Under the direction of the Honorary Secretary, the Health and Safety Coordinator's will:

- i. Work with the senior management team to;
 - a. Agree a health and safety plan and assist with the implementation of the plan during the year
 - b. Draw up a training matrix for the staff and review it annually
 - c. Arrange to complete the monthly health and safety checklist and other safety checklists as required to maintain a safe working environment
 - d. Organise a review of safety arrangements on an annual basis
 - e. Develop or arrange for the development of health and safety procedures
 - f. Deal effectively with health and safety problems as they arise or refer on to Compliplus Limited, the retained health and safety advisors to Virginia Golf Club, for advice if a problem is complex or urgent
- ii. Provide advice to staff and others regarding health and safety by outlining current procedures or referring to the external safety advisors for guidance prior to reverting back with the associated advice.
- iii. Communicate health and safety information and reports to management, staff, contractors and others that may require it
- iv. Monitor your work area so that;
 - a. A high standard of housekeeping is maintained;
 - b. Records are maintained to show that equipment like fire extinguishers, fire alarm, emergency lighting, etc. are maintained and tested as required, and that
 - c. Health and safety procedures are being followed
- v. Co-ordinate the;
 - a. Completion of fire safety checklists on a monthly basis
 - b. Health and safety inspection of offices once a year
 - c. Reporting and investigation of any accidents or near misses involving anyone associated with Virginia Golf Club
 - d. Provision of health and safety information to new staff, contractors and visitors
- vi. Liaise with the safety advisors, safety representatives, contractors and suppliers on health and safety matters
- vii. Attend health and safety meetings and training as required

g. The Safety Responsibility of all Virginia Golf Club Contractors

Contractors may carry out repair, maintenance and construction work in Virginia Golf Club premises or on Virginia Golf Club projects. The Honorary Secretary or an appointed manager arranges and monitors work by contractors on site, as appropriate. All contractors are vetted by the safety advisor prior to appointment.

All contractors working on behalf of Virginia Golf Club have the following responsibilities;

- i. To only conduct work that they are competent to carry out and that they have sufficient resources to ensure that the works can be completed in accordance with current standards and best practice.
- ii. To ensure the safety of their employees and all other persons who may be affected by their activities.
- iii. Not to misrepresent their competence or that of their staff or subcontractors.
- iv. To comply with all statutory requirements, best industry practices and any relevant operating procedures and safety guidelines imposed by Virginia Golf Club.
- v. To provide all necessary instructions, training and information on safety matters to their employees and to ensure that all their subcontractors and their employees are treated likewise.
- vi. To regularly inspect and audit their activities.
- vii. To provide Virginia Golf Club with a copy of their Safety Statement and relevant insurances (public liability, employer liability and professional indemnity if applicable).
- viii. To ensure that they receive a copy of Virginia Golf Club Safety Statement.
- ix. To provide the necessary Personal Protective Equipment to their employees and provide instructions for the use of these.
- x. To ensure that all accidents, incidents and dangerous occurrences are reported to Virginia Golf Club.
- xi. To monitor and assess the safety performance of their employees and subcontractors.
- xii. To ensure that all subcontractors are advised on safety procedures and guidelines relevant to their scope of work.

h. The Safety Responsibility of Virginia Golf Club Safety Committee

The Safety Committee is the main body responsible for monitoring and managing safety within Virginia Golf Club. The Safety Committee will meet on an annual basis or when necessary. The following are permanent members;

- i. Honorary Secretary & Chairperson of the Safety Management Team
- ii. Captain
- iii. Course Convener
- iv. Nominated Officers
- v. Safety Representative
- vi. Paddy McHugh, Safety Advisor to Virginia Golf Club (attends on request)

The overall responsibility of the Safety Committee is to:

- i. Promote a proactive safety culture in Virginia Golf Club
- ii. Constantly monitor and evaluate safety performance.
- iii. Ensure effective communication of safety information to all stakeholders
- iv. Proactively review, update and enhance safety information.
- v. Evaluate planned and future work or process changes.
- vi. Deal with current concerns and seek to anticipate future issues.

6. SAFETY CONSULTATION, COMMUNICATION AND REPRESENTATION

a. Safety Consultation

The consultative process concerning health and safety matters is a two-way flow of information. Virginia Golf Club employees are actively encouraged to participate in the consultation process and all reasonable issues will be dealt with quickly and effectively. Virginia Golf Club safety coordinators are available for advice, interpretation and consultation and they will facilitate the movement of information from both management and the employees. Each employee should initially contact their line manager with regard to the safety issue and if they fail to gain satisfaction they should continue to raise the matter with the safety coordinator.

All employees will be made aware of Virginia Golf Club Safety Statement and safety management system. This will be communicated through the general induction on commencement of employment with Virginia Golf Club. Virginia Golf Club employees will also be informed of any relevant changes to the Safety Statement by safety bulletins and/or safety meetings with their line manager. In addition to induction process there will be periodic 'team meetings' and 'supervision meetings' covering the various safe working procedures that are applicable to them. In addition to this information, employees will complete both statutory and job specific training, which includes relevant safety information.

b. Circulation of the Safety Statement

The Safety Statement is available to all Virginia Golf Club employees electronically and a copy is available at Virginia Golf Club offices. Others may also require access to the Safety Statement, e.g. clients and contractors.

The master copy of the Safety Statement is held by the safety coordinators. Controlled copies of the Safety Statement will be issued to personnel as required. The Safety Statement will be brought to the attention of all new employees and to existing employees following any amendments.

c. Document Control

In order to ensure that each copy of Virginia Golf Club Safety Statement contains a record of all changes and amendments, each change or amendment will be recorded on an amendment list. The amendment list, along with any revised or new pages, will then be circulated to all on Virginia Golf Club Safety Statement circulation list where necessary.

The safety coordinator will maintain on file a master copy of Virginia Golf Club Safety Statement incorporating all amendments and updates for reference

d. Revisions of the Safety Statement

The Safety Statement will be reviewed annually and also in any of the following cases:

- i. If there has been a significant change in the matters to which it refers
- ii. The introduction of new work practices
- iii. The introduction of new legislation
- iv. There is another reason to believe that it is no longer valid
- v. Under the direction of a Health and Safety Authority Inspector.

7. GENERAL SAFETY ARRANGEMENTS AND CONTROLS

The following safety arrangements and controls are in place to assist with compliance with current legislative requirements.

a. Accident & Dangerous Occurrence Reporting, Recording and Investigation

All accidents or incidents (near misses), whether serious or not, must be reported immediately to the respective Virginia Golf Club Safety Coordinator. An Accident/Incident Report Form is available for this purpose and must be completed by the injured party or their line manager and forwarded to the respective Safety Coordinator.

The Safety Coordinator will arrange for a Safety Accident/incident report form to be completed by the immediate supervisor or other designated person. The Safety Coordinator will inform the Honorary Secretary and the Honorary Secretary may initiate a follow up investigation may be conducted by the safety coordinator or someone nominated by the safety coordinator. The purpose of investigation is to determine the immediate and root cause of the accident/incident and to prevent recurrence. The conclusions of the investigation will be logged. All Virginia Golf Club employees are required to co-operate with such investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident/incident. Corrective action will be taken where necessary and recorded.

Accident data will be periodically analysed by the safety coordinator with a view to improving safety performance. Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident/incident.

Legislation requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. These include the following categories:

- i. An accident resulting in the death of an employee
- ii. An accident resulting in the absence of an employee for more than 3 calendar days (not including the day of the accident)
- iii. An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- iv. Certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury.

The Honorary Secretary, once notified, is responsible for reporting any such accidents/dangerous occurrences to the Health and Safety Authority. Reporting will be done via the Health and Safety Authority web site, www.hsa.ie within 10 days. The Safety Coordinator will hold copies of blank and completed forms.

The Safety Coordinator will also inform Virginia Golf Club's insurers of any incident/accident which may give rise to a claim.

b. Safety Information, Instruction and Training

Virginia Golf Club is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with Health and Safety legislative requirements. Employees will receive specific instruction and training relating to their job. Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety, Health and Welfare at Work Act 2005 and associated regulations.

Virginia Golf Club employees receive ongoing safety information and instruction via the safety statement, risk assessment and method statements, toolbox talks, safety meetings, safety training, safety notices, etc.



Training will be given, as necessary, to supervisory staff to ensure that they have the necessary skills and knowledge to organise work safely without risk to health.

All employees of Virginia Golf Club - whether employed on a full-time or a temporary basis - will receive induction training, which will include health and safety elements.

Induction training will cover the following areas:

- i. The location of the Safety Statement
- ii. The relevant parts of this document, including Risk Assessments, is made available to all employees.
- iii. A tour of the premises / area / site of their work location
- iv. Fire and emergency procedures
- v. Location of exits and assembly points as appropriate
- vi. First-aid cover and accident reporting procedure
- vii. Instruction on the hazards of the workplace and the preventative measures in place
- viii. Details of the consultation procedures for safety, health and welfare
- ix. A list of employee's responsibilities in relation to Health and Safety as under 2005 Act
- x. Any other relevant Health and Safety information

Where new materials, machinery, or practices are introduced, the hazards and risks involved will be conveyed, to all those who may come into contact with them.

When providing information to employees on health and safety matters, it will be given in a form, manner and as appropriate, language that will be understood.

A record of all training that a person has received will be maintained and held in their personal file.

Training will be adapted to take account of new or changed risks to Health and Safety and refresher training will be provided as appropriate

The minimum safety training required by Virginia Golf Club employees is outlined in the training matrix below;

	Safety Induction	Manual Handling	Hand Hygiene
Office Employees	Mandatory	Mandatory	Optional
Other Employees	Mandatory	Mandatory	Mandatory

c. Health and Safety Audits

Virginia Golf Club has a safety auditing programme in place. The safety coordinator will arrange for safety checks and safety audits to be carried out on a scheduled basis. Results of inspections and audits, including details of recommended corrective actions will be recorded on an audit report (photographs will be used where required).

The Safety Committee will review the audit findings and ensure that, where appropriate, corrective actions are implemented within agreed time frames. The Health and Safety Advisor will be consulted where necessary.

All managers are required to periodically inspect the premises / area / site under their control and also to observe the working practices of employees and others under their control.

In the event that a serious breach of health & safety is discovered during an audit or at any time then, following consultation with the safety coordinator or their nominated person:

- i. The relevant work activities shall cease immediately until agreed controls are implemented

Or

- ii. The relevant workplaces/areas shall have access restricted until agreed controls are implemented

Active participation by all staff in the workplace health & safety management will ensure that the above events should be very rare.

In addition to ongoing monitoring of safety standards by management and employees, regular documented safety audits / inspections are carried out. Fire audits are also carried out and these audits include an inspection of fire points, emergency exit routes, and the operation of door closers on fire doors, and pushbars on final emergency exit doors. Compliance with health and safety procedures and the maintenance of appropriate records, e.g., the Fire Register, are also audited.

The safety coordinator prioritises actions required from the findings of safety audits / inspections and fire audits in consultation with the relevant managers, and relevant competent personnel.

Safety audits / inspections also take account of the following:

- i. Fire safety
- ii. Equipment safety
- iii. Electrical safety
- iv. Safe Asbestos Working Protocol
- v. Workstation safety
- vi. Access / egress arrangements
- vii. Housekeeping
- viii. Storage arrangements / facilities
- ix. First Aid / emergency arrangements
- x. Safety, health, and welfare records

Persons responsible for carrying out safety audits / inspections include the safety coordinator, relevant managers, and staff members as appropriate.

d. Welfare Arrangements

It is Virginia Golf Club policy to provide appropriate general welfare, and personal hygiene facilities for employees. The following general welfare and personal hygiene facilities are provided:

- i. Staff area (with dining areas) with hot food and hot drinks preparation equipment
- ii. Cloak room with lockers
- iii. Drinking water
- iv. Staff male and female toilets / washrooms
- v. Shower
- vi. Disabled (assist) toilets / washrooms

Employees, club members and members are obliged to care for welfare facilities and not to damage or misuse them.



e. First Aid

It is Virginia Golf Club policy to provide access to First Aid, and / or medical treatment, as appropriate.

The names of the certified Occupational First Aiders and emergency first aiders are available in the following locations;

- i. Notice at entrance hall to the club.

First Aider refresher training is provided at appropriate intervals.

First Aid kits are provided in the following locations:

- i. Clubhouse

The safety coordinator checks and replenishes First Aid supplies, as appropriate.

Doctors and the emergency services will be called as appropriate. Emergency telephone numbers are strategically posted throughout work areas, as appropriate

f. Maintenance of Equipment

Virginia Golf Club is committed to ensuring that all plant and equipment is maintained in accordance with both regulatory and manufacturers requirements. Virginia Golf Club will engage competent staff and contractors to maintain plant and equipment within Virginia Golf Club

g. Fire Fighting Equipment and Control Measures

Procedures are in place for emergencies and situations of serious and imminent danger. These procedures will be reviewed periodically and amended where necessary. New employees will receive basic orientation in fire safety. This will include training on the emergency procedures listed in section 9.

Fire extinguishers are positioned in our office in accordance with current requirements. Each fire extinguisher is to be checked each month as part of the monthly inspection to ensure that it is full and the seal is unbroken. Where fire extinguishers are empty or the seal is broken, these will be replaced immediately.

Extinguishers are tested and serviced every 12 months in accordance with IS: 291 2015 and the details of same recorded and maintained by the Safety Coordinator. Virginia Golf Club are responsible for the management of fire extinguishers, fire alarm, emergency lighting, directional signage and coordinating fire safety arrangements and drills.

Full details of fire safety emergency procedures are detailed within section 9 of this document.

h. Engineering Hazards Out

Where reasonably practicable, Virginia Golf Club management commits to eliminating identified hazards by 'engineering' means in the first instance, e.g., by the design of the place of work, workplace equipment, and access arrangements that are safe, and without risk to health.

Management also examine proposals for new systems of work, and the installation / provision of new equipment, maintenance of equipment, and the reduction of hazards, as appropriate.

The safety coordinator is responsible coordinating 'engineering hazards out' of the business in consultation with relevant managers, staff, and other relevant competent personnel.

i. Safe Systems of Work

Virginia Golf Club management is committed to keeping a watching brief on all work activities, especially activities involving asbestos, and where necessary it will alter or adjust systems of work to make them safe as reasonably practicable.

Employees will be consulted on the design and implementation of new or altered safe systems of work, as appropriate. The reasons for new systems of work will be explained to all employees, as appropriate, and they will be trained in new systems to help ensure their own safety, health and welfare, and that of their colleagues and others affected by their work. The effectiveness of practical and safe systems of work will be monitored and reviewed, and action taken as appropriate in consultation with affected employees.

The safety coordinator, in consultation with relevant competent personnel, is responsible for the provision of practical and safe systems of work.

j. Personal Protective Equipment

It is the policy of Virginia Golf Club to provide appropriate personal protective equipment and clothing and to replace it as required. Where there are risks to the safety, health and welfare of employees, Virginia Golf Club will avoid or limit such risks whenever possible by other methods of prevention or control, such as engineering controls or safe systems of work, before resorting to the use of PPE.

Virginia Golf Club Management is responsible for identifying and procuring the appropriate protective equipment and clothing for tasks, which cannot be made safe by any other practicable means. Responsibility for ensuring that the equipment is used properly rests with the Supervisors who will ensure that all employees within their area of responsibility are properly instructed in the maintenance and use of safety equipment and protective clothing.

k. Purchasing of New Equipment/Materials

Virginia Golf Club wishes to ensure that lack of information does not lead to accidental losses through injury, illness, damage or premature equipment failure. The most cost-effective procedure is to bear safety considerations in mind before the purchase of new equipment/materials.

Virginia Golf Club must in all cases ensure that all equipment purchased complies with relevant EU/UK safety standards and appropriate training and/or information is given by the supplier when purchase is made. This policy will ensure that:

- xi. All new products, materials, substances and equipment are reviewed (risk assessed) for safety considerations prior to purchase as well as prior to being put in to use.
- xii. Safety information regarding machinery and equipment installation, use and maintenance shall be obtained from the suppliers.
- xiii. Data sheets giving the chemical composition and hazardous properties of all substances shall be provided by the supplier and these sheets will be used to evaluate the safety controls that need to be put in place.
- xiv. A risk assessment of all substances, including details of safety use, safe storage, safe disposal and first aid treatment, shall be carried out and employees informed prior to use of substances.
- xv. Where necessary the manufacturer/supplier shall be directed to carry out training of staff on the operation and maintenance of the equipment.

l. Hazardous Substances

Given the nature of Virginia Golf Club's activities, there is potential for exposure to hazardous substances in the form of biohazards, gases and chemicals. Virginia Golf Club has specific policies and procedures to ensure that effective controls are in place to reduce the risks associated with work involving hazardous substances.



Virginia Golf Club maintains a detailed register of chemicals and substances which includes the Safety Data Sheets (SDS) sheets and an associated risk assessment (where required). This register is referred to when compiling risk assessments and/or planning work activities.

Virginia Golf Club also complies with the requirements for the safe inspection, removal, transportation and disposal of asbestos materials.

Where practicable, Virginia Golf Club will comply with the hierarchy of control measures as required by current chemical legislation and will endeavour to eliminate the use of hazardous substances completely, unless it is unreasonable to practicably do so. Engineering controls will then be employed, and suitably maintained and inspected.

The provision and use of personal protective equipment is viewed as being the 'last resort' in the control of hazardous substances. PPE will meet the required level of protection and be of adequate quality and comfort. PPE use, care and frequency of issue will be monitored by management.

m. Health Surveillance

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this

Health surveillance involves employees checking themselves for signs or symptoms of ill health. But these self-checks can only be carried out where they are part of wider health surveillance programme. They will only work where employees have been properly trained on what to look for and know to whom to report symptoms. An example would be employees noticing soreness, redness and itching on their hands and arms, where they work with substances that can irritate or damage the skin.

In addition, any employee who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their Manager of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

Virginia Golf Club offers VUD assessments and eye tests to all sedentary employees.

n. Fitness For Work

All Virginia Golf Club employees must attend work in a fit state on accordance with Virginia Golf Club fit for work policy. Examples of attending work in an unfit state include;

- Attending work under the influence of alcohol
- Attending work under the influence of an illicit drug
- Attending work whilst under the influence of a prescribed drug that adversely affects the individual's ability to work safely
- Attending work whilst fatigued
- Attending work whilst injured
- Attending work when a doctor has signed the individual off as sick
- Attending work whilst under significant stress
- Attending work when unable to concentrate due to non-work issues

Virginia Golf Club does not condone employees attending work in an unfit state and will take all reasonable steps to ensure that employees are fit for work

o. Safety, Health and Welfare Records

Adequate and appropriate safety, health, and welfare records are kept at Virginia Golf Club.



- i. Safety, health, and welfare assessments, e.g., workstation and workplace risk assessments, pregnant, post-natal, and breast-feeding employee's assessments, manual handling assessments etc.
- ii. Safety, health, and welfare audits / inspections
- iii. Safety, health, and welfare training
- iv. Details records of Asbestos management
- v. Accidents / incidents (including statutory records)
- vi. Fire & emergency equipment tests and certificates
- vii. Fire Register
- viii. Method statements, and written permits as appropriate

These records are audited during the regular safety audits / inspections, as appropriate.

The safety coordinator keeps appropriate records of all safety, health, and welfare activities, arrangements, and assessments etc.

p. Disciplinary Action

Employees are required to observe Virginia Golf Club safety rules and regulations, including complying with safe systems of work, and actively participating in fire drills.

If employees disregard and refuse to co-operate with such safety rules and regulations, even after advice and counselling, Virginia Golf Club management may resort to disciplinary procedures to ensure compliance.

7 IMPORTANT POLICIES

a. Quality Policy

Virginia Golf Club promotes a continuous improvement culture; to ensure that we are our customers, suppliers, and employees preferred partners.

The continuous improvement culture is achieved by our objectives in:

- Placing quality at the forefront of everything we do
- Understanding and satisfying our customers' requirements
- Delivering on time, a superior level of quality products and services.
- The use of planning and key measurable as appropriate

Senior management shall demonstrate their understanding and commitment by ensuring sufficient resource availability to satisfy the requirements of both Quality and Safety obligations, and by establishing a mechanism for the on-going evaluation and improvement of the Quality and Safety System through regular review.

The Quality, Safety and Health Manual defines the company's process control and management policies. These policies are further defined in lower levels of the documented system to ensure consistency throughout Virginia Golf Club.

The policy fundamentals are communicated to employees through the quality and Safety management system. No deviation is permitted without the honorary secretary's expressed approval.

Although the Health and Safety coordinator has been delegated overall responsibility and authority for the company's quality management systems, all managers and associates staff are responsible for the implementation and effective use of the policies and processes in their work areas. The framework allows employees at all levels within our organisation to understand the quality and organisational objectives of Virginia Golf Club and position themselves to achieve these goals.

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

b. Environmental Policy

As an organisation, we at Virginia Golf Club understand that we have a responsibility to demonstrate sound environmental awareness throughout the business and endeavour to implement best practice at all times. We aim to reduce, reuse and recycle as efficiently as possible and ensure staff are provided with the necessary awareness, education and resources to fully implement the policy in the spirit it is intended. Our Environmental objectives for 2018 are;

- To manage our operations with diligence and with the awareness that our goal is to protect the environment and prevent pollution, by employing the best control mechanisms, procedures and processes which are proven technologically sound and economically feasible.
- To Implementation of the Company Environmental Policy is a key priority of both senior and line management in Virginia Golf Club.
- To comply with relevant environmental legislation and company guidelines and provide self-monitoring to ensure compliance by conducting regular environmental audits and assessments.
- To publish the Environmental Policy internally, by communication to all employees and posting this document on notice boards, and externally to all interested parties on request.
- To train our employees to achieve continual improvement in environmental performance
- To focus on the primary environmental concerns: the management of waste and energy efficiency in offices and management of environmental issues on site
- To foster openness, dialogue, enhanced communication and discussion with employees, customers, suppliers, contractors and all interested parties regarding our environmental performance and our environmental objectives and targets. And encourage all to have greater environmental awareness.
- To promote the reduction of waste products from our projects and promote the reusing of materials on alternative sites wherever possible. All site inductions will include the disposal of waste product and the importance of minimising environmental impact of our actions at all times.
- To ensure that the purchasing department take into consideration environmental factors such as pollution, recycling and the reduction of packaging when sourcing products.

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

c. Sustainability Policy

"Sustainable development is a dynamic process which enables all people to realise their potential, and to improve their quality of life, in ways which simultaneously protect and enhance the Earth's life support systems."

(Forum for the Future Annual Report 2000).

Virginia Golf Club acknowledges the pressing need for all organisations to examine their impact upon the environment and to act in a manner which meets the needs of the present without jeopardising the social and environmental systems which support life. Furthermore, it believes that as a home insulation specialist it has a particular duty to promote sustainability to its clients and the wider community. It will do this through direct and indirect marketing, its working practices, its policies and its partnerships. It will set for itself the highest standards of environmental conduct and will strive to continually improve its performance in all main measures pertaining to the environment, energy efficiency and other aspects of sustainability.



Terms of Reference

Virginia Golf Club Sustainability Policy is intended to include all aspects of conservation and sustainability and is intended to subsume its Energy and Green Policy.

Virginia Golf Club is committed to ensuring compliance with any legal requirements concerning the environment and will work towards meeting government initiatives for sustainable environment.

Key Areas

Energy

Virginia Golf Club is committed to efficiencies in energy through the provision of insulation products to its clients.

Procurement

Virginia Golf Club is committed to purchasing locally and ethically sourced products and services where reasonably practicable. It will positively discriminate towards such products and services in its procurement and tendering procedures. Specifically, it will procure 'green' and highly energy efficient computers and other electronic devices. Wherever possible, Virginia Golf Club will use recycled and recyclable materials for its consumables.

Healthy Staff

Virginia Golf Club recognises the importance of a healthy workforce and the need to provide a safe and healthy environment staff and clients. It will continue to enforce its No Smoking Policy. It will collaborate with a wide range of external agencies in matters relating to health awareness and promotion.

Waste & Recycling

Virginia Golf Club is committed to recycling paper, cardboard, plastic, cans, printer toner and ink. Sorting of waste will be promoted amongst staff and appropriate recycle bins will be made available at key areas. Recycling will form a principal part of a litter reduction strategy along with a commitment to reduce packaging, etc.

Resource Usage

Virginia Golf Club recognises that recycling on its own cannot be a substitute for prudent use of resources. Reducing the use of consumables and maximising the use and longevity of resources such as computers and equipment is an essential component of its strategy.

Monitoring and Audit

Virginia Golf Club Directors will be responsible for ensuring that an environmental audit is carried out every year and that reports are presented to the Senior Management team as part of the regular review of performance.

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

d. Asbestos Policy

The identification, inspection, encapsulation, repair and removal of asbestos containing materials is an integral part of the work that Virginia Golf Club undertakes.

Virginia Golf Club management and staff are committed to complying with all applicable legislation so as to reduce the risks associated with any works undertaken by Virginia Golf Club that involves asbestos.

Virginia Golf Club will adhere to both legislation and best practice when engaging in activities involving asbestos.

Virginia Golf Club will inform the HSA about any asbestos related activities that fall under a requirement to report under the legislation.

Virginia Golf Club will comply with all environmental requirements including the use of licensed and registered waste disposal organisations for the disposal of Asbestos materials.

Virginia Golf Club will ensure that all staff and contractors engaged to work on activities involving Asbestos will have the appropriate training and PPE for the works.

Virginia Golf Club will inform all clients that have or may have asbestos of their obligations under the legislation and also the risks associated with asbestos

Virginia Golf Club will continually keep abreast of legislation and best working practices associated with works involving asbestos.

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

e. Pregnant, Post-Natal, and Breastfeeding Employees' Policy

Virginia Golf Club is conscious of its obligations under *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2021, Part 6, Chapter 2 'Protection of Pregnant, Post Natal, and Breastfeeding Employees'* (including Schedule 8). These Regulations provide specific protection for this sensitive risk group during these periods.

Some hazards at Virginia Golf Club may increase the risk to the health of the woman or her developing child from exposure to any *'agent, process, or working condition'* noted below.

To comply with the Regulations, management must carry out a risk assessment of the areas in which the employee works. In order to do this, the employee must notify *'her employer of her condition as soon as is practicable after it occurs'*, and *'at the time of the notification, giving to her employer or producing for her employer's inspection a medical or other appropriate certificate confirming her condition'*. A specific risk assessment for Pregnant, Post Natal and Breastfeeding Employees is available in Section 6 of the Safety Management System Folder

As with other aspects of safety, health, and welfare, Virginia Golf Club is obliged to ensure there is no damage to the health and safety of either the mother or the developing child. Specific agents / working conditions, which potentially may increase the risk, are as follows:

- Manual handling tasks where there is a risk of injury, e.g., handling and transporting stationery and other materials, e.g., cash, brochures or informational material; moving equipment / furniture etc. Pregnant employees have reduced capacity as the pregnancy progresses. Those who have recently given birth may also have limitations; however breast-feeding employees are at no greater risk than other employees.
- Shocks or violent movement, for example a sudden, severe blow to the body. Breast feeding employees are at no greater risk than other employees.

- Excessive physical / mental pressure may cause stress and give rise to anxiety and raised blood pressure.

Note: This list does NOT purport to be exhaustive.

It is the policy Virginia Golf Club to ensure, as far as reasonably practicable, that its normal safety precautions will adequately protect pregnant, post-natal, and breastfeeding employees.

Where there is a doubt about the safety or health risk to a pregnant, post-natal, or breastfeeding employee, it is Virginia Golf Club policy to temporarily re-assign the employee to other work *if it is available*. In some cases additional precautions may be prescribed to reduce the risk to the employee.

A pregnant, post-natal, or breastfeeding employee, who feels she may be at risk, should immediately inform the Honorary Secretary or her immediate line manager to ensure management is in a position to take appropriate precautions.

In the event of a pregnant, post-natal, or breastfeeding employee reporting, a suitable area will be provided for her to lie down and rest as appropriate.

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

f. Dignity at Work Charter

The 'Report of the Task Force for the Prevention of Workplace Bullying' concluded that, "central to the concept of an effective workplace is the commitment of management and the workforce to develop and maintain an atmosphere in which the dignity of each individual is respected".

The Task Force went on to recommend that each organisation should adopt a 'Dignity at Work Charter' as a demonstration of that commitment.

Virginia Golf Club supports and endorses this concept and as a demonstration of our commitment to respect the dignity of each individual at work, we draw the attention of each employee to the following 'Dignity in the Workplace Charter', which is also prominently displayed in work areas.

Dignity in the Workplace

"We at Virginia Golf Club commit ourselves to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life. The right of each customer and visitor to dignity at Virginia Golf Club is also respected. All will be treated equally and respected for their individuality and diversity. Bullying in any form will not be accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter.

All individuals at Virginia Golf Club, whether persons directly employed or contracted by us, have a duty and responsibility to uphold this Dignity at Work Charter.

Managers and staff have a specific responsibility to promote its provisions".

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

g. Outline Policies on Workplace Bullying and Harassment

Definition



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

(Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work, 2021)

Policies and Procedures

Virginia Golf Club is committed to ensuring that all its employees, members, visitors, contractors, and others who come in contact with the organisation, are free from bullying, intimidation, harassment and sexual harassment in the workplace environment and to this end comprehensive ‘Bullying and Harassment Policies’ are in place and are made available to all staff.

Management will not tolerate bullying and these policies and procedures will be applied to reported incidents of bullying, harassment, and sexual harassment. Where a complaint is upheld following a full investigation, any person(s) responsible will be subject to disciplinary procedures up to and including dismissal.

All employees receive a copy of the policy and procedures, including new recruits at induction.

Contact Person

The following contact person has been appointed to deal with reported cases of bullying, harassment, and sexual harassment, and should be contacted as appropriate:

- Safety Coordinator

Virginia Golf Club also commits to complying with the following Codes of Practice in relation to bullying, harassment, and sexual harassment:

- Health & Safety Authority: Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work, 2007

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

h. Outline Policy on Workplace Stress

Definition

Workplace stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them" (Health & Safety Executive – UK). Workplace stress is a state that arises when the demands on employees exceed their capacity to meet them.

"Stress is not a disease but prolonged exposure to it may reduce effectiveness at work and may cause ill health".
(Framework agreement on work-related stress 2004 – ETUC / UNICE / UEAPME / CEEP)

Symptoms of Stress

The symptoms of stress can be recognised by changes in a person's normal level of performance, their general manner and behaviour at work. Some of the specific symptoms of stress include changes in sleeping patterns, overeating / drinking, being touchy or irritable with colleagues.

Causes of Stress

Stress can be caused by any of the following:

Poor work organisation, demands of the work, bullying / harassment, poor working relationships, poor working environment, poor communications, lack of control, poorly defined work roles, role overload, and challenging or inappropriate behaviour situations involving others.

The inability of employees to take adequate work breaks away from their work activity, may also contribute to stress levels.

Policy and Procedures

Virginia Golf Club accepts that some work activities may have the potential to cause stress from time-to-time and to this end a comprehensive 'Policy on Workplace Stress' is in place and is available to all staff.

Managers will pay particular attention to the potential risks of stress from work-related activities, they will be alert to any signs of stress in employees, and will take appropriate action.

Employees who feel they are at risk from stress at work should inform a manager or the contact person (see below) without delay.

Contact Person

The following contact person has been appointed to deal with reported cases of workplace stress, and should be contacted as appropriate:

- Safety Coordinator

Control Measures

In controlling workplace stress, the following steps are taken:

- ii. Employees are provided with training in stress management from time to time.
- Management are aware of the potential causes of stress and early warning signs.
 - Management ensure that all complaints, which may be related to stress, are listened to and appropriate measures taken.
 - Regular organisational reviews will include assessment of any changes in work activities, working conditions, procedures or organisational arrangements and challenging or inappropriate behaviour, which may affect stress generators.
 - Confidential and individual counselling to employees who may need it.
 - Records will be maintained of all stress-related complaints, incidents and follow-up action taken.

This policy is endorsed by management and is embedded throughout all systems in place in the organisation.

i. Outline Policy on Alcohol and Drug Abuse

Definitions

Alcohol or drug abuse may be defined as “a dependency, which continually or repeatedly affects an employee’s work performance or social behaviour”.

“Intoxicant” includes alcohol and drugs and any combination of drugs or of drugs and alcohol (ref ‘Interpretation’, Safety, Health & Welfare at Work Act, 2005).

Policy and Procedures

Virginia Golf Club has a responsibility for, and a commitment to the safety, health and welfare of employees, and therefore seeks to provide comprehensive policies and procedures in the event of alcohol or drug abuse and to this end a comprehensive ‘Policy on Alcohol and Drug Abuse is in place which is available to all employees.

Policy Statement

Virginia Golf Club management recognises that the misuse of alcohol and / or drugs is a health problem and will be treated sympathetically in the event that it arises. It is Virginia Golf Club policy to take prompt action in the event of such abuse and to encourage employees with alcohol and / or drug problems to seek professional advice and counselling.

This policy applies to all employees and every case will be treated in the strictest confidence.

Unacceptable performance or behaviour arising from an isolated incident of alcohol or drug abuse will be dealt with under the normal disciplinary procedures.

Objectives

The main objectives of the alcohol and drug abuse policy are as follows:

- To maintain the health, welfare and effectiveness of employees.
- To avoid situations where employees are disciplined for poor performance or misconduct arising from alcohol and / or drug use or abuse of which management is unaware.
- To encourage employees who may develop alcohol and / or drug problems to seek advice and help.
- To refer employees for help where performance has deteriorated to an unacceptable standard due to alcohol and / or drug use or abuse.

Control Measures

Control measures in place include the following:

- Alcohol consumption on the premises is prohibited to all personnel.
- No employee may present for work under the influence of alcohol.
- Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees, members, visitors, and contractors, and will be regarded as a disciplinary matter.



- No employee may present for work under the influence of misused drugs, nor may any employee misuse drugs during the working day (on the premises or off-site).
- Drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other employees, visitors, members, and contractors, and will be regarded as a disciplinary matter.
- All employees are required to report it to management if they see anyone consuming alcohol or misusing drugs, or who appears to be under the influence of either.

Contact Person

The following contact person has been appointed to deal with reported cases of alcohol and drug abuse, and should be contacted as appropriate;

- iii. Safety Coordinator

This policy is endorsed by Management and is embedded throughout all systems in place in the organisation.

j. Virginia Golf Club Smoking Policy

Virginia Golf Club operates a no smoking at work policy in accordance with current legislation. For Virginia Golf Club staff this mean smoking is prohibited within the building, including public areas and car parks.

Virginia Golf Club appreciates that this can be difficult for people who smoke and if anyone wishes to receive support in giving up smoking please contact the safety coordinator for advice.

Generally available supports within the Ireland include:

- The HSE health education website www.quit.ie aimed at encouraging smokers to quit. It has information on the benefits of quitting, useful tips on how to measure your level of addiction and on calculating your expenditure on cigarettes. You can also sign up to a “quit plan” for regular supportive emails.
- The National Smokers’ Quitline is on 1850 201 203. This line is open 8.00am to 10.00pm Monday to Friday and offers a confidential counselling service to anyone seeking support or information about quitting smoking.
- There is an online support community for quitters at www.facebook.com/SHEquit.

This policy applies to all contractors, customers and visitors entering Virginia Golf Club building and includes any part of the building, including public areas and car parks.

This policy is endorsed by Management and is embedded throughout all systems in place in the organisation.

8. VISITORS AND CONTRACTORS

a. Control of Visitors

Virginia Golf Club will ensure, as far as is reasonably practicable, the safety of visitors to Virginia Golf Club. Virginia Golf Club visitors must obey the safety rules and emergency procedures at all times whilst visiting Virginia Golf Club.

In the event of a fire alarm, visitors are the responsibility of their respective Virginia Golf Club host, who are responsible for bringing their visitor to the Assembly Point and remaining with them until given the “all clear”.

Visitor Safety Rules

- i. Visitors must report immediately to their Virginia Golf Club contact person.
- ii. Only persons authorised are permitted entry onto the premises.
- iii. Visitors must comply with the instructions and directions given by their Virginia Golf Club host person.
- iv. Safety notices and warning signs must be obeyed
- v. Visitors must proceed directly and without undue delay to the designated areas as directed by their Virginia Golf Club host person.
- vi. Visitors are not permitted to operate, interfere with or wilfully damage any property or equipment within the premises.
- vii. Visitors must pay due attention to the movements of mobile vehicles e.g. trucks, vans, machinery, etc. when entering and leaving the building
- viii. In the event of an emergency the visitor must follow the instructions of Virginia Golf Club host.
- ix. Virginia Golf Club will not accept liability for loss or damage to any person’s property brought onto the premises by visitors/clients.
- x. Virginia Golf Club will not accept liability for any personal injury or loss caused by the visitor’s unsafe acts or negligence.

b. Control of Contractors

Virginia Golf Club will ensure, as far as is reasonably practicable, the safety of contractors working for Virginia Golf Club. All contractors must complete the Contractor Pre-Qual Questionnaire and comply with the safety rules listed below. Only approved and competent contractors will be engaged by Virginia Golf Club. Contractor's performance will be evaluated periodically to ensure that standards are being maintained.

Contractors Site Safety Rules

- i. All contractors that wish to work for Virginia Golf Club must complete the contractor pre-qual questionnaire, provide a copy of their safety statement and valid insurance before commencing any work.
- ii. All contractors must prepare site specific hazard analysis, risk assessments & safe systems of work before commencing work.
- iii. Where relevant, contractors will be made aware of & comply with the site safety construction plan.
- iv. Any contractors carrying out construction related work must be in possession of a valid training card & relevant CSCS cards for various activities.
- v. Contractors must ensure that only trained & competent personnel undertake work on site.
- vi. Contractors must provide competent workers, and competent and adequate supervision of their employees and activities.
- vii. Contractors must inform Virginia Golf Club contact person of any intention to bring subcontractor personnel onto site.
- viii. Contractors must ensure that all equipment brought on site is in safe condition & has valid statutory certification, where necessary.
- ix. Contractors must not use any equipment or the service of personnel belonging to or engaged by Virginia Golf Club without prior approval.
- x. Contractors must provide & wear personal protective equipment appropriate to the area/task where they are working.
- xi. All site rules, safety notices, warning signs & instructions given by Virginia Golf Club or their client must be obeyed by the contractor.
- xii. Contractors must ensure that all portable electric hand tools are run off 110v systems. Step-down transformers must be used.
- xiii. Contractors must take care for their own health & safety & also the safety of others affected by the work they are doing, and must observe all statutory safety & health precautions.
- xiv. In the event that hazardous substance is required the contractor must ensure that:
 - a. Prior notice is given and permission received for its use
 - b. The relevant Safety Data Sheet (SDS) sheets are provided to include associated risk assessments
 - c. 'Approved' hazardous substances are stored and used safely whilst on the site.
 - d. On completion of work, that all hazardous substances are removed from the site.
- xv. Contractors must report all accidents & dangerous occurrences immediately to Virginia Golf Club contact person without delay & must co-operate in any investigation into the circumstances of the incident.

9. EMERGENCY RESPONSE PLAN

In accordance with current legislation Virginia Golf Club have a duty to put appropriate emergency planning measures in place for foreseeable incidents. Given our location, our facilities, our activities and environmental factors, we have identified the following areas for which we have put emergency planning measures in place;

- i. Fire
- ii. First Aid
- iii. Accident
- iv. Medical Emergency
- v. Electricity Failure
- vi. Gas Leak
- vii. Hazardous Substance Incident
- viii. Building Structure
- ix. Environmental Incident
- x. Incident Reporting & Incident Investigation

To assist with the management and recording of information relating to emergency planning, a number of procedures and check sheets associated with emergency planning have been developed and are available from Virginia Golf Club safety coordinator.

a. Fire Emergency Planning

To ensure there is no doubt as to where the responsibility for fire safety rests, and to enable consistency of approach, Virginia Golf Club have over responsibility for fire emergency planning within Virginia Golf Club's offices only and includes;

- The maintenance of safe access and egress, fire alarm, emergency lighting and directional signage
- Put appropriate emergency procedures in place for the safe evacuation of the building
- Ensure that at least two evacuation drills are carried out per year

Virginia Golf Club have to ensure that an emergency plan is in place and that fire wardens are trained. It is the responsibility of the safety coordinator to ensure that this is in place.

A fire detection / alarm system, and emergency lighting system with illuminated directional signage have been installed in the buildings

Emergency Exit Routes and Assembly Point

Emergency exit routes are provided from all areas with final exit doors leading to external areas.

The Assembly Point is located in the car park.

Fire Drills

The Fire Warden arranges at least two fire drills each year. All personnel in the building at the time are required to evacuate to the Assembly Point, including members, visitors, or contractors present. Appropriate records are kept of fire drills in the fire register. The effectiveness of each drill is reviewed afterwards. Recommendations are implemented as appropriate.

Fire Wardens

The Fire Warden (or Deputy in their absence) coordinates all emergency activities and liaises with the emergency services.



Fire Wardens' role is to evacuate personnel from all Virginia Golf Club work areas (including staff area, toilets, workshop), and public areas.

They check all areas, as they evacuate, without putting themselves at risk. Fire Wardens have been trained to act safely in their role.

All personnel have received training in emergency evacuation procedures and their roles during emergencies.

Visitor hosts are responsible for evacuating visitors.

Contractors are responsible for their own safe evacuation in the event of fire.

Regular contractors have been informed in writing to evacuate Virginia Golf Club work areas upon hearing the fire alarm sirens sounding. Contractors appoint their own Fire Wardens.

The Safety Coordinator keeps records of all fire and emergency training.

Fire Action Notices

Fire Action Notices advising personnel, including employees, visitors, contractors, and members of the public, what to do in event of fire are strategically posted in the building.

Fire Fighting Equipment

Portable fire extinguishers, e.g., Dry Powder, CO2 and Foam are provided at strategic fire points throughout the building. Fire Point signage is posted. Fire extinguishers that have been used on a fire or otherwise discharged are replaced or re-filled as soon as practicable.

All employees on site at the time of training have been trained in safe use of portable fire extinguishers.

Specialised contractors carry out regular inspections, testing, and annual certification of portable fire extinguishers to Irish Standard, IS 291: 2015 "The Use, Siting, Inspection and Maintenance of Portable Fire Extinguishers".

The Safety Coordinator keeps appropriate records.

Fire Audits and Inspections

Regular fire audits are carried out to identify potential fire hazards and excessive fire loads.

Fire points, fire doors, emergency exit routes, keys in breakglass units, and fire records are also inspected during these audits. Follow-up action is taken as appropriate.

The Safety Coordinator arranges and coordinates fire audits and inspections.

Employee 'Generic' Procedure

If you discover a fire or one is reported to you, immediately raise the alarm by activating the nearest alarm break-glass unit.

Alternatively, your first knowledge of a fire may be the sound of fire alarm sirens.

In either case, prepare to evacuate immediately:

- i. Switch off any equipment you are using, if it safe to do so.
- ii. Put away cash, and any valuable documents, if it safe to do so.
- iii. Leave the building immediately and go to the Assembly Point in the car park.
- iv. As you make your escape:
- v. Walk quickly, do not run, to the nearest exit unaffected by fire
- vi. Do not stop to collect personal belongings, and do not attempt to carry anything from the building that could hinder your escape or that of other personnel
- vii. Do not run, push, or cry out
- viii. Follow the instructions of the Fire Wardens, as appropriate
- ix. Assist fellow employees, members, visitors, contractors and others who may be in difficulty without putting yourself at risk
- x. Go to the Assembly Point
- xi. At the Assembly Point pass on any relevant information to the Fire Wardens or the emergency services
- xii. Do not leave the Assembly Point or return to the premises until the Safety Coordinator gives the 'all clear'.

Member, Visitor, Member of Public, and Contractor Procedure

If you discover a fire or one is reported to you, immediately raise the alarm by activating the nearest alarm breakglass unit, if it is safe to do so.

Alternatively, your first knowledge of a fire may be the sound of fire alarm sirens.

In either case, evacuate immediately:

- i. Walk quickly, do not run, to the nearest exit unaffected by fire
- ii. Do not stop to collect personal belongings, and do not attempt to carry anything from the building that could hinder your escape or that of other personnel
- iii. Do not run, push, or cry out
- iv. Follow the instructions of Fire Wardens and employees, as appropriate
- v. Assist other personnel who may be in difficulty without putting yourself at risk
- vi. Go to the Assembly Point
- vii. At the Assembly Point pass on any relevant information to the Fire Wardens or the emergency services
- viii. Do not leave the Assembly Point or return to the building until you are given explicit instructions

Calling the Emergency Services

In the event that you have to ring the Emergency Services (e.g., Fire Brigade), use the following procedure:

- i. Lift the receiver and dial 999 or 112.
- ii. Give operator your telephone number and ask for 'FIRE'.
- iii. When Fire Brigade replies, give call distinctly:

"FIRE AT -

VIRGINIA GOLF CLUB

"Virginia Golf Club, Virginia, County Cavan,"

Do not replace the receiver until the Fire Brigade has repeated the address.

Note: For events like a fire emergency, it would be prudent that the Gardaí are called to such events.

Please note that fire safety arrangements at client sites will be outlined during the site-specific induction.

d. First Aid

Virginia Golf Club recognises that people at work can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or not, what is important is that they receive immediate attention and that an ambulance is called in serious cases.

Virginia Golf Club defines First Aid as the treatment given for the purposes of preserving life and minimising the consequences of injury and illness until professional help is available, and the treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner. First Aid does not include the giving of tablets and/or medicines to treat illness.

In line with current legislation Virginia Golf Club has first aid arrangements in place, the details of which are outlined below;

- i. Virginia Golf Club has a number of First Aiders in place. Details of the first aiders within Virginia Golf Club will be posted on the notice board within the building.
- ii. There is a first aid kits available in Virginia Golf Club, just inside the main door.
- iii. A defibrillator is located inside the front door.
- iv. Virginia Golf Club conducts monthly audits of the first aid provisions within their offices and the first aid kits are replenished as required.
- v. Virginia Golf Club provides all management, staff and contractors with the details of the First Aid arrangements that are in place.
- vi. Virginia Golf Club will maintain records of all occasions when First Aid has been administered to staff, contractors or visitors by Virginia Golf Club first aiders.
- vii. Virginia Golf Club will report to the HSA any accident relating to their direct employees that complies with the requirements of the current statutory accident reporting legislation and guidance.
- viii. Virginia Golf Club will comply with the requirements of the Data Protection Act when maintaining records relating the individuals who have received First Aid.

e. Accidents and Incidents

An accident is an unplanned event which results in harm to individuals. The accident could involve one or more of the following; individuals, electricity, chemicals, fire, vehicles, the environment, the building, etc.

In the event of an accident, the individual involved must seek assistance from the first aider. In the event that the injured individual is incapacitated, then a work colleague must go to their assistance and seek the assistance of the first aider. In the event that there are no first aiders available, then the emergency services must be called for assistance by calling 112 or 999.

An incident is an event which results in damage to property or equipment. All incidents must be reported. Finally, a near miss is a situation that could have resulted in an accident or incident but it did not. Again it is important that all accidents, incidents and near misses are reported.

All of the reporting forms are available from the safety coordinators and full details relating to the reporting of accidents, incidents, etc., are outlined in section 7a of this document.

f. Medical Emergency

A medical emergency is when an individual has difficulties arising from medical issues and not as a result of an accident. In accordance with current legislation, all employees have a duty to inform Virginia Golf Club of any medical condition which could be adversely affected by their normal work, or where Virginia Golf Club would have to put provisions in place to deal with a medical emergency associated with the individual's medical condition.

Once Virginia Golf Club is aware of the medical conditions they can then put in place appropriate measures including training, procedures and equipment in order to deal with a medical emergency should it occur.

g. Electrical Failure

Electricity is used for various purposes within the business including lighting, heating, alarms, etc. In the event of a power failure, the business has procedures to ensure that individuals are not at additional risk during the outage. The business has emergency lighting which activates during a power failure. This system is designed to provide sufficient lighting to enable individuals to exit a building safely. The emergency lighting is inspected quarterly by a competent electrician.

Heating and other systems can be also affected by an electrical failure. Virginia Golf Club has appointed competent electricians, plumbers, etc., to maintain the services within their offices and to respond promptly to power outages and system failures.

h. Gas Leak

In the event of smelling gas in a building or area, all area/building occupants should be evacuated, without activating the fire alarm. Under no circumstances should electrical equipment (including lighting) be turned on or off or mobile phones used.

It may be necessary to evacuate the building. The Safety Coordinator should be informed immediately, and the gas company contacted using a mobile phone from the Assembly Point.

Note:

As natural gas is lighter than air (unlike LPG which is heavier) it will rise and therefore is unlikely to leak into the building from the plant room, unless it is possible for a leak to occur in the north duct.

In the event that someone smells gas, then the management team must be contacted immediately and they will arrange for the gas to be shut down and Gas Networks Ireland will be contacted to investigate the potential leak.

i. Hazardous Substance Incident

All chemicals must be stored in accordance with the manufacturer's instructions. Safety Data Sheets must held for all chemicals that are used and supplied by Virginia Golf Club and an associated risk assessment conducted where applicable.

All chemical leaks must be treated with caution. All Virginia Golf Club employees must follow the general arrangements for the control of chemicals as outlined in this document. If the chemical cannot be identified, then it must be treated as extremely hazardous and advice sought as to how to deal with it.

All staff using chemicals must follow the manufacturer's instructions relating to transporting, storing, handling any chemicals including, cleaning up spills, damaged stock, out-dated stock, and disposal.

j. Building Structure

The building must be maintained in good condition at all times. In the event of building structure issues, then the building management team must be called so that it can be rectified.

k. Environmental Incident

For severe environment incidents, i.e. strong winds, flooding, severe frost, etc. Virginia Golf Club management will take appropriate action which may include closing ceasing or curtailing operations until it is safe to resume.

l. Incident Reporting and Investigation

Virginia Golf Club has specific arrangements in place for incident reporting, which ensures that all incidents are dealt with appropriately and investigated if required as outlined in section 7a. All employees are given details of the reporting procedures during their initial induction and further training. All employees must ensure that keep up to date with the incident reporting procedures and also comply with the requirements of the incident reporting procedures.

10. VIRGINIA GOLF CLUB RISK MANAGEMENT

This section outlines the measures taken by Virginia Golf Club for the identification of hazards, the assessment of the associated risks and the control measures put in place to reduce risk. Virginia Golf Club recognises that effective risk management is the basis for successful safety and health management and the key to reducing work-related accidents and occupational diseases.

Risk assessment is the process of evaluating risks to workers' safety and health from workplace hazards. It is a systematic examination of all aspects of work that considers:

- what could cause injury or harm,
- whether the hazards could be eliminated and, if not,
- what preventive or protective measures are, or should be, in place to control the risks

Virginia Golf Club acknowledges our duty to ensure the safety and health staff and clients workers by implementing an on-going risk management programme. Virginia Golf Club follows the following 5 step approach to risk assessment which is recommended by the Health and Safety Authority:

- Step 1 Identifying hazards and those at risk
- Step 2 Evaluating and prioritising risks
- Step 3 Deciding on preventive action
- Step 4 Taking action
- Step 5 Monitoring and reviewing

In conjunction to the steps above, Virginia Golf Club follows the 9 principles of prevention when conducting their activities. The 9 principles of prevention are:

- i. The avoidance of risks.
- ii. The evaluation of unavoidable risks.
- iii. The combating of risks at source.
- iv. The adaptation of work to the individual, especially with regard to the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
- v. The adaptation of the place of work to technical progress.
- vi. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
- vii. The giving of priority to collective protective measures over individual protective measures.
- viii. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- ix. The giving of appropriate training and instructions to employees.

a. Identifying the Hazards and those at Risk

Hazards are those things that have the potential to cause harm. Hazards come in many forms. Some are common and easily identifiable, such as: using cutting elements on machinery, falling from heights, and infectious diseases. Other hazards may not be as common and may be harder to identify.

Virginia Golf Club uses the following process to identify workplace hazards;

- i. look at all aspects of the work,
- ii. include non-routine activities such as maintenance, repair, or cleaning,
- iii. Review accident, incident and near-miss records relating to the proposed activity
- iv. look at the way the work is organised or done
- v. Conduct workplace inspections
 - i. Review legislation (e.g. heights, chemicals, equipment)
 - ii. Review safety audits and assessment

Once hazards have been identified the level of risk they pose needs to be assessed.

b. Evaluating Risk

Risk is the likelihood that a harmful consequence (e.g. injury) will occur when people are exposed to a hazard. As such, a risk level is made up of two elements;

- i. the likelihood of an incident happening; and
- ii. the consequence if it did happen.

To assess the level of risk inherent in an activity, Virginia Golf Club considers the likelihood of an incident happening in combination with the seriousness of the consequence.

Virginia Golf Club recognises that many factors will influence the likelihood and consequence if an incident were to occur, such as the:

- i. Frequency and duration of exposure to a hazard
- ii. Potential effects of Power, Pressure, Steam, Chemicals, Biohazards, etc.
- iii. Knowledge and experience of those undertaking the activity.

In addition, the nature of the activity and factors relating to specific conditions should also be considered. For example:

- i. Who will be involved in the activity?
- ii. What will they be doing?
- iii. What will they be using?
- iv. Where will they be?
- v. Who will be leading the activity?

Risk factors like these make every situation different. When assessing risk, Virginia Golf Club consider the risk factors that to each specific situation and their impact on the likelihood and consequence of an incident occurring.


c. Virginia Golf Club Risk Matrix

Virginia Golf Club uses a Risk Matrix as a guide to assist with quantifying the risk level. The risk matrix helps to simplify the risk assessment process in that it maps the likelihood and consequence of an incident occurring to arrive at the assessed risk level.

Judging risk for the most part is subjective in that it relies on the knowledge and experience of the individual conducting the risk assessment. Virginia Golf Club also recognises that when making value judgements sometimes the risk level is not always clear cut so if Virginia Golf Club employees or contractors are undecided on a risk level for an activity, a conservative approach would be to settle on the higher risk level being considered.

Assessing the risk level is important. However, regardless of the assessed level of risk, Virginia Golf Club always has an obligation to do what is reasonably practicable to eliminate the risk, or if that is not possible, to minimise the risk. In conjunction with Virginia Golf Club Risk Matrix, there are also guides to the evaluation of risk and the action to take to mitigate the identified risks.

Virginia Golf Club Risk Assessment Matrix & Guide to Risk Evaluation

Severity Index		Risk = Likelihood X Severity							
Extreme	5	Severity	5	5	10	15	20	25	
Major	4		4	4	8	12	16	24	
Moderate	3		3	3	6	9	12	15	
Minor	2		2	2	4	6	8	10	
Negligible	1		1	1	2	3	4	5	
Likelihood Index			X	1	2	3	4	5	
Almost Certain	5	X	Likelihood						
Likely	4			Low Risk 1 -4					
Possible	3			Medium Risk 5 - 8					
Unlikely	2			High Risk 9 - 16					
Rare/Remote	1			Extreme 17 - 25					

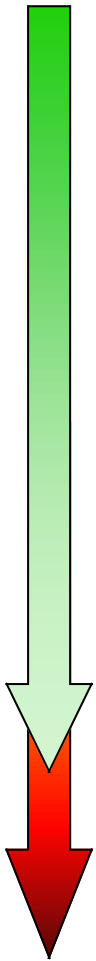
Likelihood	Description of Likelihood
Rare/Remote	Will only occur in exceptional circumstances
Unlikely	Not likely to occur within the foreseeable future
Possible	May occur within the foreseeable future
Likely	Likely to occur within the foreseeable future
Almost Certain	Almost certain to occur within the foreseeable future

Severity	Description of Severity
Negligible	No treatment required
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
Moderate	Injury requiring medical treatment or lost time
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
Extreme	Loss of life, permanent disability or multiple serious injuries.

d. Deciding on Preventive Action

At all times, regardless of the level of risk, Virginia Golf Club staff and contractors are required to do what is reasonably practicable to eliminate or minimise the risk of any hazard with the potential to cause harm.

Effective control measures must be put in place to eliminate or lower the level of risk. To assist with the implementation of control measures, Virginia Golf Club required all staff and contractors to follow Virginia Golf Club Hierarchy of Control chart. Control measures should be considered and used in this preferred order. Often more than one control will be used in combination to minimise risk.

Virginia Golf Club Hierarchy of Controls		Control Examples
Most Effective (High Level)  Least Effective (Low Level)	Competency: Ensure that individuals have the appropriate training, knowledge and experience for the work (including the hazards that they are exposed to) that they are conducting.	An individual with the appropriate training, knowledge and experience for a given task should make a better and therefore safer decision than an individual that has not got the appropriate training, knowledge and experience for a given task.
	Avoidance of Risk: remove the hazard completely from the workplace or activity (Eliminate if possible)	Remove damaged or faulty equipment from the workplace.
	Evaluation of Unavoidable Risks: Where risks cannot be avoided, conduct a risk assessment	Where risks cannot be avoided, a risk assessment must be conducted, i.e. carrying food supplies into the kitchen.
	Combating Risk at Source: Addressing the risk where it originates as opposed to where it is. (Isolation is very effective at combating risk at source)	Turning off and locking out the power at the distribution board, to a machine that needs repair is safer than working on the same machine with power on.
	Technical Progress: The adaptation of the place of work to technical progress	Electronic temperature gauges are quicker and more effective and don't expose the operator to excessive heat or cold for prolonged time.
	Substitution: The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.	The removal of a hazardous chlorine-based cleaning chemical with a less hazardous water based cleaning chemical
	Collective Approach: The giving of priority to collective protective measures over individual protective measures.	Providing a non-slip floor protects everyone as opposed to providing anti-slip footwear to select individuals.
	Prevention Policy's: The development of effective safety policies and procedures.	Be proactive and put effective policies in place to address health and safety issues. Don't wait for an accident or incident to occur!
	Ergonomics: Adapting the work and/or workplace to the individual	When sitting at a desk, the individual can adjust the height of the chair to suit them.
	Training and Instruction: Providing appropriate training and instructions to employees	Individuals must have the appropriate training for the work that they are engaged in, i.e. Someone driving the fork lift truck must have fork lift training and manual handling training, as a minimum.
Personal Protective Equipment (PPE): Providing protective clothing and equipment	Gloves, hats, aprons, hearing protection, foot protection, respiratory protection, etc.	

Higher level controls are considered more effective, and are therefore preferred, because they eliminate or reduce the risk of harm for everyone at all times. Lower-level controls are less preferred because essentially the risk of harm still exists and they rely on people doing the right thing to provide an element of safety.

e. Evaluation of Residual Risk

Once the hazards have been identified, the risks have been evaluated, the effective control measures put in place in order to control risk, it is important to ensure that the control measures are effective. Residual risk is the risk that remains once the control measures have been put in place. The following guide is used to evaluate residual risk;

Assessed Residual Risk Level		Description of Residual Risk Level	Actions to be Taken
<input type="checkbox"/>	Low	If an incident were to occur, there would be little likelihood that an injury would result.	While further assessment may not be required, the risk identifier/owner should periodically monitor the risk and effectively manage through routine procedures and appropriate internal controls
<input type="checkbox"/>	Medium	If an Incident were to occur, there would be some chance that an injury requiring first aid treatment would result.	While further assessment may not be required, the risk identifier/ owner should periodically monitor the risk, manage the risk through routine procedures and appropriate internal controls, as well as undertake control evaluation
<input type="checkbox"/>	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	The risk Identifier/owner must put effective control measures in place to reduce the level of risk
<input type="checkbox"/>	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	The risk identifier/owner must stop this activity. Consider alternatives to doing the activity. Significant control measures will need to be implemented, and verified as appropriate, prior to engaging in this activity.

f. Implementation of Control Measures

Virginia Golf Club stresses the importance of assessing the effectiveness of the control measures when engaging in activities. Virginia Golf Club recognises that there may be unforeseen issues which results in unassisted risk and therefore an absence of effective controls. Where new hazards are identified, or if the existing controls are inadequate (say, for example, there was an incident that caused an injury, or even a near miss), then a risk assessment must be completed. To assist with in and in order to avoid unreasonable delay, a dynamic risk assessment has been developed by Virginia Golf Club. This dynamic risk assessment is an effective tool to assist with managing un-assessed or unforeseen risk.

If during works or following works there are issues with the risk assessment or the risk assessment process used for the works, then this must be recorded and risk assessments updated so that future similar works benefit from the enhanced risk assessment.

g. Co-ordination of Risk Management Information

Virginia Golf Club recognises the importance of co-ordinating risk management information on projects. Virginia Golf Club endeavours to ensure the sharing of risk management information with project stakeholders. In addition, Virginia Golf Club also utilise risk assessments received from design consultants and engineers. The following risk assessments are used by Virginia Golf Club in the management of Risk;

- i. Generic risk assessments in Virginia Golf Club Safety Statement
- ii. Site specific risk assessments
- iii. Dynamic risk assessments
- iv. Design risk assessments
- v. Manufacturers risk assessments
- vi. Contractor risk assessments

h. Generic Risk Assessments

The detailed risk assessments are provided in the following pages.

Risk Assessment	Description			Location			Date		
	Fire			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Injuries caused by fire at Virginia Golf Club Offices Injuries caused by fire started by work equipment. Injuries caused by a fire started by the building electrical or mechanical services Injuries caused by trying to tackle a fire Injuries caused by not evacuating quickly in the event of a fire Injuries caused by a fire started by a contractor. Injuries caused by a fire caused by Arson Injuries caused by fire by not being aware of the specific emergency evacuation procedures 	4	4	High	<ul style="list-style-type: none"> Fire emergency policies and procedures are in place at Virginia Golf Club to reduce the risk of fire occurring and ensure the effective evacuation of individuals and containment of the fire should a fire occur. A fire alarm is in place along with emergency lighting, directional signage, emergency break glass units, fire extinguishers, fire blankets, and fire safety & evacuation signage. The safety coordinator must ensure that individuals are aware of their responsibility in relation to fire safety and that training in Fire Safety, in particular the role of the Fire Marshal and the role of the Fire Warden is undertaken. All staff must receive a site-specific safety induction, during which the fire safety and emergency procedures are clearly outlined to each employee. Virginia Golf Club must conduct at least 2 evacuation drills per year and record details of same. All work equipment must be used, inspected, maintained and stored in accordance with the manufacturer's instructions. All mechanical operated equipment has a fire extinguisher on it or in proximity to it. All the buildings electrical and mechanical services must be installed, inspected, tested and used in accordance with statutory requirements and manufacturer's specifications and instructions; All contractors must be informed of and comply with the fire safety measures that Virginia Golf Club management has put in place. All waste must be segregated in accordance with the waste arrangements that are in place. Waste should not be allowed to accumulate and must also be stored where it does not pose a risk of fire. 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Manual Handling			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors 	<ul style="list-style-type: none"> Injuries caused whilst lifting, lowering, pushing, pulling, carrying, positioning or moving an object or objects either by oneself or with others. Injuries include <ul style="list-style-type: none"> Cuts Bruises Scrapes Lacerations Broken Bones Soft tissue injuries including muscles, tendons, ligaments, and spinal disks. 	4	3	High	<ul style="list-style-type: none"> All Virginia Golf Club employees are assessed to establish if their work involves manual handling and based on this assessment Manual Handling training is provided to those who are identified as being a risk. The training is provided to the selected employees at least every 3 years by a certified and competent trainer All Virginia Golf Club employees are instructed to only lift items that they can safely manage. If they believe that they cannot safely lift/move an item, they must seek help and advice immediately. Virginia Golf Club provides specific mechanical aids to lift and move heavy items. Only authorised individuals are allowed to use specific work equipment. Virginia Golf Club requests suppliers to reduce the size/weight of packaging to ensure that they are not too heavy to move. Virginia Golf Club has invested in storage systems to ensure that there is appropriate space to store equipment and stock. All equipment and stock must be stored in line with manual handling guidelines Virginia Golf Club requires all the contractors that it engages to ensure that their employees have all received manual handling training and they observe good manual handling practices. 	2	3	Med	

Risk Assessment	Description			Location			Date		
	Use of works vehicles and Trailers			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Fatigue Lack of concentration Using mobile phones whilst driving. Poor weather conditions Poorly maintained vehicles Driving too fast or aggressively Not qualified to drive Jack-knife and or tipping of Trailer Trailer unhitching causing damage / injury Collapse of trailer skid/jockey when hitching/unhitching Collision Trapped between vehicle and trailer 	4	4	High	<ul style="list-style-type: none"> All vehicles, including trailers must be driven in compliance with current road safety legislation and have the licence for towing as outlined below; <ul style="list-style-type: none"> category B licence is sufficient to drive a vehicle and trailer combination if the vehicle's Maximum Authorised Mass does not exceed 3500kg and the trailer's Maximum Authorised Mass does not exceed 750kg category BE licence is required if the trailer's Maximum Authorised Mass exceeds 750kg and the combined Maximum Authorised Mass of the vehicle (3500kg Max) and trailer (3500kg Max) is less than 7000kg. Note: The towing capacity of the vehicle or the trailer must never be exceeded. Category C1E, CE, DE or D1E are further categories of licences required to drive trailers with different vehicle and weight combinations. All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines. All Virginia Golf Club staff when coupling a trailer must comply with the following; <ul style="list-style-type: none"> First of all, make sure the area is safe and that the trailer appears secure and is parked on level ground. Reverse slowly and safely in a straight line, keeping your vehicle in line with the trailer using your mirrors for guidance. Reverse until you are close to the trailer hitch, leaving about half a metre between the tow ball and the trailer hitch. Before stepping out of the vehicle, make sure it is completely stationary by putting on the handbrake and turning the engine off. The vehicle can be left in gear for extra security in case the handbrake fails. Check that the level of the tow ball 'ride height' on your vehicle is relatively level with the trailer hitch. The ride height is the space from the ground to the underside of the chassis or tow hitch. 	2	4	Med	

- Check that the trailer’s parking brake is on and that the trailer is secure. If there is no parking brake, then use wheel chocks or wedges.
- Now reverse the vehicle as close as possible to the trailer.
- Adjust the trailer height if necessary using the jockey wheel’s winding handle.
- Connect the secondary coupling or breakaway brake/cable. Make sure that the breakaway brake/cable or secondary coupling is undamaged and connected correctly to the coupling device of the drawing vehicle.
- Open up the safety coupling and gently release the trailer handbrake and replace the wheel chocks if necessary.
- Move the trailer so that the trailer hitch is now hovering over the tow ball
- Next, rotate the winding handle so it starts to lower onto the tow ball. Watch for the safety hitch locking onto the tow ball.
- Now use the lock or padlock on the coupling handle, ensuring it is in its ‘locked’ position.
- Then, turn the winding handle so that the trailer starts to rise. If the combination is properly coupled, then the back of the drawing vehicle will start to rise as well.
- Next, keep turning the winding handle until the jockey wheel is fully raised off the ground. The safety pin on the jockey wheel can now be opened to raise the wheel into its highest unused position. Raise any corner steadies or prop stands are fully wound up and secure in the ‘up’ position before moving off.
- Connect the lighting cable.
- Make sure that the jockey wheel locking mechanism securely holds the jockey wheel well clear of the ground.
- Make sure the trailer handbrake is off and remove any wheel chocks or wedges used.
- Check that all doors on the trailer are closed and the side boards are in a locked position,
- Check that your registration plate is secured and matches that of the towing vehicle,
- Check your lights including indicators are intact, of the correct colour, are clean and working properly.
- Prior to driving a Work vehicle, it must be inspected to ensure that everything is ok, including;
 - Mirrors and Windows are clean and work
 - Lights and Indicators work
 - Wheels and tyres are ok
 - Any loads are secure
 - Now warning lights are visible on the dashboard

- After you've checked the Work vehicle, if about to tow a trailer you must carry out a walk-around check of the trailer, including;
 - Check that all windows and mirrors are clean, properly adjusted and in good condition so that you have a good view to the rear. If the mirrors are not adequate, you should fit 'extension' mirrors - these are towing mirrors to be used when the trailer is wider than the towing vehicle.
 - Ensure that the tow bar or towing device is in good condition.
 - Ensure the trailer hitch is intact.
 - Test the safety clasp to ensure it can open and close freely.
 - Ensure the breakaway brake is working properly, or that the safety chain is correctly attached.
 - Check that the lighting cable is not damaged.
 - Ensure all lights and reflectors are the right colour, clean, and working correctly.
 - Make sure all wheels are in good condition and that the wheel nuts are correctly tightened.
 - Check that all tyres are free from cuts, bulges and have adequate tread – the legal requirement is a minimum of 1.6mm.
 - Check that the tyre pressure is correct.
 - All tyres (including the spare, if there is one) should be at the same pressure. It is also important that the tyre specification is suitable for the axle weight and is capable of bearing the weight of the load you're going to carry.
 - Check that mudguards (if fitted) are in a satisfactory condition and are securely attached.
 - Check that the correct number plate is fitted – the registration displayed on the trailer should be the same as the towing vehicle.
 - Make sure the brakes (including the handbrake if one is fitted) are functioning correctly.
- All Virginia Golf Club staff when driving a Work vehicle and Trailer must comply with the following;
 - Anticipate hazards earlier than normal.
 - Remember that if you are drawing a trailer, you are not entitled to drive in the outside lane of a motorway, as the maximum legal speed limit for a vehicle drawing a trailer is 80km/h. However, an exception to this rule applies if there are places where the speed limit is 80km/h or less, or there is a temporary obstruction, such as a road vehicle breakdown, forcing you into the outer lane.
 - Pay particular attention when you're accelerating and braking, especially when approaching bends.

- Apply your brakes earlier and lighter than normal (this is sometimes referred to as 'progressive' braking).
- Make sure your driving action is smoother and more gentle than normal. Avoid any unnecessary sudden braking or steering.
- Avoid braking sharply on a bend as this could possibly cause the trailer to jackknife. Instead, reduce your speed before the bend and select the appropriate gear for the speed you are doing. Then, gently accelerate out of the bend.
- Leave more distance than usual between yourself and the vehicle in front. Apply brakes early and gently. Allow plenty of extra time and space if you are merging with moving traffic.
- Allow extra time and distance if you are overtaking other road users, but remember the upper speed limit of 80 km/h. Make sure you are well past the other road users before moving back to the left-hand side of the road.
- Be careful when driving in wet, foggy or extremely bright conditions. Be especially careful driving in high winds.
- If possible and if it is safe to do so, consider pulling over regularly to allow vehicles behind you to overtake.
- Never let passengers travel in a trailer when you are drawing it, as it is illegal to do so. All passengers must always travel in the drawing vehicle, with their safety belts securely fastened.
- If possible, reverse vehicle and trailer combinations into parking spots (with someone else acting as a guide). This allows you to drive straight out of them and makes it easier to see pedestrians and other motorists who may be approaching.
- Never reverse a trailer from a minor road on to a major road.
- Plan plenty of rest stops to avoid fatigue. Remember that the only cure for fatigue or tiredness is sleep
- All Virginia Golf Club staff when uncoupling a Trailer must comply with the following;
 - To uncouple your trailer, choose level, solid ground in a safe place where your trailer and vehicle will not cause any obstruction, inconvenience or danger to others.
 - Stop the vehicle and trailer in a straight line. Apply its handbrake and then switch off the ignition. The vehicle can be left in gear for extra security in case the handbrake fails. Get out of the vehicle and put on the trailer's handbrake. If the trailer doesn't have a handbrake, then use wheel chocks or wedges.
 - Disconnect the electric cable and put it away safely.
 - Next, lower the jockey wheel to ground and lock into position.
 - Open the lock or padlock on the coupling handle.

- | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | <ul style="list-style-type: none">- Then open the safety clasp and lift the safety handle.- Now use the jockey wheel-raising mechanism – this is normally a rotating handle to raise the trailer away from the tow ball, usually by about 50mm. Then, disconnect the safety chain or breakaway cable and put it away safely.- Double check to make sure everything is disconnected. For example, check the safety chain and the electrics.- Return to your vehicle, start up and move away slowly – about half a metre. Stop your vehicle safely and use the handbrake to ensure it is secure. Do a final check that all is in order with the trailer.- If appropriate, remove the number plate from the trailer | | | |
|--|--|--|--|--|--|--|--|--|

Risk Assessment	Description			Location			Date			
	Slips, Trips and Falls			Virginia Golf Club			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Falls and injuries caused by slips, trips and falls throughout Virginia Golf Club workplace Uneven or unstable ground resulting in slips, trips and falls. Poor housekeeping, resulting in walkways being compromised by items left on the floor. Incorrect footwear resulting in slips, trips or falls Carrying items which results in slips, trips or falls. Severe weather causing poor ground conditions, i.e. ice, wind, etc. Lack of light which could result in slips, trips and falls. 	3	3	High	<ul style="list-style-type: none"> Walkways in Virginia Golf Club are clearly defined Always check your walkway to ensure that it is safe to walk. Virginia Golf Club has process in place for checking walkways, exit routes etc. and corrective action is implemented to address any issue identified. Routing cleaning and maintenance programmes are in place to ensure walkways are kept in good condition and free from obstruction, damage, etc. Virginia Golf Club operate a clean as you go policy. Wet floors must be cordoned off and dried immediately. After cleaning, floors may still be wet, so retain warning signs until dry. Walkways, exits, routes to exits, open areas must not have items blocking them or discarded on them. All staff must wear appropriate footwear for the task that they are engaged in. All staff must follow their Manual Handling training when moving and/or carrying items or equipment. When areas of unstable ground are identified, these areas must be cordoned off pending repair. Lighting must be checked and maintained regularly When there is severe weather, access to certain areas can be limited or restricted. In extreme cases, it may be necessary to close facilities. 	2	3	Med		

Risk Assessment	Description			Location			Date			
	Noise			Virginia Golf Club			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> • Staff • Contractors • Visitors • General Public 	<ul style="list-style-type: none"> • Excessive noise frequency exposure • Excessive noise pressure exposure • Recommend noise exposure limit exceeded • Failure to provide appropriate warning of potential noise Hazards • Failure to provide appropriate PPE • Failure to wear PPE • Failure to wear PPE correctly 	3	3	High	<ul style="list-style-type: none"> • The following situations/activities/areas have potential for exposure to excessive noise and are subject to noise assessment; <ul style="list-style-type: none"> • Contractors using powered equipment • Portable Work Equipment • Fixed Work Equipment • Building Services Equipment • Where there are areas, activities or by being in proximity to activities where the noise level is ≥ 80 dB then Virginia Golf Club notifies staff, visitors, and contractors that there is potential risk from noise in the area or associated with the activity/area. All individuals wishing to gain entry to the area or wishing to conduct these activities, or by being in proximity to these activities being conducted, must be given access to appropriate PPE prior to being exposed to the hazard. • Where there are areas, activities or by being in proximity to activities where the noise level is ≥ 85 dB then Virginia Golf Club notifies staff, visitors, and contractors that there is potential risk from noise in the area or associated with the activity/area. All individuals wishing to gain entry to the area or wishing to conduct these activities, or by being in proximity to these activities being conducted, must be use appropriate PPE prior to entering the area or engaging in the activity. 	2	3	Med		

Risk Assessment	Description			Location			Date		
	Dust			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> • Staff • Contractors • Visitors • General Public 	<ul style="list-style-type: none"> • Exposure to dust from a dusty environment • Exposure to dust from work equipment or during maintenance works, etc. • Failure to provide appropriate warning of potential dust and Asbestos hazards • Failure to provide appropriate PPE • Failure to wear PPE • Failure to wear PPE correctly 	3	4	High	<ul style="list-style-type: none"> • The following situations/activities/areas have potential for exposure to excessive dust. <ul style="list-style-type: none"> • Working with concrete and concrete products • Contractors using powered equipment • Portable Work Equipment • Fixed Work Equipment • Building Services Equipment • For all work involving dust or suspected dust, Virginia Golf Club management and staff must follow the specific procedures and risk assessments for working where there is dust. • Where there are areas, activities or by being in proximity to activities where there is dust being generated, Virginia Golf Club notifies staff, visitors, and contractors that there is potential risk from dust in the area or associated with the activity/area. All individuals wishing to gain entry to the area or wishing to conduct these activities, or by being in proximity to these activities being conducted, must be given access to appropriate PPE prior to being exposed to the hazard. • Virginia Golf Club monitors staff, visitors, and contractors to ensure that they comply with the requirements in relation to maintaining a dust free environment. • Dust reduction techniques will be used at all times. 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Falls from Heights			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Falls from work equipment Falls whilst ascending or descending using ladders, etc. Falls from structures Failure to provide appropriate warning of potential fall from height hazards Failure to provide appropriate fall protection equipment Failure to maintain, inspect and certify work equipment Failure to wear PPE Failure to wear PPE correctly Failure to check and inspect PPE 	3	4	High	<ul style="list-style-type: none"> All Virginia Golf Club employees and contractors must follow the safe working guidelines associated with the work equipment that they are using and the procedures that are in place in Virginia Golf Club. To reduce the risks associated with working at heights, all equipment and materials are stored, where possible, at a height that is accessible whilst standing. Where items are not accessible, Virginia Golf Club has provided suitable equipment for individuals to use to access these items, such as; <ul style="list-style-type: none"> Step Ladders & Step up's All of the equipment supplied by Virginia Golf Club complies with the relevant standards, are suitable for the work that they are being used for and are inspected and maintained in compliance with current regulatory requirements. For high risk activities, Virginia Golf Club controls access to certain areas by using a permit system in conjunction with a RAMS. Height safety forms a significant part of all permits' issued. 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Electricity			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors occupants Visitors General Public 	<ul style="list-style-type: none"> Electrocution from coming into contact with electrical services Electrocution from using electrical equipment Failure to provide appropriate warning of potential electrical hazards Failure to install electrical services correctly Failure to maintain electrical equipment Failure to have RCD protection in place Failure to check competence of staff and contractors engaged in working on, installing or maintaining electrical systems and services. 	3	4	High	<ul style="list-style-type: none"> Only authorised Virginia Golf Club contractors can work on electrical equipment and electrical systems. Virginia Golf Club employs competent contractors to conduct work on electrical systems and services and also to repair, maintain and test electrical equipment, including the 5 year periodic test. Virginia Golf Club has RCD protection on all 240v sockets in their offices Virginia Golf Club employees and contractors must follow the manufacturer's instructions in relation to the use or work equipment. Access to the electrical boards is limited to Virginia Golf Club authorised individuals. All portable electrical equipment used on site is 110v and is PAT tested. All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines All excavator drivers must follow the HSA Code of Practice For Avoiding Danger From Underground Services 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Cuts & Bruises			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Coming into contact with sharp objects Objects breaking causing sharp edges to be exposed Items falling onto feet Getting caught in equipment or between equipment, or product Guards removed Equipment misused Items not stored correctly Incorrect equipment supplied Failure to provide appropriate PPE Failure to wear PPE Failure to wear PPE correctly 	3	2	Med	<ul style="list-style-type: none"> Following an assessment of activities that staff and contractors engage in within Virginia Golf Club, there are times when there is a requirement for Virginia Golf Club staff and contractors to wear PPE when engaging in certain tasks. Virginia Golf Club staff are issued with PPE and contractors supply the PPE for their staff. All items must be stored correctly in accordance with Virginia Golf Club' procedures and manufacturers guidelines. All equipment must be used in correctly and accordance with Virginia Golf Club' procedures and manufacturers guidelines. All Virginia Golf Club employees and contractor employees must wear the appropriate PPE for the task that they are engaged in. All broken or damaged equipment must be segregated and tagged to indicate the problem Broken and damaged equipment is routinely removed from the business in line with Virginia Golf Club' waste management policy. Virginia Golf Club Staff and contractor staff must not interfere or misuse equipment. 	2	2	Low	

Risk Assessment	Description			Location			Date			
	Planning for Emergencies, Accident, Medical, Fire,			Virginia Golf Club Offices & Projects			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Inappropriate or ineffective plan or procedures in place to address the foreseeable emergencies. Individual(s) having a medical emergency Individual(s) having an accident Individuals exhibiting challenging or violent behaviour. A critical incident affecting the building, staff the area, etc. Staff not declaring their medical conditions No trained staff available Inappropriate or ineffective training No first aid kit available Items missing or out of date in the first aid kit 	3	4	High	<ul style="list-style-type: none"> A comprehensive emergency plan is in place to address the foreseeable emergencies. It includes; <ul style="list-style-type: none"> Fire First Aid Accident Medical Emergency Electricity Failure Gas Leak Chemical Incident Biohazards Building Structure Environmental Incident The emergency plan is circulated to key individuals with responsibility for its implementation. For Fire, First Aid, etc., clear information is provided to all employees in the form of procedures, notices, Signs, etc. Virginia Golf Club ensures that all of the emergency plans are practiced and reviewed periodically to ensure that they remain appropriate and effective Virginia Golf Club has requested full disclosure of medical conditions from its staff. First Aid arrangements are in place. The first aid kits are checked on a monthly basis to ensure that it remains complete. 	2	4	Med		

Risk Assessment	Description			Location			Date	
	Using Hand Tools or Equipment			Virginia Golf Club			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Cuts and abrasions whilst using hand tools or equipment Eye injury whilst using hand tools or equipment Injury caused by misuse of hand tools or equipment Injury caused by the hand tool or equipment breaking Incorrect hand tool or equipment available Broken or damaged tool or equipment used PPE not supplied PPE not used PPE not used correctly Individuals being injured by the activities of an operative using hand tools or equipment 	3	3	High	<ul style="list-style-type: none"> Virginia Golf Club employees are given instruction on the safe use of hand tools and equipment. Virginia Golf Club employees and contractors must use hand tools and equipment in accordance with the manufactures instructions. Virginia Golf Club employees are given access to PPE, Virginia Golf Club contractor employees are given PPE by the contractor Virginia Golf Club employees and contractors must wear the appropriate PPE for the nature of the work that they are conducting. Virginia Golf Club employees and contractors must ensure that other individuals are protected from the risks associated with their activity. Virginia Golf Club employees and contractors must inspect the hand tools and equipment prior to commencing to use them. Virginia Golf Club employees and contractors must report any damage to hand tools or equipment Virginia Golf Club employees and contractors must not misuse or interfere with hand tools or equipment 	2	3	Med

Risk Assessment	Description			Location			Date		
	Using Power Tools			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Cuts and abrasions whilst using power tools Eye injury whilst using power tools Injury caused by misuse of power tools Electrocution whilst using power tools Injury caused by the power tools breaking whilst in use Incorrect power tools available Broken or damaged power tools used PPE not supplied PPE not used PPE not used correctly Individuals being injured by the activities of an operative using hand tools or equipment 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club employees and contractors are given instruction on the safe use of power tools. Virginia Golf Club employees and contractors must use power tools in accordance with the manufactures instructions, via an RCD and 110v where possible. All portable electrical equipment used on site is 110v and is PAT tested. Virginia Golf Club employees are given access to PPE, Virginia Golf Club contractor employees are given PPE by the contractor Virginia Golf Club employees and contractors must wear the appropriate PPE for the nature of the work that they are conducting. Virginia Golf Club employees and contractors must ensure that other individuals are protected from the risks associated with their activity. Virginia Golf Club employees and contractors must inspect the power tools prior to commencing to use them. Virginia Golf Club employees and contractors must report any damage to power tools Virginia Golf Club employees and contractors must request specific power tools if they are not available. Virginia Golf Club employees and contractors must not misuse or interfere with power tools 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Access and Egress			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Slips, trips and falls from poor access and egress Confusion because of improper signage Inadequate lighting No Emergency Lighting Inappropriate walkways Exits blocked or locked Poor emergency planning 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club has appropriate arrangements in place to ensure safe access and egress for staff, contractors and visitors to our locations including; <ul style="list-style-type: none"> Defined Walkways Appropriate exits Emergency Signage and Lighting Emergency Drills All Virginia Golf Club staff must keep walkways and exits clear at all times. Routing cleaning and maintenance programmes are in place to ensure access and egress routes are kept in good condition and free from accumulating rubbish, etc. Virginia Golf Club has appointed competent contractors to service and maintain the fire alarm, emergency lighting, access control systems etc. Virginia Golf Club conducts regular audit and drills to ensure that the arrangements for safe access and egress are appropriate and effective. This includes maintaining a site specific fire safety register 	1	4	Low	

Risk Assessment	Description				Location	Date		
	Driving Vehicles and Machinery				Driving to and from Virginia Golf Club, and general driving for work purposes	21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Fatigue Lack of concentration Using mobile phones. Poor weather conditions Poorly maintained vehicles Driving too fast or aggressively Not qualified to drive Driving under the influence of drink and/or drugs. Not paying attention Blocking emergency exits 	4	4	High	<ul style="list-style-type: none"> Virginia Golf Club staff who drive vehicles or equipment are requested to drive in compliance with the current road safety legislation which includes maintain the vehicle in roadworthy condition. All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines Virginia Golf Club staff who drive must have a full licence and declare any penalty points that they have Virginia Golf Club staff who drive are requested to ensure that they do not drive under the influence of alcohol or drugs Virginia Golf Club Staff who drive are requested to ensure that they only use the phone when driving if they have a hands free kit and if it is safe to make and take a call. Virginia Golf Club drivers must ensure that they are not fatigued when driving and take a break at least every 2 hours 	2	4	Med

Risk Assessment	Description			Location			Date		
	Loading and Off Loading of Plant			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Machine striking obstructions or persons due to confined space Slippage of machine off transporter while loading / Unloading Uncontrolled movement of machine at point of balance Tipping at front under heavy load Failure to tie the plant down correctly in accordance with latest HSA Guidance 	4	4	High	<ul style="list-style-type: none"> The trained and authorised machine driver is responsible for loading the machine safely onto the transporter under the direction of the transporter driver in accordance with current HSA guidelines. All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines Ensure loading/unloading area can accommodate the movement of the machine without striking obstructions or persons. Keep the area clear of all unnecessary personnel. Accessories to be lashed to the machine Machine to be lined up with the ramps Ramp to be of adequate width, correct slope (ramp angle to be kept low) and constructed of sound timbers Loading to be carried out at the slowest possible speed (idle speed), as per signals of transporter driver particularly at the point of balance to avoid sudden uncontrolled movement of machine. Avoid any unnecessary movement of the machine whilst it is on the transporter. Ensure transporter is on firm level ground Particular care to be taken in wet conditions or when machine tracks are wet/dirty. Machine and any loose items to be securely lashed, brakes to be engaged before transporter is moved. Tying chains and ratchet tighteners to be regularly checked for wear and tear by transporter driver 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Transporting Plant			Transporting loads to, from and at Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Machine moving or falling off transporter during transport Slippage of load due to load been unstable Machine load too high, contact with obstructions Failure to tie the plant down correctly in accordance with latest HSA Guidance 	4	4	High	<ul style="list-style-type: none"> The trained and authorised machine driver is responsible for loading the machine safely onto the transporter under the direction of the transporter driver in accordance with current HSA guidelines. All vehicles must be driven in compliance with current road safety legislation. All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines Load tightly secured and checked frequently during the journey. Tying chains used for securing loads to be inspected for wear or damage Adjust travelling speed to take into account the centre of gravity of the load especially for turning manoeuvres. Vehicle speed to be consistent with gross weight. Check route in advance for low bridges and overhead wires or other obstructions, including narrow tree line roads. Since some loads of plant to site are classed as abnormal loads i.e. width >2.5m, weight > 40T, length >16.5m, a permit is required from relevant local authorities - abide by conditions of permit - Gardai to be notified seven days in advance. Escort to be provided preferably with > 3.5m width with warning signs and rotating beacon. Travelling time restricted to off peak times only. Transporter driver to check that : <ul style="list-style-type: none"> - truck is in safe working order - permit is carried on vehicle - conditions of permit are adhered too. When transporting 'High Loads' section 11 of the Code of Practice : Avoiding Danger from Overhead Electricity Lines must be adhered to. "High Loads" - for loads greater than 4.65 metres high, ESB Networks must be consulted well in 	2	4	Med	

Risk Assessment	Description			Location			Date			
	Transporting Plant			Transporting loads to, from and at Virginia Golf Club			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
					<p>advance of the proposed transportation date. In terms of ESB Lines only, the measurement of this type of load is defined as any load that is greater than 4.65 metres high at its highest point - measured vertically from a flat horizontal surface on which the loaded transporting vehicle is parked.</p> <ul style="list-style-type: none"> • In order to assess the control measures required for transporting any “High Load” the following information must be submitted to ESB Networks at the planning stage: <ul style="list-style-type: none"> ○ A clearly marked road map showing the planned route for the load including any local deviation from main roads that may occur to avoid other restrictions such as bridges. Such maps should indicate starting and finishing locations. ○ Accurate detailed dimensions of the load including maximum height and width. ○ Road Transport Operators name and contact details. ○ Planned schedule for transporting the load including dates, times and whether more than one load is involved, and stopover arrangements if any. 					

Risk Assessment	Description			Location			Date	
	Use of Excavators			At Virginia Golf Club			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Entrapment of people on slewing Contact with buried services or overhead services Contact with pedestrians, other plant, fixed objects when tracking or slewing Overturning due to overloading, working on slopes Hazards associated when using as crane Mechanical failure (e.g. unintentional release of quick hitch buckets) Mechanical, fluid pressure, electrical hazards from power transmission Slips/falls when climbing in or out of a cab Noise and vibration 	4	4	High	<ul style="list-style-type: none"> Under no circumstances should persons use the bucket of the machine to gain access to heights or use them as a working platform. All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines All excavator drivers must follow the HSA Code of Practice For Avoiding Danger From Underground Services Where there are permits in place, permits must be sought prior to the works and permits must be adhered too. Quick hitches to be in good working order with safety pin in place. Mechanical locking pins must be used to prevent uncontrolled release of attachment. All auxiliary safety devices to be in good work order. The machine is provided with appropriate devices that, where the visibility of any operator is restricted, such devices remedy the hazards arising from inadequate direct vision (1m rule) Passengers must not be carried inside or outside the machine. Allow clearance distance of minimum 600m when slewing - barricade danger areas off if necessary Do not under any circumstance slew the bucket or load directly over personnel Slow working cycle down when working on slopes to reduce the bucket reach Vehicle Banksman to guide driver when large excavator is travelling High visibility vest, helmet and glasses to be worn when outside the vehicle. No worker must work within the reach of an excavator bucket or rock breaker Maintenance and inspection records must include the quick hitch mechanisms to ensure they are clean and in a fully serviceable condition. 	2	4	Med

Risk Assessment	Description			Location			Date			
	Use of Excavators			At Virginia Golf Club			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
					<ul style="list-style-type: none"> All work must be supervised and checked and monitored to ensure compliance with Safe Working Procedures by both workers and plant operatives If the excavator has a capacity to have a SWL \geq to 1 tonne or has an overturning moment of 40,000Nm or more and is to be used as a crane it requires as a MINIMUM STANDARD an overload warning device. This should be acoustic or visual. The device should be tested in accordance with manufacturers' instructions. It can be checked at regular intervals by pressing the test button. The need for overloading testing is determined by a competent person carrying out the statutory examination, 4 yearly as per cranes. The GA1 can be used to check the overload warning device every 12 months. Ensure statutory and company test, examination and inspection procedures are implemented on forms GA1 & GA2 Ensure that excavators are used only by certified trained persons (CSCS or equivalent) Ensure that the rules relating to authorised use of plant and equipment are made clear to all personnel at induction 					

Risk Assessment	Description				Location	Date		
	Plant/Equipment Working on an Incline				At Virginia Golf Club Client Sites	21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Overtuning 	4	4	High	<ul style="list-style-type: none"> Work should be designed to avoid working on an incline if possible All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines All excavator drivers must follow the HSA Code of Practice For Avoiding Danger From Underground Services Where there are permits in place, permits must be sought prior to the works and permits must be adhered too Seat belts to be worn when operating plant Ensure vehicles are designed for such work Do not travel on grade more than 1:10 Only trained competent operators should be permitted to carry out such work Ensure rollover protection is provided (ROPS) Immobilise equipment when not in use All equipment to have auxiliary safety devices. Ensure that the machine is provided with appropriate devices that, where the visibility of any operator is restricted, such devices remedy the hazards arising from inadequate direct vision (1m rule) Ensure Plant / People segregation Safe Work Plans to include hazards posed by this type of work 	2	4	Med

Risk Assessment	Description			Location			Date		
	Use of Tractors (&PTO) and Bowsers			At Virginia Golf Club Client Sites			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> People being crushed between tractor and bowser or runaway tractor or bowser Entanglement in PTO Overturning Fire Back strain Spillage of fuel Interface with traffic on public road Dangers from loose materials or tools in cab 	4	4	High	<ul style="list-style-type: none"> When driving a full tanker it is important to avoid sudden braking or cornering as liquid surges and causes instability All vehicles must be driven in compliance with current road safety legislation. Virginia Golf Club has process in place to check equipment on a daily basis and tractor checklists are completed on a weekly basis All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines No loose clothing to avoid entanglement, overalls to be worn If operating on the road, tax and insurance must be acquired, and unit must be roadworthy e.g. lights and brakes must be in good working order <p>Fuel Bowser</p> <ul style="list-style-type: none"> Smoking prohibited Spillage should be avoided Bowser should be stored in bunded area Tanks should be checked for leaks Maintain pumps in good condition If repairs are necessary, where practicable, gas oil must be removed completely from the tank before it is subjected to any process involving the application of heat. Where this is not possible the tank should be filled with an inert gas or water Do not clean with compressed air 	2	4	Med	

Risk Assessment	Description			Location			Date			
	Use of Tractors (&PTO) and Bowers			At Virginia Golf Club Client Sites			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
					<ul style="list-style-type: none"> • PTO must be adequately guarded. The PTO should be protected with a shield covering the top and both sides of the PTO so that it stops anyone making contact with it, either with parts of their body or their clothes. This shield should be well constructed and capable of supporting a downward load of at east 120 kg. • When the PTO is not in use, it may be covered by a fixed cap. • Guard PTO drive shafts by enclosing them along their full length, from the tractor to the first bearing on the machine. Advice on guard dimensions and design specifications for agricultural PTO drive shaft guards is given in: BS EN 12965:2003+A2:2009 Tractors and machinery for agriculture and forestry. Power take-off (PTO) drive shafts and their guards. • PTOs must be CE-marked and accompanied by a Declaration of Conformity (either as a separate document or form part of the instruction manual)and Instructions for Use • PTOs must comply with BS EN 12965:2003+A2:2009 -Tractors and machinery for agriculture and forestry-Power take-off (PTO) drive shafts and their guards- Safety; and EN ISO 5674:2009 – Tractors and machinery for agriculture and forestry-Guards for power take-off (PTO) drive-shafts-Strength and wear tests and acceptance criteria. 					

Risk Assessment	Description			Location			Date		
	Use of Tractor, Trailer, Mowers, and Associated Equipment			At Virginia Golf Club Client Sites			28/11/222		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> People being crushed between tractor and trailer or runaway tractor or trailer People being crushed or hit while loading or operating Overturning Back strain 	4	4	High	<ul style="list-style-type: none"> Incorporate the checks below as part of the weekly regime to include; <ul style="list-style-type: none"> Tyres, wheels, brakes, suspension (if applicable), welds, stands and boards should be checked daily all equipment prior to use Virginia Golf Club has process in place to check equipment on a daily basis and tractor checklists are completed on a weekly basis All vehicles must be driven in compliance with current road safety legislation. All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines PTO to be turned off and to be adequately guarded PTO to be fully at rest before approaching it. PTOs must be CE marked and be compliant with the requirements of the Machinery Directive PTOs should be treated with extreme caution and should never be used if not guarded Further information on PTO - refer to risk assessment on the Use of Tractors (& PTO) and Bowser If a trailer is being coupled : <ul style="list-style-type: none"> always hitch as low as possible and never above the axle then check for wear and tear of the hitch hook, eye and pin. This should be greased regularly to minimise to maintain in good condition. 	2	4	Med	

Risk Assessment	Description			Location			Date			
	Use of Tractor, Trailer, Mowers, and Associated Equipment			At Virginia Golf Club Client Sites			28/11/222			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
					<ul style="list-style-type: none"> ○ Check for cracks in the welds of the draw bar and hitch interface and safety chain hook ○ Check that the hitch eye nut is secure and that the lock pin is in place (especially after replacing the hitch) ○ The Road Traffic (Construction, Equipment and Use of Vehicles) Regulations require that trailers with laden weight exceeding 750kg, or half the laden weight of any drawing vehicle to which they are attached (whichever is less) must be fitted with safety chains unless they are fitted with an automatic breakaway brake that automatically engages the service brakes should the trailer become detached from the towing vehicle while in motion. Ensure it is the correct length (not too long) and that it is certified. ○ The trailer should be level when coupled to the towing vehicle. ○ For category O1 and O2 trailers the nose weight (i.e. the weight imparted by the trailer's drawbar on the coupling device of the towing vehicle) should be between 50 and 100kg. (Consult the owner's handbook) ○ Ensure the trailer has lights/reflectors fitted which are in good working order. ○ Make sure the light socket is in good condition. ○ Make sure the tyre pressures are correct. ○ Make sure a rear number plate is fitted. ○ Use wheel chocks when parked (if no handbrake fitted.) ○ Make sure loads are appropriately secured and covered if necessary. <ul style="list-style-type: none"> ● Operatives to wear appropriate clothing i.e. overalls 					

Risk Assessment	Description			Location			Date			
	Use of Tractor, Trailer, Mowers, and Associated Equipment			At Virginia Golf Club Client Sites			28/11/222			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
					<ul style="list-style-type: none"> • Tractors should be parked in a safe manner and the keys removed when not in use • Never stand between the tractor and other items of plant, or behind them unless the tractor is stationary and the driver is aware of your presence. • Never enter the space between the trailer body and the chassis while the trailer is being lowered or raised. • If access is required the trailer should be either in the lowered position or if raised, suitably propped. • Never stand with your feet under, on or near drawbars. • Ensure that jacks, skids and other supports are used and maintained. • Communicate clearly if you get help with hitching. • Ensure that each time a trailer is coupled to the tractor that the driver stops the hydraulics to allow the hitch pin to take the weight of the trailer (ensure that the hitch is locked first) • Tractors should have good tyres fitted for roadwork and hilly land • Trailer to be maintained in a sound condition with good boards. • Loads to be secured on the trailer and load balanced evenly • The tractor driver is responsible for the cargo. They must: <ul style="list-style-type: none"> ○ Inspect their cargo ○ Check for stability and ensure the load is not overbalanced or too heavy for transport and unloading ○ Ensure the load is secured against falling or being blown off while transporting, prior to commencing journey 					

Risk Assessment	Description			Location			Date			
		Use of Tractor, Trailer, Mowers, and Associated Equipment			At Virginia Golf Club Client Sites			28/11/222		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
					<ul style="list-style-type: none"> If the tractor and trailer are going to be brought out onto the public road the operator must have a category W licence. 					

Risk Assessment	Description			Location			Date		
	Banksman Working with Vehicles and Machinery			At Virginia Golf Club Client Sites			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Collision of plant with persons Overturning of plant 	4	4	High	<ul style="list-style-type: none"> Banksmen to give clear, precise and constant signals Traffic management plan to be drawn up which all are to be made aware of Where possible separate pedestrians from site traffic Banksmen must ensure that all drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines Banksmen and general operatives to ensure that they can be seen by plant operators at all times Banksmen and general operatives to minimise the time during which they are in conflict with plant Use the relevant safety procedures and signalling systems for the site Ensure the operators know and understand the systems being used Give clear and precise messages and signals Ensure that construction vehicle drivers/operators can be seen during all manoeuvres Warn and stop any pedestrians Ensure safe access and egress for the vehicle Report any known or potential hazards to their supervisors Banksmen not to ride on vehicles Banksmen must not work within the radius of an excavator bucket or rockbreaker Ensure monitoring of banksmen to check they are carrying out their duties in compliance with safe working practices Ensure banksman is physically suitable for the job i.e. good hearing, eyesight etc. 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Towing Trailers			At Virginia Golf Club Client Sites			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Jack-knife and or tipping of Trailer Trailer unhitching causing damage / injury Collapse of trailer skid/jockey when hitching/unhitching Collision Contact with hydraulic or other moving parts Handling of loads on to trailer 	4	4	High	<ul style="list-style-type: none"> Only drivers who are in possession of the appropriate licence can tow a trailer. The minimum requirement is a category BE licence. Operators may have a B Category Licence in the following instance; The vehicle may tow a trailer (a) where the GVW of the trailer is not greater than 750 kg or (b) where the GVW of the trailer exceeds 750kg the combined GVW of the towing vehicle and the trailer is not greater than 3,500 kg. All vehicles must be driven in compliance with current road safety legislation. Virginia Golf Club has process in place to check equipment on a daily basis and tractor checklists are completed on a weekly basis All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines. The vehicle must be large enough to tow the trailer AND the load The trailers Gross Vehicle Weight (GVW) ie the weight of the trailer and the load being carried does not exceed the towing capacity of the towing vehicle. Loading practice should take account : <ul style="list-style-type: none"> Secure restraint The recommended nose weight Weight distribution and balance Check trailer systems such as lights, hydraulics and brakes and correct any faults before use Always apply any available trailer hand brake before disengaging ALWAYS use a nominated person to guide reversing, they must be briefed in safe working practice and wearing hi-visibility clothing. Ensure route is clear of obstacles and people before reversing 	2	4	Med	

Risk Assessment	Description			Location			Date			
	Towing Trailers			At Virginia Golf Club Client Sites			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
					<ul style="list-style-type: none"> Do not tip hydraulic trailers underneath power lines Driver must receive instruction from hire company or usual operator about features of each individual trailer Safe traffic routes will be explained to all those working on site Secure wheels with chocks if leaving detached trailer on a gradient. To avoid contact with buildings and other fixed objects allow for trailer approach angle when turning. Any personal working in area of moving trailer to be informed to stand clear. Traffic routes and site access will be planned and thus will minimise the need for reversing trailers Ensure all trailers are well maintained and in good order to prevent failures of safety critical parts Never attempt to manually assist the hitching process by kicking or pushing brakes, jockeys or other couplings To avoid loss of control and damage to equipment ensure trailer and vehicle are not loaded beyond their capacity. To avoid loss of control and spillage's ensure load is even and secure before setting off and that tail-gate and side skirts are secured in place 					

Risk Assessment	Description			Location			Date		
	Proximity to Work Equipment			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Equipment hitting individual Items from equipment's action hitting an individual Noise Dust Electrocution Slips, trips & falls Cuts and Bruises Blocking safe access and egress 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club employees and contractors must use the work equipment in accordance with the manufactures instructions. Virginia Golf Club must never use equipment if the safety guards or other safety mechanisms are faulty or missing. Virginia Golf Club employees and contractors must cordon off the work area when it is identified that there is a risk to individuals. Virginia Golf Club employees and contractors must wear the appropriate PPE for the nature of the work that they are conducting. Virginia Golf Club employees and contractors must ensure that other individuals are protected from the risks associated with their activity. Virginia Golf Club employees and contractors must inspect the work equipment prior to commencing to use it and document it on appropriate statutory forms (if applicable). Virginia Golf Club employees and contractors must report any damage to work equipment. Virginia Golf Club management will decide whether the nature of the works are subject to a permit and decide on the level of monitoring required to ensure that the controls are appropriate and effective. 	2	4	Med	

Risk Assessment	Description				Location			Date		
	Control of Contractors				Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Contractors not complying with the terms of their contract Contractors not following Virginia Golf Club policies and procedures Contractors not following their statutory obligations Contractors not supplying competent employees Contractors not using the correct equipment Contractors not informing Virginia Golf Club of the risks associated with the work they are undertaking Contractors not informing Virginia Golf Club of issues relating to the work that they are engaged in. 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club uses a selection process to ensure that any contractor appointed to do work for, or on behalf of, Virginia Golf Club has the necessary competence for the work that they are engaged to do. Virginia Golf Club issues clear specification to all contractors for all work issued to contractors Virginia Golf Club contractors sign a declaration that they will comply with the following; <ul style="list-style-type: none"> Virginia Golf Club policies and procedures Statutory obligations Manufacturers standard and guidelines Required standards Health and safety requirements Permit requirements Virginia Golf Club appoint key staff to review contractor arrangements and to monitor contractor compliance 	2	4	Med		

Risk Assessment	Description			Location			Date		
	Chemicals & Substances			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Exposure to hazardous chemicals and substances by contact, inhalation, and ingestion. Adverse reaction to coming into contact with hazardous chemicals and substances, i.e. dermatitis. Failure to provide appropriate warning of potential chemical and substance hazards Failure to store hazardous chemicals and substances correctly Failure to provide appropriate PPE Failure to wear PPE Failure to wear PPE correctly Failure of contractors to comply with Virginia Golf Club policy and procedures relating to chemicals and substances 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club has strict controls in relation to chemicals and substances either being used by Virginia Golf Club employees or being used by contractors working in Virginia Golf Club. These controls include; possibly Risk assessments and/or Hazardous Substances assessments in conjunction with the Safety Data Sheets (SDS) for each chemical and substance which must be maintained with a log of all the current SDS for all chemicals and substances that are in use within the business. Risk assessments and/or Hazardous Substances assessments register is maintained by Virginia Golf Club for chemicals and substances that are used directly by Virginia Golf Club staff. Separate risk assessments and/or Hazardous Substances assessments registers are maintained by contractors working for Virginia Golf Club. Virginia Golf Club employees and contractors must follow the manufacturer's instructions in relation to storage, use, spillages, fire, PPE and disposal of chemicals and substances. Virginia Golf Club contractors who use chemicals and substances within the building must arrange for a risk assessments and/or Hazardous Substances assessments to be and presented to the safety coordinator prior to them being brought into Virginia Golf Club Offices. 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Personal Protective Equipment (PPE)			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Individuals not aware that they should wear their PPE. Individuals not aware how to get PPE PPE not made available or supplied PPE not used PPE not used correctly Individuals being injured by the activities others as a result of not wearing the correct PPE 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club is aware of its requirements to ensure that appropriate PPE is used by Virginia Golf Club employees, visitors and contractors where the task requires it. Virginia Golf Club supplies PPE for Virginia Golf Club employees, and visitors. Virginia Golf Club requires all contractors to supply the appropriate PPE to their staff. Virginia Golf Club employees and contractors must follow the manufacturer's instructions in relation to PPE that they are using. Virginia Golf Club employees and contractors must use the appropriate PPE for a given task as required by Virginia Golf Club policy and procedures, statutory requirements and manufacturers recommendations. Virginia Golf Club carries out routine inspections of Virginia Golf Club employees and contractors to ensure that they are in possession of the correct PPE and that they are wearing it correctly when required. Virginia Golf Club have given clear instruction to Virginia Golf Club employees and contractors that dangerous activities requiring the use of PPE are not conducted if there are unprotected individuals within proximity of their activities. 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Using Work Equipment			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> • Staff • Contractors • Visitors • General Public 	<ul style="list-style-type: none"> • Injuries from work equipment, including. • Failure to use the equipment correctly • Failure to maintain the equipment correctly • Not trained to use the equipment. • Not wearing the correct PPE • Modifying the equipment • Entrapment in moving parts • Electrocution • Fire • Crush Injuries 	3	4	High	<ul style="list-style-type: none"> • Virginia Golf Club employees and contractors are given instruction on the safe use of work equipment. • Virginia Golf Club employees and contractors must use work equipment in accordance with the manufactures instructions. • Virginia Golf Club employees are given access to PPE, Virginia Golf Club contractor employees are given PPE by the contractor • Virginia Golf Club employees and contractors must wear the appropriate PPE for the nature of the work that they are conducting. • Virginia Golf Club employees and contractors must ensure that other individuals are protected from the risks associated with their activity. • Virginia Golf Club employees and contractors must inspect the work equipment prior to commencing to use them. • Virginia Golf Club employees and contractors must report any damage to work equipment • Virginia Golf Club employees and contractors must request specific work equipment if it is not available and required to complete the job safely. • Virginia Golf Club employees and contractors must not misuse or interfere with work equipment 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Work Stations			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors 	<ul style="list-style-type: none"> Work station not set up correctly No risk assessment completed No training received Individuals not complying with best practice Individuals not being supervised correctly Clutter around workstations Floor boxes not being used correctly. Cables and leads not tidied Equipment not used correctly Not aware that equipment is available 	2	3	Med	<ul style="list-style-type: none"> Virginia Golf Club conducts risk assessments on all workstations. On request, additional risk assessments are carried out. Virginia Golf Club employees receive training on workstation ergonomics. Virginia Golf Club provides all a range of workstation equipment to ensure that individuals can work correctly at their desk. This information is made available to employees at induction, during workstation assessments, during training, on bulletins and information, and on request. Virginia Golf Club employees must ensure that their workstation is kept tidy, all leads neatly in place and nothing encroaching on walkways and that all equipment is used as it is intended. Virginia Golf Club employees must inform Virginia Golf Club of any issue or problem they have with their workstation so that corrective action can be implemented. Virginia Golf Club employees must not intentionally or wirelessly interfere with the equipment or systems Virginia Golf Club employees must report faulty or damaged items to their supervisor as soon as possible. 	1	3	Low	

Risk Assessment	Description			Location			Date		
	Health Surveillance			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors 	<ul style="list-style-type: none"> Failure to systematically watch out for early signs of work-related ill health in employees exposed to certain health risks Lack of awareness of the potential hazards that could cause ill health Lack of awareness of the potential signs of work related ill health Lack of monitoring or surveillance Lack of information forthcoming from employees 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club has in place a health surveillance policy which addresses the legislative requirements relating to work related ill health. Virginia Golf Club has put the following health surveillance measures in place; <ul style="list-style-type: none"> A dedicated policy Specific assessments available for; <ul style="list-style-type: none"> Eyesight Dermatitis Upper Limb Disorders Virginia Golf Club will continually assess the policy in relation to work related ill health and review it periodically. When a risk assessment indicates that additional measures are required, then competent professionals will be sought to advise on the correct course of action. Currently, there is surveillance in relation to eyesight. Virginia Golf Club information relating to health surveillance to employees at induction, during assessments, on bulletins and safety information, and on request. 	2	4	Med	

Risk Assessment	Description			Location			Date	
	Competency			Virginia Golf Club			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Not checking or validating the competency of Virginia Golf Club employees Not checking or validating the competency of contractors working for Virginia Golf Club Virginia Golf Club employees misrepresenting themselves Virginia Golf Club contractors misrepresenting themselves Errors or omissions resulting from decisions or actions taken by Virginia Golf Club employees leading to accidents, incidents and ill health Errors or omissions resulting from decisions or actions taken by Virginia Golf Club contractors leading to accidents, incidents or ill health 	4	4	High	<ul style="list-style-type: none"> Virginia Golf Club complies with its requirement under current legislation and goes to great efforts to validate and monitor the competence of all employees and contractors. Virginia Golf Club accepts the definition of competence as; <ul style="list-style-type: none"> <i>a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.</i> Virginia Golf Club believes that an individual that possesses sufficient training, knowledge and experience for a given task will make a better and therefore safer decision than an individual that has not got sufficient training, knowledge and experience for the given task. Virginia Golf Club employees and contractors are assessed in relation to their competence, where there are gaps relating to safety and health, appropriate corrective interventions, i.e. training, etc., are put in place, to address the competence level. Where this is not possible either in the short or long term, then external competent contractors will be engaged to address the shortfall. 	2	4	Med

Risk Assessment	Description			Location			Date		
	Communication			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Virginia Golf Club Staff not being aware of information pertaining to their safety within the workplace. Virginia Golf Club Contractors not being aware of information pertaining to their safety within the workplace. No process for receiving or addressing information from Virginia Golf Club Staff or contractors The general public not being informed of safety risks relating to Virginia Golf Club Offices Deficiencies in Supervision Information, Training, Safety Signage 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club is committed to ensuring that there are adequate policies and procedures to facilitate effective communication of safety relates issues. Virginia Golf Club has a number of communication initiatives designed to improve communication with employees such as; <ul style="list-style-type: none"> - Comprehensive Safety Statement/Statement - Safety induction - Safety training - Safety drills - Safety notices - Safety signage - Safety bulletins - A Safety Coordinator is in place - A Safety Advisor is in place Virginia Golf Club has a number of communication initiatives designed to improve communication with contractors such as; <ul style="list-style-type: none"> - Pre-qualification assessments - Providing site and product safety information - Safety meetings - Periodic performance reviews 	1	4	Low	

Risk Assessment	Description			Location			Date	
	Monitoring and Auditing			Virginia Golf Club			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Failure to monitor the safety performance of individuals Failure to monitor the safety performance of contractors Failure to monitor the safety performance of clients Failure to conduct safety reviews and/or audits of activities Failure to comply with statutory requirements Failure to act on receipt of information Failure to put corrective controls in place Failure to validate corrective actions 	4	4	High	<ul style="list-style-type: none"> Virginia Golf Club endeavours to ensure that there is effective and appropriate safety monitoring and auditing in place for our activities and that effective corrective measures are put in place. The following outlines the safety monitoring and auditing that currently takes place; <ul style="list-style-type: none"> Fire safety checks completed in accordance with current guidelines Specialist contractors employed to conduct various safety monitoring, inspections and tests Virginia Golf Club staff tasked with conducting safety checks, audits and monitoring performance of; <ul style="list-style-type: none"> Virginia Golf Club activities Supplier activities Subcontractor activities Virginia Golf Club welcomes external audits carried out by clients, authority's, insurance companies, etc. Safety consultants are also employed to conduct risk assessments, audits and provide advice. Virginia Golf Club are continually reviewing the safety monitoring and auditing with a view to continually improve its effectiveness. 	1	4	Low

Risk Assessment	Description			Location			Date	
	Handling and Storage			Virginia Golf Club			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Failure of employees to handle and/or store items correctly Incorrect storage of hazardous materials. Failure of contractors to handle/or store items correctly Insufficient or inappropriate storage space Inappropriate items being handled or stored Dangers associated with retrieving items from storage areas Individuals not trained in manual handling Not having appropriate mechanical aids to assist with moving items Not utilising the mechanical aids that are available. 	3	4	High	<ul style="list-style-type: none"> Virginia Golf Club has dedicated arrangements in place for the handling and storage of materials and equipment. Virginia Golf Club complies with the storage and transportation requirements relating to asbestos and where required will use the services of licensed and registered waste transport and disposal contractors. All Virginia Golf Club employees receive manual handling training on commencement of employment and at least every 3 years thereafter. Virginia Golf Club provides moving and handling equipment for use by employees in the workplace. Virginia Golf Club monitors compliance by both employees and contractors to ensure that all handling and storage complies with current policies and procedures. 	2	4	Med

Risk Assessment	Description			Location			Date	
	Heat Stress or Exhaustion			Virginia Golf Club			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Heat Stress or exhaustion due working in extremely hot weather 	3	4	High	<ul style="list-style-type: none"> During heat waves, temperatures will be recorded at different intervals throughout the project using a thermometer and recorded in site diary by the site manager, this is to ensure that the temperatures do not rise above the recommended working temperatures. Tool box talk given on signs of heat stress, given to site team by Virginia Golf Club H&S manager Provision of sufficient water and re-hydration salts (dioralyte) if required. Work rotation and threshold for re-assessment as per control sheet provided to site manager. 	2	4	Med

Risk Assessment	Description			Location			Date			
	Biohazards			Virginia Golf Club			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<p>A biohazard or biological agent is materials associated with a micro-organism, cell culture, or human endoparasite, whether or not genetically modified, which may cause infection, allergy, toxicity or otherwise create a hazard</p> <p>Most biological agents are micro-organisms, ie bacteria, viruses, fungi, microscopic endoparasites such as the Entameoeba histolytica, Giardia lamblia etc.</p> <p>Other sources of biohazards are related to bodily fluids, poor personnel hygiene, poor cleaning regimes, incorrect storage and cooking of food, etc.</p>	4	5	EXT	<ul style="list-style-type: none"> Virginia Golf Club is extremely aware of the risks associated with biohazards within the workplace. A specific policy has been drawn up to address the specific issues relating to Virginia Golf Club workplace. Virginia Golf Club has sought advice from competent individuals in relation to the correct measures that are to be put in place to reduce the risk from biohazards associated with the following activities; <ul style="list-style-type: none"> Working near drains Working near foul water Decontaminating work equipment Personal Protective Equipment requirements All Virginia Golf Club employees have received training in the risks associated with biohazards. Virginia Golf Club employees have been given access to respiratory protection, face protection, hand protection, body protection, etc and all field staff have been issued with their own PPE. Virginia Golf Club has invested in products and equipment to reduce the risks associated with biohazards. Virginia Golf Club employees must use the appropriate equipment and products designed to control the risks associated with biohazards correctly and in compliance with the manufacturer's instructions and guidance. Virginia Golf Club employees must follow the best practice when dealing with potential biohazards and report any issues or concerns that they may have Virginia Golf Club have agreements in place with clients relating to the management of equipment and the control of biohazards. Given the nature of the risk, this is monitored continuously. 	2	4	Med		

Risk Assessment	Description			Location			Date		
	Confined Space			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<ul style="list-style-type: none"> Injury arising from fire and explosion. Loss of consciousness or asphyxiation arising from harmful gas, fume, vapour, free flowing solids or the lack of oxygen. Drowning arising from an increase in the level of a liquid. Loss of consciousness arising from an increase in body temperature. 	4	3	High	<ul style="list-style-type: none"> All Virginia Golf Club employees and contractors engaged in work associated with the design, installation, maintenance and repair of equipment used in water treatment plants and is aware of the potential risks associated with confined spaces in this environment. Virginia Golf Club has the following controls to ensure that any work that is required within confined spaces is done in a controlled and safe way which include; <ul style="list-style-type: none"> Training for staff in confined space, ensuring that there is appropriate supervision in place All confined space entry is controlled by a permit to work procedure Gas purging and effective ventilation is put in place prior to entry into the confined space Consideration is taken of dangerous residues that could generate toxic gasses like Hydrogen Sulphide Testing and monitoring the atmosphere prior and during the works Ensuring mechanical, electrical and process isolation prior to works commencing Ensuring the appropriate and serviceable respiratory protective equipment is available Ensuring that all PPE equipment is appropriate for the proposed works. Ensure that work equipment is certified where required and individuals have the appropriate training for its safe use. Comply with client requirements relating to works associated with confined space. 	2	3	Med	

Risk Assessment	Description			Location			Date		
	Post Drivers			Virginia Golf Club Client Sites			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<ul style="list-style-type: none"> Crush injuries to limbs. Risk of collision with staff Risk of collision with other mobile plant/ vehicles Noise Hearing damage Flying Objects Flying particles Risk of contact with overhead lines Risk of contact with underground service Risk of whole body vibration 	4	3	High	<ul style="list-style-type: none"> Operators must follow the manufacturer's instructions for the safe use of the post driver. Post driver to be operated by competent staff. The post driver must be inspected before use to ensure that all protection devices are in place and that it is in good working order and in particular; <ul style="list-style-type: none"> The hammer guard is checked to ensure that in is complete, is not damaged and is working correctly. Following the inspection, if any guard or safety device is missing, damaged or not working correctly, then the equipment must not be used and the issues reported to the supervisor. Do not remove or interfere with any safety device or safety guard on the equipment. All operations to be supervised by a supervisor. Vehicle to be checked and maintained daily by driver. Maintenance requirements to be notified to site manager Lone working is strictly prohibited for safety barrier repairs using post driver. To avoid entanglement, all Persons operating the post driver must wear overalls and hi-visibility clothing at all times A safety exclusion zone of 5 metres must be enforced in all areas where post driving operations are operating If a pedestrian / 3rd party enters the exclusion zone the post driving machine operator must stop immediately Post driving machines must be parked on firm level ground with the brake mechanism engaged and the engine disengaged Double hearing protection must be worn when the post driving machine is in operations High impact Safety goggles to be worn when operating the machine The post driving machine operator must ensure the boom of the machine does not extend into the danger zone surrounding the overhead lines 	2	3	Med	

				<ul style="list-style-type: none">• When driving posts in the vicinity of overhead power lines the post driving machine operator must appoint a competent person to act as a banksman to watch, coordinate and manage the operation• Where there is potential for underground services, a survey will be conducted by the client, main contractor or an engineer. Any underground services are marked prior to works commencing.• The post driving machine operator must not stand on the machine while driving posts but instead stand in the operating position adjacent to the boom			
--	--	--	--	--	--	--	--

Risk Assessment	Description			Location			Date	
	Wire Tensioning			Virginia Golf Club Client Sites			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<ul style="list-style-type: none"> Sudden spring back from rope leading to serious injury 	4	3	High	<ul style="list-style-type: none"> Operators must follow the manufacturer's instructions for the safe use of the wire tensioning equipment. Wire Tensioning equipment to be operated by competent staff. Always keep working area clear of body parts and non-belonging equipment when operating Use protection gloves and glasses The wire rope must be de-tensioned before release. 	2	3	Med

Risk Assessment	Description			Location			Date			
	On-Site Refuelling			Virginia Golf Club Client Sites			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> • Staff • Contractors • Client Staff • Visitors • General Public 	<ul style="list-style-type: none"> • Entrapment • Dermatitis or other skin conditions • Fire • Contamination of ground drains or waterway • Fall from Height 	3	3	Med	<ul style="list-style-type: none"> • Operators must follow the manufacturer's instructions for the safe use of the fuel bowzers. • Operators must follow the manufacturers guidance for refuelling. • Fuel bowser and associated parts (hose, connections and fuel gun) must be checked and operating correctly with no evidence of leaks. • Fuel bowser must be double banded and be maintained in accordance with the manufacturer's instructions. • Operatives must wear appropriate personal protection equipment when refuelling. • Refuelling must never take place adjacent to a drain or waterway • A safe level area must be used for refuelling machinery on site. Do not position on slopes, soft ground or where there is a risk of subsidence • The machinery must be turned off before refuelling begins • A fire extinguisher as well as a fuel spill kit must be available prior to fuelling commencing. • Only use the correct climbing steps to climb and come down from the machine. • Always ensure that the fuel gun is secured in position before it is turned on. • Never leave a turned on fuel gun unattended • Always monitor the refuelling process and don't over fill the machines fuel tank or let the fuel overflow. • Once finished, ensure that all fuel has drained from the fuel gun and then place the fuel gun and hose securely back in position on the browser. • Turn of any pumps or valves on the bowser. • Replace fuel cap on Machines fuel tank 	1	3	Low		

Risk Assessment	Description			Location			Date	
	Excavation – Trench Works Part 1			Virginia Golf Club Client Sites			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<ul style="list-style-type: none"> Collapse of trench Falls into trench Plant driving into trench Contact with underground services Entry & exit from trench Water lodging in trench Weakening of adjacent structures Contaminated ground Local Hazards e.g. Overhead lines 	3	4	High	<ul style="list-style-type: none"> Trenches to be splayed or supports to be used when the ground conditions require it. Support materials / trench box should be on site before work commences. If support system other than trench box is being used, temporary works design to be done Workers to be confined to supported section of trench. Trenches to be guarded off and warning signs erected. (double handrail with toe board) Timber baulks to be put in place to prevent plant falling into the trench Implement Excavation Permit which ensures underground services to be located and identified prior to start of excavation. Contact local authority, use CAT device and hand dig to locate. Warn plant operator of all services located or likely to encountered Contaminants to be removed following a suitable Risk Assessment Plant and materials to be kept away from the side of excavations to prevent undue pressure or ingress of exhaust fumes Proper access into and out of the trench must be provided Where excavations are dug next to structures, suitable preventative measures should be established in case of collapse, subsidence or damage Provide sump for draining access water or other methods of de-watering of trench. Backfill tight at the end of every shift A trained authorised banks man to be in place when excavating near live services, Overhead lines, traffic etc. Ensure people cannot be harmed by a dislodgement of earth, rock or other materials or objects Ensure adequate ventilation Guard against fire or flood 	1	4	Low

Risk Assessment	Description			Location			Date			
	Excavation – Trench Works Part 2			Virginia Golf Club Client Sites			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> • Staff • Contractors • Client Staff • Visitors • General Public 		3	4	High	<ul style="list-style-type: none"> • The working end of any trench >1.25m deep is to be inspected by a competent person at the commencement of every shift • If the excavation is subjected to a nearby explosion, blast or a rock or earth fall, nobody is to work in it unless first inspected by a competent person • Shoring is to be erected, altered or dismantled only by a competent person • All shoring material is to be inspected by a competent person before being taken into use • Ensure any structure nearby is not caused to collapse due to the excavation works • Safe Work Plan done in advance • Plant/ Pedestrian Segregation 	1	4	Low		

Risk Assessment	Description			Location			Date	
	Safety on the Course			Virginia Golf Club Offices and activities			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Persons Struck by golf Balls Flying particles from ground works 	3	3	High	<ul style="list-style-type: none"> The course has been arranged in such a way that the play flows in a clockwise fashion members are required to follow this flow of play Players must not take shots in the direction of the club house Players must not spend excessively long periods of time at single holes as this backs up play and increases the risk that someone may be hit Players must use best judgement and call a warning if they believe there is a risk that someone may be struck Major grounds keeping activities will be limited to off peak times and times when the course is closed to limit the risk posed to staff 	1	3	Low

Risk Assessment	Description			Location			Date	
	Use of Petrol			Virginia Golf Club Offices and activities			21/12/2022	
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Fire Spillages Explosion 	3	4	High	<ul style="list-style-type: none"> Petrol must be stored in containers specifically designed for this purpose. Fuel containers must be stored in well ventilated areas away from heat sources and other sources of ignition. Tools must be refueling outdoors only. Employees are strictly forbidden from smoking while handling petrol. Employees must wait until refueling is completed before starting the engine. Never remove the cap of the fuel tank or add petrol while the engine is running or when the engine is hot. Allow the engine to cool for 2-3 minutes before refueling. If petrol is spilled, do not attempt to start the engine of any equipment in the vicinity, move the machine away from the area of spillage and avoid creating any source of ignition until the petrol vapors have dissipated. 	2	4	Med

Risk Assessment	Description			Location	Date			
	Mowers			Virginia Golf Club Offices and activities	21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Visitors General Public 	<ul style="list-style-type: none"> Cuts Lacerations Ejection injuries Burns 	3	3	High	<ul style="list-style-type: none"> Only persons authorised by Virginia Golf Club are permitted to carry out mowing works. Equipment must only be operated and maintained as per the manufacturer's instructions. Prepare area for mowing by picking up sticks, stones, and other objects before getting started. Be sure that all protective devices are in place before starting the mower. Shields and guards will prevent numerous injuries if used. Do not use defective equipment. Do not fill the petrol tank while the engine is running. Let it cool first. Refuel outdoors, then wipe up all spills. Wear close-fitting clothes and closed toe sturdy shoes. Ensure that the area is free from guests and other employees as objects thrown with force can seriously injure or kill. There should be no passengers on ride-on mowers. Passengers can be thrown from the mower and run over. Passengers also distract the operator. Do not use ride on mowers on steep slopes, if a ride-on mower overturns it can cause serious injury. Mow across the slope using a walk behind mower. Always turn off the engine and wait a few seconds for the blades to stop rotating before unclogging the discharge chute. Never leave a running mower unattended, when the operator leaves the operators position the mower should be turned off. 	1	3	Low

Risk Assessment	Description			Location			Date		
	Working on, Above or Near Water Part 1			Virginia Golf Club Client Sites			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<ul style="list-style-type: none"> Falls of persons into water. Other marine equipment/traffic. Falls of plant into water Drowning. Hypothermia. Physical effects of swallowing polluted or contaminated water 	3	4	High	<ul style="list-style-type: none"> Method Statement should be drawn up for works over/ near water as and when works are required to commence in a particular area where water is a hazard. The method statement would have to take account of the water source eg the existing rivers Avoca River / Banogue River culvert / streams etc Suitable means of access to the point of work should be provided – only dedicated berthing points to be used by boats Warning signs and lifebuoys to be placed near water’s edge as & when works progress in a hazardous area, refer to the specific method statement for the works Particular emphasis should be placed on housekeeping at water’s edge. Workers should work in pairs so one can raise the alarm if the other falls in. Edge protection should be provided where this is practical. Safety lines and harnesses must be worn at all times if edge protection is not present Individual personal automatic life jackets must be worn by all persons working on, above or near water. Sufficient lifebuoys and rescue lines (50m) should be available. Facilities for prompt rescue of individuals in the water must be provided adjacent to the works area i.e. a rescue boat and trained experienced boatman Where there is fast flowing water, grab lines should be installed downstream of the work. Signage should be erected on either side to warn water users of the presence of the safety line. The line should be set up in accordance with the local fire brigade’s advice. Access routes to the place of work and alongside the water should be kept free of obstruction and slip hazards at all times. Suitable lighting should be provided for the area of works, particularly adjacent to the water 	1	4	Low	

Risk Assessment	Description			Location			Date		
	Working on, Above or Near Water Part 2			Virginia Golf Club Client Sites			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> • Staff • Contractors • Client Staff • Visitors • General Public 		3	4	High	<ul style="list-style-type: none"> • Boards on working platforms to be secured to stop them being washed away by rising tide • Safety footwear (rigger type boots), with non-slip soles to be worn • Inspecting of lifejackets to be done and records kept annually (certification kept) and monthly thereafter • Managers, supervisors and workers should be fully briefed in the safety procedures to be adhered to whilst works are underway on, above or near water. • It should be understood that disciplinary action will be taken against anyone interfering with or misusing any of the equipment provided for safety or rescue. • Workers, managers, supervisors and subcontractors should be given specific instructions on the systems of work and controls to be used in each case e.g. Safe Work Plan • Workers should have the necessary experience and be physically suitable. • Obtain daily weather forecast • All persons on the boat should be seated • Vessels should not be overcrowded • Management should ensure that the safe systems of work laid down are strictly adhered to. 	1	4	Low	

Risk Assessment	Description			Location			Date		
	Working Near Underground Services			Virginia Golf Club Client Sites			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<ul style="list-style-type: none"> Injury, electrocution or evacuation of premises or dwelling caused by hitting Fire by explosion Biological hazards 	3	4	High	<ul style="list-style-type: none"> Site Specific RA to be drawn up Inform owners of services of intent to dig and obtain drawings of the area and mark up Try to get ESB supply isolated Excavation permit to be obtained before digging Locate electric services by using cat / genny detector and mark on the ground .This must be done by somebody holding a CSCS card in Locating Underground Services Mark and hand dig trial holes using hand tools to confirm position Issue permit to dig to machine operator. A copy to be kept in the cab Safe Work Plan to be done Excavators are not to be used within 3m of a gas pipeline, 5m of a transmission line and hand held power tools within 1m of any electric cable Ban smoking in the vicinity of a gas main Digging should be carried out alongside the service, rather than directly above it If heavy plant has to cross the line, crossing points should be kept to a minimum Explosives must not be used within 30m of a gas pipeline IMPACTS Video from CITB "Danger of Death". ESB – "Lifelines" Regularly check and calibrate the CAT detector Before starting work in the vicinity of underground cables, plant operatives are to be briefed on the dangers existing and the precautions to be observed. Treat all ducts as live when uncovered 	1	4	Low	

Risk Assessment	Description			Location			Date			
	Working in Proximity to Overhead Power Lines			Virginia Golf Club Client Sites			21/12/2022			
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 		3	4	High	<ul style="list-style-type: none"> All drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines Site Specific RA to be drawn up Try to get ESB supply isolated, if not set up traffic management plan to include goal posts in accordance with the requirements of ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines Safe Work Plan to be done Video from CITB "Danger of Death". ESB – "Lifelines" Before starting work in the vicinity of overhead cables, plant operatives are to be briefed on the dangers existing and the precautions to be observed. Banksmen to give clear, precise and constant signals to marching operators Banksmen must ensure that all drivers must comply with the requirements of the ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines when driving or manoeuvring under or adjacent to overhead power lines Banksmen and general operatives to ensure that they can be seen by plant operators at all times Banksmen and general operatives to minimise the time during which they are in conflict with plant 	1	4	Low		

Risk Assessment	Description			Location			Date		
	LEPTOSPIROSIS (WEILS DISEASE)			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
<ul style="list-style-type: none"> Staff Contractors Client Staff Visitors General Public 	<ul style="list-style-type: none"> Contacting leptospirosis can be fatal See Risk Assessment on biohazards 	3	4	High	<ul style="list-style-type: none"> If there is a presence of vermin, contact pest control contractor Use safe systems of work and wear the protective equipment that is provided Avoid becoming contaminated with sewerage Avoid breathing in sewerage dust or spray Those working in exposed environments must not touch their faces, smoke, eat or drink, unless they have washed their hands and face thoroughly with anti-bacterial soap and water Cleanse all exposed wounds, however small, and cover with a sterile waterproof dressing Change out of contaminated clothing before eating, drinking or smoking and before going home If exposed personnel suffer from a skin problem, seek medical advice before working with sewerage Clean contaminated equipment on site. Do not take contaminated clothing home for washing Read the company Weils Disease Card and keep for your own records Report any suspected exposure to management immediately Include information on weils disease at induction if relevant to works and follow up with a TBT on dangers of Weils disease and its prevention 	1	4	Low	

Risk Assessment	Description				Location	Date		
	Strimmer's				Virginia Golf Club	21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Other <input type="checkbox"/>	<ul style="list-style-type: none"> Personal Injury Flying Debris Striking of hidden objects, stones, manhole covers etc. Electric Shock, burns, fatality / Disconnection of services 	3	4	High	<ul style="list-style-type: none"> Only trained individuals are authorised to use strimmer's. Strimmer's must be used in accordance with the manufacturer's instructions. Ensure that clothing, gloves, hair or other such items are kept clear of the moving parts when in use. Ensure operator's hands and body parts are kept clear of moving parts during operation and maintenance. Ensure that operator has the appropriate PPE. For example: <ul style="list-style-type: none"> Helmet with face visor or safety glasses Ear protection Protective overalls Closed footwear with good grip Ensure the equipment is appropriately maintained and serviced regularly in accordance with manufacturer's instructions. Ensure the operator uses good manual handling techniques whilst operating the chainsaw <ul style="list-style-type: none"> DO NOT use above knee height. Use the strimmer harness at all times Hold the strimmer firmly with both hands and maintain a secure grip to avoid kickbacks Operator to inspect work environment for hazards prior to commencing work. Ensure the strimmer comes to a complete stop before moving or placing the chainsaw down. Ensure fuel is appropriately stored (e.g. away from ignition sources in a locked storage area). Ensure refuelling is conducted in a safe manner (e.g. equipment is switched off, away from ignition sources etc). 	2	4	Med
	<ul style="list-style-type: none"> Entrapment, hit by moving parts. Unauthorised use Noise Vibration Fire, Explosion 							

Risk Assessment	Description			Location			Date		
	Chainsaw Part 1			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Other <input type="checkbox"/>	<ul style="list-style-type: none"> Entanglement Impact and cutting Shearing Ergonomics Noise Vibration Slips, trips and falls Fire and explosion Temperature Other (exhaust fumes and dust) 	3	4	High	<ul style="list-style-type: none"> Only trained individuals (Coillte or equivalent) are authorised to use chainsaws. Chainsaws must be used in accordance with the manufacturer's instructions. Ensure that clothing, gloves, hair or other such items are kept clear of the moving parts when in use. <ul style="list-style-type: none"> Overalls can be used to restrict loose clothing. Ensure gloves are well fitted. Plan your work, ensure that work area is obstacle-free and, in case of felling, and identify an escape path from falling trees Ensure operator's hands and body parts are kept clear of moving parts during operation and maintenance. Ensure that operator has the appropriate chainsaw PPE. For example: <ul style="list-style-type: none"> Helmet with face visor or safety glasses Ear protection Protective overalls Closed footwear with good grip Ensure the equipment is appropriately maintained and serviced regularly in accordance with manufacturer's instructions. Ensure the chain saw is provided with a front hand guard and working kickback break Ensure the operator uses good manual handling techniques whilst operating the chainsaw. <ul style="list-style-type: none"> DO NOT cut above shoulder height. Hold the chain saw firmly with both hands and maintain a secure grip to avoid kickbacks 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Chainsaw Part 2			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Other <input type="checkbox"/>	<ul style="list-style-type: none"> Entanglement Impact and cutting Shearing Ergonomics Noise Vibration Slips, trips and falls Fire and explosion Temperature Other (exhaust fumes and dust) 	3	4	High	<ul style="list-style-type: none"> Operator to inspect work environment for hazards prior to commencing work. Ensure the chain saw comes to a complete stop before moving or placing the chainsaw down. Ensure appropriate working at heights risk controls are in place when working at heights. The use of a secure working platform is mandatory for all work at heights involving chain saws. Ensure fuel is appropriately stored (e.g. away from ignition sources in a locked storage area). Ensure refuelling is conducted in a safe manner (e.g. equipment is switched off, away from ignition sources etc). 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Hedge Cutting Part 1			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Other <input type="checkbox"/>	<ul style="list-style-type: none"> Being hit by debris thrown by rotating components. Being hit by machine parts ejected through damage during use. Being caught on a rotating power take-off (PTO) shaft. Being caught in other moving parts i.e.: belts, pulleys and cutting heads. Electrocution from Overhead Power Lines (by contact with or 'flashover' from). Being hit by cutting heads or machine arms as they move. Becoming trapped between tractor and machine when hitching or unhitching. Tractor overbalancing when machine arm is extended. Injection of high-pressure oil from hydraulic hoses or couplings. Machine overbalancing when freestanding (out of use). Road traffic accidents due to collision or debris on the road 	3	4	High	Before using this machine, you must; <ul style="list-style-type: none"> Ensure you read all sections of the operator handbook. Ensure the operator is, or has been, properly trained to use the machine. Ensure the operator has been issued with and reads the operator handbook. Ensure the operator understands and follows the instructions in operator handbook. Ensure the tractor front, rear and side(s) are fitted with metal mesh or polycarbonate guards of suitable size and strength to protect the operator against thrown debris or parts. Ensure tractor guards are fitted correctly, are undamaged and kept properly maintained. Ensure that all machine guards are in position, are undamaged, and are kept maintained in accordance with the manufacturer's recommendations. Ensure flails and their fixings are of a type recommended by the manufacturer, are securely attached and that none are missing or damaged. Ensure hydraulic pipes are carefully and correctly routed to avoid damage by chaffing, stretching or pinching and that they are held in place with the correct fittings. Always follow the manufacturer's instructions for attachment and removal of the machine from the tractor. Check that the machine fittings and couplings are in good condition. Ensure the tractor meets the minimum weight recommendations of the machine's manufacturer and that ballast is used as necessary. Use clear suitably sized warning signs to alert others to the nature of the machine working within that area. Signs should be placed at both ends of the work site in accordance with current requirements 	2	4	Med	

Risk Assessment	Description			Location			Date		
	Hedge Cutting Part 2			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Other <input type="checkbox"/>	<ul style="list-style-type: none"> Being hit by debris thrown by rotating components. Being hit by machine parts ejected through damage during use. Being caught on a rotating power take-off (PTO) shaft. Being caught in other moving parts i.e.: belts, pulleys and cutting heads. Electrocution from Overhead Power Lines (by contact with or 'flashover' from). Being hit by cutting heads or machine arms as they move. Becoming trapped between tractor and machine when hitching or unhitching. Tractor overbalancing when machine arm is extended. Injection of high-pressure oil from hydraulic hoses or couplings. Machine overbalancing when freestanding (out of use). Road traffic accidents due to collision or debris on the road 	3	4	High	<ul style="list-style-type: none"> Always inspect the work area thoroughly before starting to note obstacles and remove wire, bottles, cans and other debris Ensure the operator is protected from noise. Ear defenders should be worn and tractor cab doors and windows must be kept closed. Machine controls should be routed through proprietary openings in the cab to enable all windows to be shut fully. Always work at a safe speed taking account of the conditions i.e.: terrain, highway proximity and obstacles around and above the machine. Extra special attention should be applied to Overhead Power Lines. Some of our machines are capable of reach in excess of 8 metres (26 feet) this means they have the potential to well exceed, by possibly 3 metres (9' 9"), the lowest legal minimum height of 5.2 metres from the ground for 11,000 and 33,000 volt power lines. It cannot be stressed enough the dangers that surround this capability, it is therefore vital that the operator is fully aware of the maximum height and reach of the machine, and that they are fully conversant with all aspects regarding the safe minimum distances that apply when working with machines in close proximity to Power Lines. See ESB Code of Practice when working near powerlines. Always disengage the machine, kill the tractor engine, remove and pocket the key before dismounting for any reason. Always clear up all debris left at the work area, it may cause hazard to others. Always ensure when you remove your machine from the tractor that it is left in a safe and stable position using the stands and props provided and secured if necessary When working in public places such as roadsides, consideration should be paid to others in the vicinity. Stop the machine immediately when pedestrians, cyclists & horse riders etc. pass. Restart only when they are at a distance that causes no risk to their safety 	2	4	Med	

Risk Assessment	Description			Location			Date		
	UV Exposure			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input type="checkbox"/> Other <input type="checkbox"/>	Unprotected skin exposure to UV could cause: <ul style="list-style-type: none"> • A reddening of the skin & sunburn which can blister the skin • Ageing of the skin, making it leathery, mottled and wrinkled • Most serious effect is an increased chance of developing skin cancer 	3	4	High	<ul style="list-style-type: none"> • Virginia Golf Club is aware of their responsibilities in relation to the risks associated with UV exposure. • Employees are advised to keep their tops on and arms covered. • The wearing of shorts or short trousers is not permitted. • Employees wear a hat, Face Shields, welding hoods or applicable cover to protect the head. • Employees are advised to stay in the shade at lunch time. • The company advises employees to wear a high factor sunscreen of at least SPF15 on any exposed skin. • Employees are advised to drink plenty of water, so they don't suffer the effects of dehydration. 	1	4	Low	
PPE Required Safety Boots <input checked="" type="checkbox"/> High Viz <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Safety Glasses <input checked="" type="checkbox"/> Safety <input type="checkbox"/> Ear <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety <input type="checkbox"/> Face Mask <input type="checkbox"/> Other <input type="checkbox"/>	Unprotected eyes exposed to UV could cause: <ul style="list-style-type: none"> • Cataracts • Eyelid skin cancer • Premature age spots around the eyes • Tissue growths on the surface of the eye including pinguecula • and pterygium of which the latter can encroach on the corneal axis 								

Risk Assessment	Description			Location			Date		
	Working Close to Moving Machine Parts			Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES	Likelihood	Severity	Grade	
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input type="checkbox"/> Other <input type="checkbox"/>	Flying swarf resulting in: <ul style="list-style-type: none"> Cuts Abrasions Puncture wounds 				<ul style="list-style-type: none"> Walkways around machinery are clearly designed to keep personal away from moving parts while machine is in operation. Fixed guards are in place on machines moving parts. Guards are inspected to insure they are still in place and operational. Hearing protection is mandatory in areas above 85dB. Virginia Golf Club take into account all moving parts and guards on machines prior to purchase. 				
PPE Required Safety Boots <input checked="" type="checkbox"/> High Viz <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Safety Glasses <input type="checkbox"/> Safety Ear <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Face Mask <input type="checkbox"/> Other <input type="checkbox"/>	Entanglement & entrapment resulting in: <ul style="list-style-type: none"> Cuts Crush injuries Amputations Moving parts generating noise.	2	4	Med			1	4	Low

Risk Assessment	Description				Location			Date		
	Working in Inclement Weather				Virginia Golf Club			21/12/2022		
Individuals at Risk	Identified Risks	Likelihood	Severity	Grade	CURRENT CONTROL MEASURES			Likelihood	Severity	Grade
Staff <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> General Public <input type="checkbox"/> Other <input type="checkbox"/>	The risk of slips, trips and falls drastically increase under rainy, icy, snowy and/or windy weather conditions The risk of falling from heights drastically increase under icy, snowy and/or windy conditions	4	3	High	<ul style="list-style-type: none"> • Virginia Golf Club ensure walkways and work areas are cleared of ice and snow with regular gritting/salting. They ensure hoses, etc. are not left running in areas as the excess water will freeze and cause a further slip hazard. • Virginia Golf Club does not allow employees to work in inclement weather conditions, for example excessive wind or extreme icy conditions. • Virginia Golf Club advise employees to dress appropriately in the event of inclement weather. • Virginia Golf Club educate employees at toolbox talks on the actions to take in inclement weather. • Virginia Golf Club does not allow lone working. • Virginia Golf Club does not allow employees to drive in inclement weather conditions, for example excessive wind or extreme icy conditions. 	1	3	Low		
PPE Required Safety Boots <input checked="" type="checkbox"/> High Viz <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Safety Glasses <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Ear Protection <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Harness <input type="checkbox"/> Face Mask <input type="checkbox"/> Other <input type="checkbox"/>	Lone Working Cold rainy conditions may cool the body enough to cause hypothermia, from prolonged work in rain-soaked clothing Driving in inclement weather									

11. APPENDICES

Appendix 1: Provision of Eye Tests

Every employee who habitually uses a VDU as a significant part of normal work has a right to opt for an appropriate eye test and an eyesight test which is made available and paid for by Virginia Golf Club, except where there may be a social welfare entitlement.

Virginia Golf Club informs employees that they are entitled to be provided with an appropriate eye and eyesight test, which would be carried out by a competent person. Virginia Golf Club does this in a number of ways including the following –

Consultation with the safety representative(s) and formulate a memo to be placed on a notice board,

Inform the safety coordinator and request that they inform all relevant employees of the availability of such tests,

Inform the employee while carrying out the analysis of the workstation,

Other appropriate means of effective communication.

A doctor or optometrist can carry this out. It may also be carried out by a person (including a nurse) trained to use a vision-screening machine. The person operating the machine must know when to refer employees who do not pass the eyesight tests at the screening level to a doctor or optometrist.

Employees have the right to an eye and eyesight test before taking up work, if it is habitual work with a VDU, as well as at regular intervals thereafter. In determining the intervals, factors such as the ages of the employees and the intensity of VDU work should be taken into account in deciding the frequency of repeat tests. Additionally, an appropriate eye and eyesight test must be made available to an employee who experiences visual difficulties which may be due to display screen work.

Where eye tests carried out by the doctor or optometrist reveal that particular lenses are required for VDU work, the costs of minimum requirement frames and lenses must be borne by the employer, taking account of any social welfare entitlement that might apply. Where an employee already wears glasses to correct a visual defect (normal corrective appliances), and routine change of lenses arises, if these glasses are adequate also for VDU work, the employer is not liable as regards meeting the cost. The cost of dealing with more general eye problems which are revealed as a result of the tests and which are not directly related to working with a VDU is a matter for the employee as part of his or her general health care, taking account of health care entitlements.

Appendix 2: Accident Form and Associated Documentation

Virginia Golf Club Accident Form

Virginia Golf Club Accident / Incident Form					
(1) Reporting Supervisor and Timing of Accident					
Manager /Supervisor/ Investigator		Department	Phone (M)	Phone (O)	Email
Location/Place	Date (mm/dd/yy)	Time (24 Hour)	Date and time of first knowledge of accident (if different than accident time):		Creation date of this report
Was a Subcontractor involved? If yes, provide name and contact information.					
(2) Witness and or Witness Statement					
Witnesses (name and contact information)				Witness statement attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Witnesses (name and contact information)				Witness statement attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Witnesses (name and contact information)				Witness statement attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(3) Individual Details					
Name			Address		
Date of Birth		Phone No.		Email:	
Virginia Golf Club Employee	Yes <input type="checkbox"/> No <input type="checkbox"/>	Employer Details			
(4) Training and Work Information Details					
Induction	Yes <input type="checkbox"/> No <input type="checkbox"/>	Manual Handling	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Safety	Yes <input type="checkbox"/> No <input type="checkbox"/>
OFA First Aid	Yes <input type="checkbox"/> No <input type="checkbox"/>	Emergency First Aid	Yes <input type="checkbox"/> No <input type="checkbox"/>	Workstation Ergonomics	Yes <input type="checkbox"/> No <input type="checkbox"/>
Add in any additional comments in relation to training and instruction					
(5) Work Place Safety Arrangements					
(a)How many individuals were working in the area at the time of the incident?		(b)Who was the supervisor (s) in charge of the works being undertaken			
(c)Was there an OFA first Aider on hand to help the Injured Party?	Yes <input type="checkbox"/> No <input type="checkbox"/>	(d)Was there a compliant First Aid Kit available on the site at the time of the accident		Yes <input type="checkbox"/> No <input type="checkbox"/>	Have the items been replenished Yes <input type="checkbox"/> No <input type="checkbox"/>
(e)Did the injured party attend a doctor	Yes <input type="checkbox"/> No <input type="checkbox"/>	(f)Did the injured party attend the hospital		Yes <input type="checkbox"/> No <input type="checkbox"/> Hospital Name_____	
(g)Add in any other information relating to the accident, i.e. first aider's name, doctors name, etc.					

(6) Personal Protection Equipment Details

(a) Was the injured party wearing the correct PPE at the time of the accident for the work that they were engaged in?	Yes <input type="checkbox"/> No <input type="checkbox"/>	(b) Provide details of the PPE being worn by the injured party at the time of the accident	
(c) Add in and additional information relating to PPE that is applicable to this accident.			
(7) Accident Details			
(a) Briefly describe what happened. Describe who was involved, when and where the accident happened, what happened, and how. Attach photos if available;	Photos attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<div data-bbox="858 1070 1481 1126" style="border: 1px solid black; padding: 2px; text-align: right;"><i>Additional information can be added in the notes section.</i></div>			
(b) Why did the incident Happen			
<div data-bbox="858 1361 1481 1420" style="border: 1px solid black; padding: 2px; text-align: right;"><i>Additional information can be added in the notes section.</i></div>			
(8) Injury Details			
(a) Please list details of all the injuries sustained (to the best of your knowledge), using simple descriptive terms, i.e. jagged cut to the palm on the left hand, reasonably deep and approximately 50mm long. Also provide details of the status of the injured party, i.e. dizzy, faint, unsteady, etc.			
<div data-bbox="858 1944 1481 2002" style="border: 1px solid black; padding: 2px; text-align: right;"><i>Additional information can be added in the notes section.</i></div>			
(9) Status at the Time of Drafting this Report			

(a)How long is the individual likely to be absent from work?	
(b)Is the nature of the injury clearly established at this stage?	
(c)Add in any addition comments relating to the status of the individual that may be applicable.	

(10) Corrective Action

(a)List action(s) that have been taken and that will be taken to prevent a recurrence. Add additional lines as needed in the notes section.	By whom	Target completion date	Actual completion date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

(11) Work Planning and Authorisation Review

<p>(a) Is there a procedure or method statement in place that authorised the task being performed when the accident occurred?</p> <ul style="list-style-type: none"> • If yes, review the document(s), answer the following questions, and attach a copy to this report. • If no, please explain where hazards and controls were documented, and how the worker was authorised to perform work. 		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>(b) Was the person(s) involved in accident in full compliance with all training requirements? If not, please explain.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>(c) Were hazards sufficiently identified? If not, please explain</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>(d) Were identified controls adequate? If not, please explain</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>(e) Were the identified controls implemented? If not, please explain.</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>(f) Was the person(s) involved in the accident performing task(s) in accordance with their assigned work release? If no, please explain</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>(12) Associated Information included with this Accident Report</p>			
Item	Attached	Comments	
Supplementary Notes	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Training Certificates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Pictures	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Witness Statements	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Medical Reports	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Other incident reports	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Equipment Certificates	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Other -	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
Other -	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>		
<p>(13) Signatories</p>			
Report Completed by:		Signed	Date
Reviewed by H&S coordinator and/or Senior Management		Signed	Date

Section No.	Details

The supplementary notes contains ___ page(s) of which this is Page ___ of ____

Virginia Golf Club Witness Statement Form

Name of Witness: _____ Phone No: _____
Employer: _____ Email: _____
Job Role: _____ Date: _____

Please provide details of what you witnessed in your own words.

The details of the event are as follows:

Date _____ Time _____ Location _____

This statement contains ___ page(s) of which this is Page ___ of _____

I believe that the statement given above is a true and accurate representation of what I witnessed.

Print Name: _____ Signature: _____ Date: _____

Statement Taken by: _____ Signature: _____ Date: _____

Virginia Golf Club Accident Management Form

This form is to be used to ensure that all accidents and/or incidents that occur within the Virginia Golf Club are managed to ensure compliance with regulatory requirements, compliance with insurance requirements and that appropriate corrective action is implemented to reduce the risk of this type of accident/incident reoccurring.

Date of Accident/Incident: _____

Time of Accident _____

Name(s) of individual(s) Injured/affected _____

	Description	Activity	Person Responsible	Date Completed
1	Accident Form Completed	The accident report form is available in the office. It must be completed as soon as possible after the injured party has been seen to.		
	Details			
2	Witness Statements Documented	Witness statements must be completed by anyone witnessing the incident, including the injured party. In addition, the manager must complete a witness statement to details how he/she dealt with the incident.		
	Details			
3	Equipment Involved	Any items of equipment involved in the incident must be kept as is until approval has been given for their reinstatement and/or use. Do not throw away anything that may have had an impact on the accident.		
	Details			
4	Next of Kin Informed	For serious accidents, it is important to inform the next of kin. This must be completed by a senior manager.		
	Details			
5	HSA/Authorities Informed	For serious incidents (fatality, explosion, etc.) the authorities must be informed		
	Details			
6	HSA Accident Report	For all accidents in the workplace that result in an employee being absent for 3 or more days (calendar days) following the date of the accident, an accident report must be filled out on the HSA website (www.hsa.ie) within 10 days.		
	Details			
7	Insurance Notification	You must inform the insurance company of all accidents in the workplace so that they can investigate and/or make allowances for a potential claim.		
	Details			
8	Corrective Action	Has corrective action been identified and implemented so as to reduce the risk of this happening again?		
	Details			
9	Paperwork Filed	All paperwork associated with the incident filed in secure area.		
	Details			

Appendix 3: Safety Induction Checklist – Employees and Contractors

Virginia Golf Club Safety Induction Checklist		
No.	Items Covered	Y/N
1	Has the person been given a copy of Virginia Golf Club safety statement?	
2	Has the person been told who the safety coordinator is within Virginia Golf Club?	
3	Have you shown the person what to do in an emergency and identified the location of the: <ul style="list-style-type: none"> • Assembly point and evacuation route? • Names of first aiders? • Where the first aid kits are located? • Contact details of emergency services? 	
4	Have you explained to the person where the fire extinguishers are located and emphasised to them that they are only to use them if they are trained or to aid their escape in the event of an emergency?	
5	Has the person been told about reporting accidents, incidents and defects and the process for reporting same?	
6	Does the person require Personal Protection Equipment (PPE) in order to do their job safety?	
7	If yes to 6 above, has the person been told how to get access to new or replacement PPE?	
8	Have you provided details of Virginia Golf Club safety representatives that are available to them in the event that they want to bring a safety issue to the attention of Virginia Golf Club without having to go directly to management?	
9	Have you shown the individual the welfare facilities that are available to them including toilets, drinking water and eating areas?	
10	Have you explained the security and safety issues relating to the building and their work?	
11	Have you outlined to the person that they must only engage in work that they are competent to undertake, i.e. they have appropriate training, knowledge and experience for the work that they are undertaking?	
12	Have you instructed the person to seek help or advice when that come across a situation where they have not got the appropriate level of competence?	
13	Have you instructed the person that they must use equipment in accordance with the manufacturer's instructions?	
14	Has the person been advised of the dignity and respect policy?	
15	Has the person been advised of the environmental policy?	
16	If the person is working at a workstation for more than 1 hour per day, have they been advised that they require workstation ergonomics training and that they will also get a workstation assessment completed at their workstation?	
17	If the person's work involved moving items, have they been informed that they will receive manual handling training?	
18	If the person's work involves working with machinery or equipment, have they been advised of the associated training that is required?	
19	If the person is driving a vehicle as part of their work, have been informed about the requirement to present their driving license to Virginia Golf Club on an annual basis and also declaring any points allocated to their licence by the authorities?	
20	Has the person been advised to report any medical condition (that could affect their or others safety) that they have to Virginia Golf Club (in confidence) i.e. heart, diabetes, epilepsy, major allergy, etc.	
21	Has the person been advised of the requirement that Virginia Golf Club must conduct a pregnancy risk assessment once informed by the person that they are pregnant?	
22	Has the person been instructed that they must comply with their safety training, Virginia Golf Club safety policies and all applicable legislation relating to their activities?	

I have completed the induction as outlined above. Signed: _____ Date: _____

I have received the induction as outlined above and agree to comply with the associated safety policies and procedures that apply to my work whilst working for Virginia Golf Club.

Print Name: _____ Sign Name: _____ Date: _____

Appendix 4: Equipment List

Virginia Golf Club Equipment and Tool Register							
Equipment / Tool Name	Manufacturer	Model No	Serial No	Powered by	Year of MFG	Method of Storage	Storage Location
Sample Equipment/tool	BOSCH	A25/c	02015201/ch	240v	2018	On shelf	Workshop
Greens mower	Toro	Eccot 1000	1047914	Petrol	2019	Floor	Workshop
Flymo mower	Honda			Petrol	2010	Floor	Workshop
Lawnmower	Orec Hydro	GRH 537	Ex18M 00603	Petrol	2019	Floor	Workshop
Chainsaw	Oleo Mac			2 stroke	2007	On shelf	Workshop
Water pump	Hidels	Ser4 50B	Grbpti	5.5hp petrol	2018	On shelf	Workshop
Diesel pump	D.C. trasfer pump			12V	2019	On shelf	Workshop
Compressor	Airline	50HP		240V	2014	Floor	Workshop
Drill	Black & Decker			750 Watt	2010	On shelf	Workshop
Grinder	Hitachi			240V	2010	On shelf	Workshop
Mower	Honda	Hrx 537	123806 2my06	Petrol	2018	Floor	Workshop
Ride-on mower	Kubota	G21E	GE500760	Diesel	2018	Floor	Workshop
Tractor	Kubota	B3030	HD80936	Diesel	2008	Floor	Workshop
Sand spreader	Ultra			Towed	2010	Floor	Workshop
Gang mower	Ransomes	3 gang		Towed	2005	Floor	Workshop
Sprayer	Hardi 200 ltr			Towed	2008	Floor	Workshop
Fairway mower	John Deere	3235C	20910	Towed	2000	Floor	Workshop
Tractor	M.F.240	240	523859	Diesel	1980	Floor	Workshop
Transfer box	5ft Heavy Duty			Towed	2015	Floor	Workshop
Drop seeder	Scotts			Push	2010	Rafters	Workshop
Fertilizer spreader	Scotts	Acco 2000		Push	2019	Rafters	Workshop
Multi Tool	Echo	Pas 265ES		Hand	2019	Floor	Workshop
Power washer	Honda			5.5 petrol	2004	Floor	Workshop
Back Pack blower	Husqvarna	580 Bts		2 stroke	2015	Floor	Workshop
Greens mower	John Deere	220b	Gco1439 2647	Petrol	2005	Floor	Workshop
Chainsaw		Gs451	8441142248	Petrol	2022	Floor	Workshop
Back Pack blower	Echo	PB8010	SHB3PV0449	2 stroke	2022	Floor	Workshop
Tractor operated sprayer	Agrional 400L	400L	222434	Tractor	2022	Floor	Workshop

Appendix 5: Chemical Register

Virginia Golf Club Chemical Register											
Chemical Name	Manufacturer	Unit Size	Quanyt Stored	Method of Storage	Storage Location	SDS SHEET	SDS Date	NUMBER	HCSRA #	Risk Assessment	Commnets
Revolution	Aquatrol3	10L container	5L	in Chem Store	Store	Attached	17/07/2020	7399730			
Attain	Aquatrol3	10L container	5L	in Chem Store	Store	Attached	09/10/2021				
Arvor	Vivagro	10L container	4L	in Chem Store	Store	Attached		200458			
Medallion	Bayer	3L container	1.5L	in Chem Store	Store	Attached		4188			