

Health and Safety and Risk Assessment Training Course

Presented by Edel Boles, SHEQ Training Ltd

Sept 2025



House Keeping Rules

- ▶ Fire safety & evacuation
- ▶ Smoking rules
- ▶ Toilets
- ▶ Breaks & refreshments
- ▶ Mobile phones switched off
- ▶ Participation
- ▶ Attendance



In a nutshell

- ▶ Clubs and Societies will endeavour to offer their members a safe environment in which to participate in activities.
- ▶ The Officers will, do their utmost, to the best of their abilities, bring to the attention of members the risks associated with the activities.
- ▶ However, members are expected to make themselves aware of hazards, associated risks and to be responsible for their own health and safety.

Objectives

- Introduce the new health and safety systems
- To give attendees the basic knowledge to complete a hazard identification and risk assessment for the activities in the club or society in which they are involved
- To make you aware the health and safety is part of your responsibility as committee members as well as individual members responsibility.
- The first training session is general H&S training
- The second training session is Risk Assessment training.

Health & Safety: The Benefits

- Health and safety concerns all of us.
- The impact of poor health and safety on entities, individuals, families and the whole economy is far reaching.
- Successful running of a C&S includes managing health and safety risks as an integral factor of the C&S success.
- Good communication, sound training and meaningful member involvement all make intelligent contributions to success of the C&S.

Health & Safety: The Benefits

- ▶ Good health and safety management does help meet legal requirements and it certainly is the ethical thing to do. But, it's more than that.
- ▶ It can lead to real benefits such as saving money, improving the volume of activities completed, raising morale and helping create a happier, healthier club or society.



Definitions



- ▶ Health & safety: conditions & factors that affect the well-being of individuals.
- ▶ Safety: freedom from unacceptable risk of harm.
(OHSAS18002:2000)
- ▶ A hazard: is anything that can cause harm in terms of human injury or ill health, damage to property, damage to environment or combination of these.

Definitions



- ▶ Risk: is the likelihood, great or small, that someone will be harmed by a hazard, together with the severity of the harm suffered. (HSA guidelines)
- ▶ Risk assessment: careful examination of what in a process/activity, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. (HSA guidelines)
- ▶ Controlling risk means, that you do all that is reasonably practicable to ensure the hazard will not injure anyone.

Definitions

- ▶ Accident: undesired event giving rise to death, ill health, injury, damage or other loss. (OHSAS 18002:2000)
- ▶ Incident: event that leads to an accident or had the potential to lead to an accident.
- ▶ A “near miss” is an incident where no ill health, injury, damage or other loss occurs. (OHSAS 18002:2000)



Accidents and their impacts

What accidents and ill-health will actually cost an entity depends on several things, including:

- how many people are involved;
- how many incidents;
- the sort of activities being done;
- indirect costs

Examples of indirect costs as a result of an accident

- Interruption in activity immediately after the accident and possibly long term postponement
- The effect on morale and loss of goodwill
- Time spent investigating and writing up the accident
- Dealing with the authorities
- Loss of skills and experience
- Damage to assets and materials

Hierarchy of Controls

Most
effective

Elimination

Physically remove
the hazard

Substitution

Replace
the hazard

**Engineering
Controls**

Isolate people from
the hazard

**Administrative
Controls**

Change the way
people work

PPE

Protect the worker with
Personal Protective Equipment

Least
effective

Principles of Prevention

Adapted from SHWW Act 2005

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of activities to the individual, especially as regards the design, the choice of equipment, the choice of systems, considering technical progress etc.
5. The replacement of dangerous articles, substances or systems by safe or less dangerous articles, substances or systems.
6. The giving of priority to collective protective measures over individual protective measures.
7. The giving of appropriate training and instructions.

WHY?

- Management of health and safety ensures safer participation
- Safety handbook, risk assessments and SOPs fulfil the general responsibility to conduct activities in a safe manner, if completed and used correctly.

Introduction

- ▶ The Safety Handbook sets out control measures for generic risks associated with the activities.
- ▶ The more specific hazard identification and risk assessments are provided in a template which is tailored to the C&S activities and updated to and maintained by the committee.
- ▶ Who has overall responsibility? Club & Society Officers
- ▶ The Safety Handbook must be brought to the attention of members

Safety Handbook

- ▶ The Safety Handbook is at the heart of a proper health and safety management system.
- ▶ Each C&S Committee must prepare a safety handbook (template provided) which:
 - ▶ identifies hazards, as well as the level of risk and identifies the measures to eliminate or control those risks.
 - ▶ outlines the procedures that exist to deal with an emergency situation.
 - ▶ highlights the duties of members to co-operate with health and safety practices while partaking in activities and events
 - ▶ Is updated regularly to take account of changing circumstances.

What is in the Safety Handbook?

- Outlines how safety will be managed
- Include control measures that the club/society must put in place and maintain to reduce risks associated with its activities to the minimum level that is reasonably practicable.
- The safety handbook sets out the role of the Club's & Society officers with respect to safety, health and welfare of their members and others whom may be impacted by a club or society activities. This is in addition to the constitution requirements.
- Sets out the standards that UL Wolves require the club/society to adhere to in the form of links to the UL Wolves Standard Operating Procedures (SOPs).
- Should be read in conjunction with the associated UL Wolves SOPs and the UL Wolves Constitution.

Safety Communication and Consultation

- ▶ The committee must consider any H&S communication or consultation from members and other interested parties, and act on them if necessary.
- ▶ The intention of these consultations is to prevent accidents and ill-health, highlight problems, and identify means of overcoming them.
- ▶ Consultations are particularly important when changes are taking place, for example when
 1. A new safety handbook is being drawn up, or
 2. A hazard identification and risk assessment is being developed
 3. New equipment or activity, are being introduced.
 4. Planning an event or trip abroad.

Role of President / Chairperson

The President/ Chairperson role with respect to arrangements for health and safety involves the following:

- Safety handbook
- Hazards Identified and risk assessments documented
- Haz ID & Risk assessments up-to-date and controls implemented in a timely manner
- Event Management Plans
- Trip Management Plans
- Competency
- Communication
- Safe equipment

Role of President / Chairperson

- Ensuring that the safety handbook is tailored to meet the club/society's specific needs, is finalised, amended as needed and approved by signing it off
- Overseeing that risk assessments are completed to determine the foreseeable risks associated with all activities that are carried out by the club/society
- Risk assessments are kept up-to-date and controls therein implemented in a timely manner
- Event Management plans are completed as per SOP-22 C&S Event Management

Role of President / Chairperson

- Trip Management Plans are completed as per SOP-25 Management of Domestic Trips or SOP-26 Management of International Trips
- Committee members are competent to complete their functions as per SOP-19 Competency requirements for Club & Society Committee members and the provision of training to maintain same.

Role of President / Chairperson

- Competently trained first aiders
- Adequate supply of emergency equipment available as required as per section 3 of the handbook
- Trip leaders are competent in their role as per SOP-25 Management of Domestic Trips or SOP-26 Management of International Trips
- Novices are considered in the risk assessments as required

Role of President / Chairperson

- Training of members provided where necessary and proof is held on file as per SOP-35 Member activity specific training
- Any accident, incident or near miss is appropriately managed and reported as per SOP-13 Management and reporting of an incident
- Ensuring that everyone is aware of the action to be taken in an emergency as per SOP-13: Management and reporting of an incident and as per section 3 of the handbook

Role of President / Chairperson

- Ensuring that absolutely no person is permitted to take part in the activities of the Club/Society no matter how risk free you perceive the activity to be, without the membership process being completed in full as per SOP-03 Management of Members
- Equipment owned by the Club/Society is fit for purpose and maintained in a safe manner as per manufacturer's instructions or statutory requirements where they apply.

Role of Safety Officer

The Safety Officers role with respect to arrangements for health and safety involves working with the President/ Chairperson and the other committee members to ensure the following:

- Hazard Id and risk assessments completed for all activities & kept up-to-date
- Safety Handbook is reviewed and amended as changes occur that could impact H&S and the changes communicated to the President/Chairperson and the committee members in a timely manner
- that there are competently trained first aiders and emergency equipment available as required,

Role of Safety Officer

- Equipment is fit for purpose & maintained safe to use
- Work with other Committee members to ensure that relevant training is provided where necessary and proof is held on file as per SOP-19: Competency requirements for Club & Society Committee members and the provision of training to maintain same or SOP-35 Training for members.
- Ensure that everyone is aware of the action to be taken in an emergency

Role of Safety Officer

- Work with other Committee members to ensure the appropriate management, of any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities even if the incident appears trivial at the time.
- SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to.
- It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.

Role of Secretary

The Secretary's duties relating to H&S shall include

- ▶ attendance at basic health and safety training and any other training required as per SOP-19 Competency requirements for Club & Society Committee members
- ▶ the maintenance of all necessary documentation including the minutes of all general meetings and committee meetings,
- ▶ to work with the other Committee members to ensure the appropriate management of any incidents such as accidents, near misses, etc.

Role of Secretary

- ▶ SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to.
- ▶ It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.
- ▶ responsibility for the Handover of Documents for the incoming Committee as per SOP-14 Start of year and end of year handover procedures

Role of the Treasurer

The Treasurer's H&S duties include

- ▶ Attendance at basic health and safety training and any other training required as per SOP-19 Competency requirements for Club & Society Committee members
- ▶ Maintenance of the Society/Club's accounts and the Society/Club's budget submission including budget for H&S
- ▶ ensuring transparency in the accounts

Role of the Treasurer

- ▶ to work with the other Committee members to ensure the appropriate management as per SOP-13, of any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities even if the incident appears trivial at the time.
- ▶ SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to. It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.

Role of the Public Relations Officer (PRO)

The PRO's duties include

- ▶ Attendance at basic H&S training and any other training required as per SOP-19
- ▶ Building up and maintaining the social media presence of the club/society on the chosen platforms
- ▶ Using social media to promote events, shows and the club/society itself

Role of the Public Relations Officer (PRO)

- ▶ work with President/Chairperson and others to ensure the appropriate management as per SOP-13, of any incidents such as accidents, etc. which occur while taking part in or as a result of club/society activities (even if the incident appears trivial at the time).
- ▶ SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to.
- ▶ It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.
- ▶ Ensuring the content of the club/society media posts does not breach any UL Wolves policy and that it is the opinions/views of the club/society and not just one member. And does not contain any unsafe practices.

Role of the club/society members

- ▶ Members should be aware that there can be a level of risk associated with activities in clubs and societies that members need to accept.
- ▶ Members are responsible for obtaining as much information as possible about any planned activity, so as to be able to make an informed decision as to whether it is a suitable activity for them.
- ▶ Clubs and Societies endeavour to offer their members a safe environment in which to participate in activities. The Officers will, to the best of their abilities, bring to the attention of members the risks associated with the activities.
- ▶ However, members are expected to make themselves aware of hazards, associated risks and to be responsible for their own health and safety.

Role of the club/society members

- Members must not jeopardize the health and safety of other members through their own actions or omissions
- Members are required to follow instructions given by Officers and Trip leaders
- Members should attend relevant training courses provided for them as per SOP35 Member activity specific training (where required)
- Members should raise any health or safety concerns that they have with an Officer or trip leader in a timely manner
- Members should inform an Officer or trip leader of any relevant medical conditions that might impinge on their ability to participate or which may negatively impact any emergency first aid treatment which they may need.

Role of the club/society members

- Members are obliged to declare any changes to their health that may impact their ability to participate or which may negatively impact any emergency first aid treatment which they may need.
- Members must commit to reporting to an Officer or Trip leader any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities or breaches of the constitution that occur during club/society activities even if the incident appears trivial at the time.
- SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to.

Communication of the Safety Handbook

- ▶ Today's briefing for officers.
- ▶ Officers to communicate it to others (trip leaders and members)

Reporting of Accidents/Incidents

- ▶ Accident: undesired event giving rise to death, ill health, injury, damage or other loss. (OHSAS 18002:2000)
- ▶ Incident: event that leads to an accident or had the potential to lead to an accident.
- ▶ A “near miss” is an incident where no ill health, injury, damage or other loss occurs

Reporting of Accidents/Incidents

- ▶ Should a Serious Incident occur during a club or society activity/event and it meets any of the criteria listed in a) to c) below, the incident must be communicated to Paul Lee (086 043 5307) or Aisling Ryan (086 043 5308) by phone as soon as it is safe to do so and as a matter of urgency.
- a) Where an incident gives rise to an injury to an individual or individuals which necessitates medical attention beyond that of a First Aid Responder. If the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility.

Reporting of Accidents/Incidents

- b) Where the incident gives rise to the need for any of the emergency services to attend the scene.
- c) Where the incident gives rise to the need for a UL vehicle to be towed from the scene due to the vehicle being unsafe to drive as a result of the damage incurred arising from the incident. Gardai must be called to a road traffic accident if it involves another vehicle or impact with an individual.
- Contact Student Life General Manager if the aforementioned C&S Office Team members are uncontactable

Incident Investigations

Incident Investigations must be completed to enable the Committee to:

1. Identify why the existing control measures failed and what improvements or additional measures are needed
2. plan to prevent the incident from happening again
3. point to areas where your risk assessments need reviewing
4. improve risk control in the future

Incident Report Form

- ▶ ..\UL March 2020\Accident Report Form.docx

First Aid

- ▶ For activities where there is a risk of injury an officer of the club/society must be designated to maintain a suitable first aid kit.
- ▶ Based on the club/society's risk assessment of activities there may be a need to have a designated trained first aider with each group.
- ▶ First aiders names must be included in the safety handbook
- ▶ Person responsible for monitoring first aid provisions must be included in the safety handbook
- ▶ List of required first aid items is included in the handbook

Purchase/Hire of goods and services

- ▶ Where a club/society uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or equipment belonging to a service provider an officer of the club must ensure that the service provider complies with the requirements in SOP020: Purchasing of Goods and Services and Management of Suppliers.
- ▶ Ensure that the insurance policy wording does not exclude any of the activities that your club will be participating in. If the service provider cannot provide a certificate, then the club should use an alternative service provider as per SOP-20: Purchasing of Goods and Services and Management of Suppliers.

Hiring in equipment to be used on campus

- ▶ If a club or society is hiring in equipment for use on campus such as bouncy castles or performers such as fire jugglers, the club's officers must first obtain permission from the Student's Union.
- ▶ Once permission is obtained the club/society must get an up-to-date copy of the service provider's insurance certificate.

Hiring of transport

- ▶ When hiring minibuses or other vehicles for club/society outings only those named as drivers (with the appropriate driver's license) are insured to drive the vehicle.
- ▶ Other club members must never drive a vehicle on behalf of a club or society.
- ▶ Only minibuses fitted with seat belts should be hired, check with the hire company beforehand.
- ▶ Only use hire companies that meet the requirements of SOP-20: Purchasing of Goods and Services and Management of Suppliers and provide the necessary documentation to prove compliance with the requirements therein .

Hiring of venues

- ▶ All aspects of the event must be documented and risk assessed in the Event Management Plan to ensure adequate controls are put in place.
- ▶ If a venue (external to UL) is to be used ensure that there are sufficient trained security persons at the venue for the duration of the event (if required).
- ▶ The committee must clarify whether the venue will provide these or if they need to be supplied by the club or society. If there is any doubt about numbers of security the Entertainment Coordinator should be consulted.
- ▶ SOP-22 Event Planning by C&S.

Purchasing of equipment by C&S.

- Equipment purchased by clubs/societies is the property of the SU and must be returned to the SU should the club/society cease to operate as per SOP023: Management of equipment.

C&S Vehicles Usage & Policy

The Students Union's Clubs & Societies Department currently owns a number of vehicles for the purposes of enhanced service provision to aid and promote the development of Clubs & Societies activities.

The vehicle usage and management of drivers are governed by the following SOPs and the contents therein must be adhered to:

- SOP-10 Selecting and managing drivers for the UL Wolves Toyota Hilux or Mercedes Sprinter
- SOP-11 Selecting and managing drivers for the UL Wolves Minibus
- SOP-12 Vehicle booking, use and maintenance
- SOP-13 Management and reporting of an incident

Clubs & Society Vehicles Usage & Policy

- ▶ **What Drivers must do at an accident or in an Emergency**
- ▶ Reference
 - SOP-12 Vehicle booking, use and maintenance
 - SOP-13 Management and reporting of an incident

Safe use of equipment owned or used by the SU & club/society

- ▶ To ensure the safety of users the SU require club/society officers to carry out visual checks on all equipment whose use could have implications for health and safety, i.e. if the equipment was faulty or in poor condition it may adversely affect the health and safety of users. See SOP-023 Management of Equipment.
- ▶ Checks must be carried out before the equipment is used and the checks must be formally documented
- ▶ Reference: SOP-023 Management of Equipment.

Lending of equipment

- ▶ Club/Society equipment or equipment belonging to the University must not be lent to third parties who are not members of the club or society.
- ▶ A club/society member must not borrow equipment for use by third parties even if the club/society member is present or the club/society member is in the group using the equipment.

Using electrical equipment

► *Risks*

- If you damage electrical equipment, for example a cable, then live wires may be exposed.
- Apparatus may be wrongly connected so that outside metal parts become live.
- Even equipment which does not have a mains power supply itself can become dangerous. For example, some audio systems have loudspeakers with terminals at dangerous voltages.
- The equipment may not be suitable for outdoor use which could cause it to conduct current on a wet day and cause a shock.
- Electrical equipment that overheats can cause fire.

Using electrical equipment

Precautions

- Maintenance, inspection and repair should only be carried out by someone who is suitably qualified.
- Do not rely on other people's equipment being in a safe condition or properly connected. Check before you use it.
- Do not connect or use incompatible items of equipment.
- Use a residual current device (RCD) on the power supply to instruments, audio equipment and any other equipment which club members use. If the RCD trips it is a sign that there is a fault that could be dangerous. Do not ignore the warning. Have it checked and get the fault fixed by a competent person.

Hazardous equipment / Portable equipment

- ▶ E.g. electrical/mechanical equip.
- ▶ Keep a service log
- ▶ Portable Appliances
 - ▶ Class I (Earthed) test 1-2 years
 - ▶ Class II (double insulated with symbol) no test but annual inspection

Trips and Events

- ▶ Club officers must leave contact details with a designated responsible person before setting out on a trip, giving the destination and estimated time of return.
- ▶ The club officer should contact the designated person on return of the club members.
- ▶ In the event that a problem arises the designated person should be instructed to contact the appropriate authorities and the SU.
- ▶ A risk assessment in writing must be produced for all trips and events as outlined in:
 - SOP025: Management of Domestic Trips
 - SOP026: Management of International Trips
 - SOP022: Event Management by Club & Society Committees

Trips and Events

Safety Criteria:

- ▶ Ensure adequate Safety Equipment will be present if applicable to the activity.
- ▶ Ensure all Safety Equipment is in good working order.
- ▶ Ensure competent, certified Safety person/people will be present.
- ▶ Ensure only qualified members use specialist equipment

Training of leaders/instructors – ratio of experienced to novices

- ▶ National governing bodies recommendations/guideline must be adhered to

Bullying & Harassment

- ▶ Bullying, Harassment or Sexual Harassment is never tolerated
- ▶ Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise conducted by one or more persons against another or others which could reasonably be regarded as undermining the individual's right to dignity
- ▶ Harassment: Harassment that is based on the following 9 grounds - marital status, family status, sexual orientation, religion, age, disability, race or Traveller community ground - is a form of discrimination

Bullying & Harassment

- Sexual harassment: Sexual harassment is a form of discrimination on the gender ground. It can include:
 1. Act of physical intimacy
 2. Request for sexual favours
 3. Other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome and could reasonably be regarded as sexually offensive, humiliating or intimidating.
- A single incident can constitute sexual harassment.
- Adhere to the policy

Improvement and Review

- At the start of the 1st term the officers of the club/society should review the contents of its safety handbook and ensure that the contents are made relevant to the activities of the society/club.
- If the club/society is participating in additional activities that may have safety implications the officers should include these new activities in their risk assessments.
- For example, if the Windsurfing Club decide to branch out into kite surfing, then the additional activity should be included in the risk assessments.
- The names of those designated to look after first aid kits, etc should be changed.
- A new copy of this Safety Handbook should be produced and dated with the current academic year clearly printed on the cover.
- A copy of the revised Safety Handbook must be given to the Development Officer, Paul Lee. The receipt of funding from the SU is contingent on the receipt of an up-to-date Safety Handbook.

Officers should keep in mind

- Members have a personal responsibility in relation to H&S
- Volunteer committee members responsibility in relation to H&S
- To use the policies and constitution to support them in their endeavours
- The importance of pre planning events and trips
- The importance of reporting of incidents and near misses in a timely manner

Health and Safety and Risk Assessment Training

Presented by Edel Boles, SHEQ Training Ltd

September 2025



Session 2

Hazard Identification & Risk Assessments

Edel Boles, SHEQ Training Ltd



Learning Outcomes

1. Principles of prevention
2. Hierarchy of Control
3. Hazard identification, risk assessments & controls, including practical exercise on a template provided.
4. Sources of information

Hazard Identification & Risk Assessment

- ▶ Must identify foreseeable hazards & assess risks for all tasks and activities.
- ▶ Document risk assessment
- ▶ Review and update as required

Hazard Identification & Risk Assessment

Risk Assessment is the process of estimating the *magnitude of risk* and deciding whether or not the risk is *tolerable*.

However, it is important to remember that, in identifying hazards and assessing risks, we only consider those which are generated by our activities. There is no need to consider every minor hazard or risk that we accept as part of our lives.

Hazard Identification & Risk Assessment

WHY DO RISK ASSESSMENT?

UL Wolves and NGBs require it be done

It is important to carry out a Risk Assessment for:

- **Financial reasons:** effective H&S management contributes to C&S success. Accidents and ill-health inflict significant costs, often hidden and underestimated.
- **Moral & ethical reasons:** The committee are ethically bound to do all they can to ensure that their members (and other interested parties) do not suffer illness, a serious accident or death.
- **Increased activity**
- **Permission to run events/ head away on trips**
- **Possible reduction in insurance premiums**

Hazard Identification & Risk Assessment

Who is responsible?

The committee

- are required to prepare a safety handbook & carry out risk assessments as part of managing their Club or Society activities

All members & other interested parties (e.g. participants)

- to co-operate effectively in developing & promoting H&S

For carrying out the risk assessment?

- the committee

Hazard Identification & Risk Assessment

Whose risks need to be assessed?

All people who may be affected by your activities
-you, members, participants, visitors, the public.....

Hazard Identification & Risk Assessment

What level of assessment is needed?

- significant hazards and risks
- avoid wasting time on the trivial
- suitable and sufficient assessment
- 'reasonably practicable' precautions

Hazard Identification & Risk Assessment

When should it be done?

Risk assessments should be reviewed:

whenever there is a significant change in the activities once per year & more frequently if;

- new equipment, new materials/chemicals
- new activities are proposed to be introduced
- changes to activities/ equipment
- organisational changes
- corrective action following an accident/incident
- NGB changes

Identifying your key processes

- ▶ All activities in your Club or Society

HOW SHOULD IT BE DONE?

6 STAGES OF RISK MANAGEMENT

Classify activities

Identify hazards

Determine risk

Assess risk

Prepare risk control action plan

Review effectiveness of plan

Hazard Identification & Risk Assessment

Stage 1



Hazard Identification & Risk Assessment

Classification of Activities

<i>Activity</i>	<i>Equipment</i>	<i>Personnel</i>
Driving the mini bus	Mini bus	Members, road users,
	Trailer	Public, etc
Storage	Boats	All members
	Wet suits	Other Club members
	Goods in/goods out	Others using areas in vicinity of boat house
	Vehicles	
	Fuel	

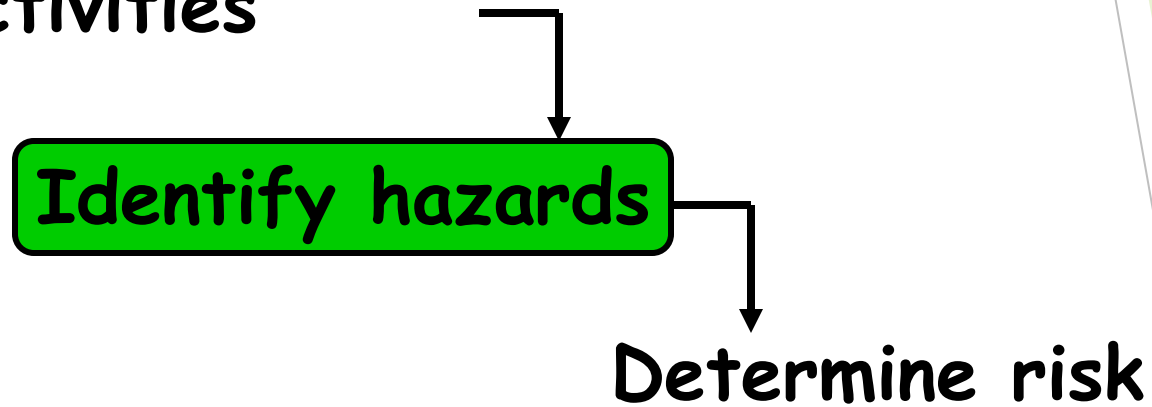
Hazard Identification & Risk Assessment

C&S Activities - Information Gathering



Stage 2

Classify activities



Identify Hazards

- involve those who know the activity
- consult the NGB guidelines and requirements
- check for data on previous incidents or accidents/ near miss reports
- understand the regulations & standards applicable to the activity
- read the manual for equipment
- Safety Data Sheets (SDS) for chemicals (petrol etc)
- NGB and sector best practice guides
 - codes of practice
 - expert advice.....

Physical hazards

- ▶ Slipping, tripping, falling
- ▶ Manual handling
- ▶ Fire
- ▶ Electricity
- ▶ Hot substances, surfaces
- ▶ Sharp surfaces
- ▶ Machinery - moving parts
- ▶ Falling objects



Industrial vehicles



Danger electricity



General danger



Hazard id & risk assessment

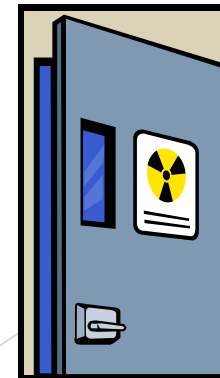
Chemical hazards

- ▶ Pesticides
- ▶ Carcinogens
- ▶ Explosives
- ▶ Solvents
- ▶ Skin irritants
- ▶ Respiratory irritants
- ▶ Think paints, lubricants, grease, abrasive wheels fumes, dusts, glues, bleaches, etc.



Health hazards

- ▶ Noise
- ▶ Dust
- ▶ Poor lighting
- ▶ UV light
- ▶ Vibration
- ▶ Radiation e.g. radon
- ▶ Extreme temperatures



Human factor hazards

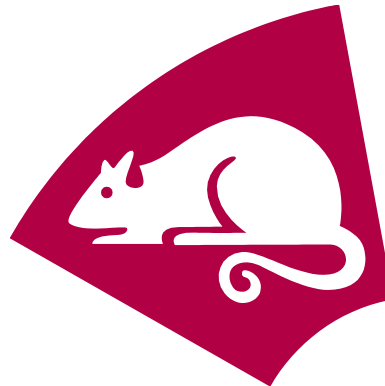
- ▶ Stress
- ▶ Road rage
- ▶ Bullying
- ▶ Harassment & sexual harassment
- ▶ Passive smoking
- ▶ Violence



Think vulnerable people: young, pregnant,
new, inexperienced, older, disabled

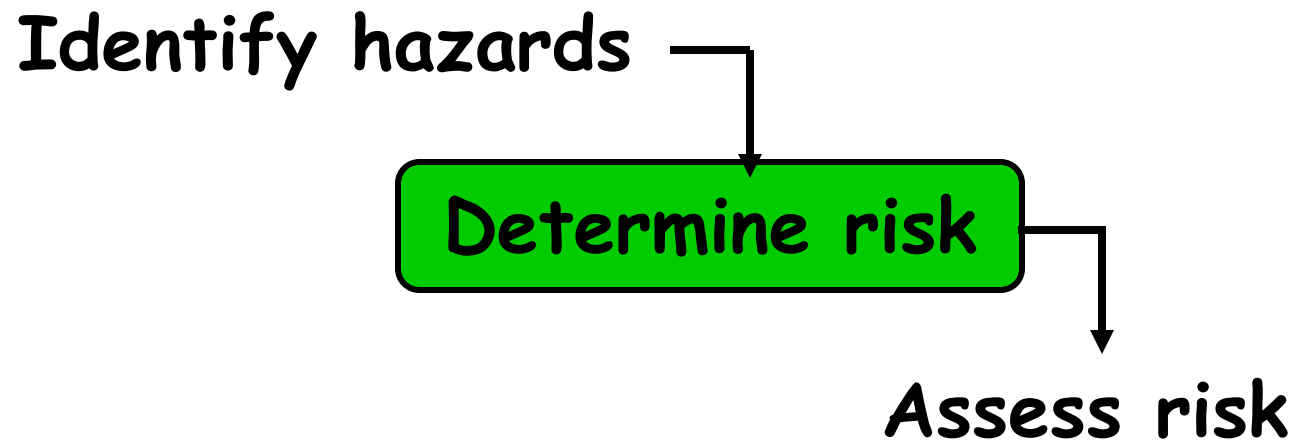
Biological agent hazards

- ▶ Viruses
- ▶ Bacteria
- ▶ Infected body fluids
- ▶ Think Weils Disease, rubella, hepatitis, TB etc



Practical Risk and Hazard Identification

Stage 3



Determine Risk

Who is affected?

- members
- drivers
- suppliers
- support staff
- contractors
- other C&S members
- maintenance staff
- visitors
- cleaners
- public/ customers
- trespassers

Determine Risk

What is their status?

- unfamiliar with area
- novices
- lone participants (not permitted)
- those with disabilities
- distractions
- training level

Determine Risk

What are the existing controls.....
... and how effective are they?

- procedural
- mechanical
- electrical/electronic
- monitoring trends
- incident history
- benchmark

Risk assessment form

HAZARD	RISK ASSOCIATED	Initial risk rating $S \times L =$ RISK	CONTROL MEASURES	Residual risk rating
Accessing outdoor areas (outside of UL) for C&S activities	- Encountering various hazards such as livestock (stag attack on a worker during September which is breeding season), unsafe walkways, cliff edges, unsafe water ways etc and the associated risks - Inability of emergency services to locate/ access casualties in the event of an accident		- Adhere to the requirements in SOP-28 Adverse Weather Plan. - Adhere to the requirements in SOP-25 for Domestic Trips, SOP-26 for International Trips and/or SOP022: Event Management by Club & Society Committees. - Higher risk C&S will require C&S specific risk assessments. - Prior to accessing outdoor areas, outside of UL, a risk assessment must be documented by the Committee to determine the foreseeable hazards, risks and controls needed in order to keep members safe. - Permission should be sought from landowners before accessing private property. - If in doubt, stay out!	

Group Exercise

A kerosene space heater has been ordered to temporarily heat the boat house while the heating system is repaired.

1. Discuss how you would approach this if asked to carry out a hazard identification?
2. What information do you need to gather?
3. Document as many risks as you can think of for this equipment.



Practical Risk and Hazard Identification

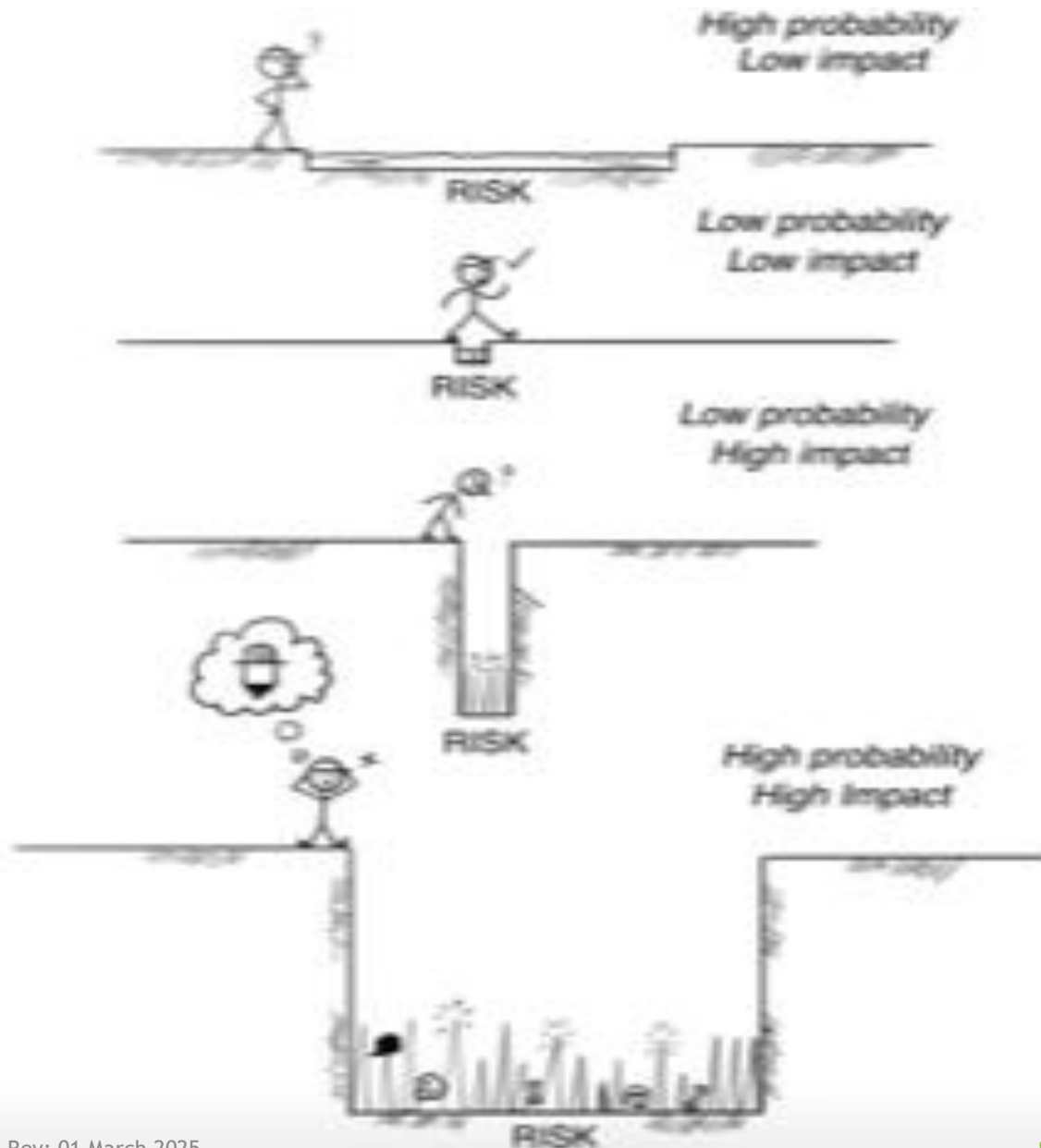
Stage 4

Determine risk

Assess risk

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graph TD; A[Determine risk] --> B[Assess risk]; B --> C[Prepare risk control action plan];
```

Prepare risk control action plan



Risk Estimator

Severity	Rating	Likelihood	Rating
Cut, scratch, bruise	1	Unlikely- little chance	1
Fracture of a minor bone/ temporary minor short illness	2	Not expected but could occur	2
Fracture of a major bone/ permanent minor illness	3	Likely - even chance	3
Loss of 1 limb or eye/ temporary serious illness	4	Probable	4
Loss of two limbs or eyes/ permanent serious illness or fatality	5	Certain	5

Probability factors

- frequency of hazardous situation
- position/accessibility of hazard
- duration of exposure
- lighting levels
- distractions
- quantities of materials involved
- environmental conditions - noise, dust etc
- housekeeping
- skills/competence of people involved
- equipment condition
- standard/routine or non-routine activity
- effectiveness of existing controls.....

Practical Risk and Hazard Identification

Another definition...

tolerable risk:

risk that has been reduced to a level that can be endured by the organisation having regard to its legal obligations and its own OH&S policy

Risk Factor

GRADE OF RISK	SCORE	CHARACTERISTICS
High Risk	15-25	Possibility of fatality, serious injury or minor injury to a number of people. Possibility of significant material loss.
Medium Risk	6-12	Possibility of minor injury to a small number of people. Possibility of some material loss. Possibility of fatality, serious injury or significant material loss is unlikely although not inconceivable.
Low Risk	1-5	The possibility of injury or loss is unlikely, but conceivable.

Assess the risks

Group Exercise

1. Assess each risk from previous exercise for severity & likelihood, and calculate overall ratings - High, Medium or Low.
2. Document findings on risk assessment form
3. Time 10 minutes



Practical Risk and Hazard Identification

Stage 5

Assess risk



Prepare risk control action plan



Review effectiveness of plan

Practical Risk and Hazard Identification

RISK-BASED CONTROL PLAN

High/ Intolerable

Immediately -
cease activity

Low/Trivial

Risk Level

No action

Action Level

RISK CONTROL PLANS

RISK LEVEL	ACTION AND TIMESCALE
Low – Tolerable risk	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
Medium – Apply Judgement	Efforts should be made to reduce the risk, costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures
High – STOP & reduce risk	The activity should not be started or continued until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. If it is not possible to reduce risk even with unlimited resources, the activity has to remain prohibited.

RISK MANAGEMENT HIERARCHY

Eliminate

- if possible, find different ways of achieving the desired end result

Substitute

- the hazardous situation with a less hazardous one

Reduce

- make partial changes to reduce the overall risk

Control

- keep the hazard away from the people at risk

Protect

- use PPE to protect individually only as a last resort

Most
preferable

Elimination

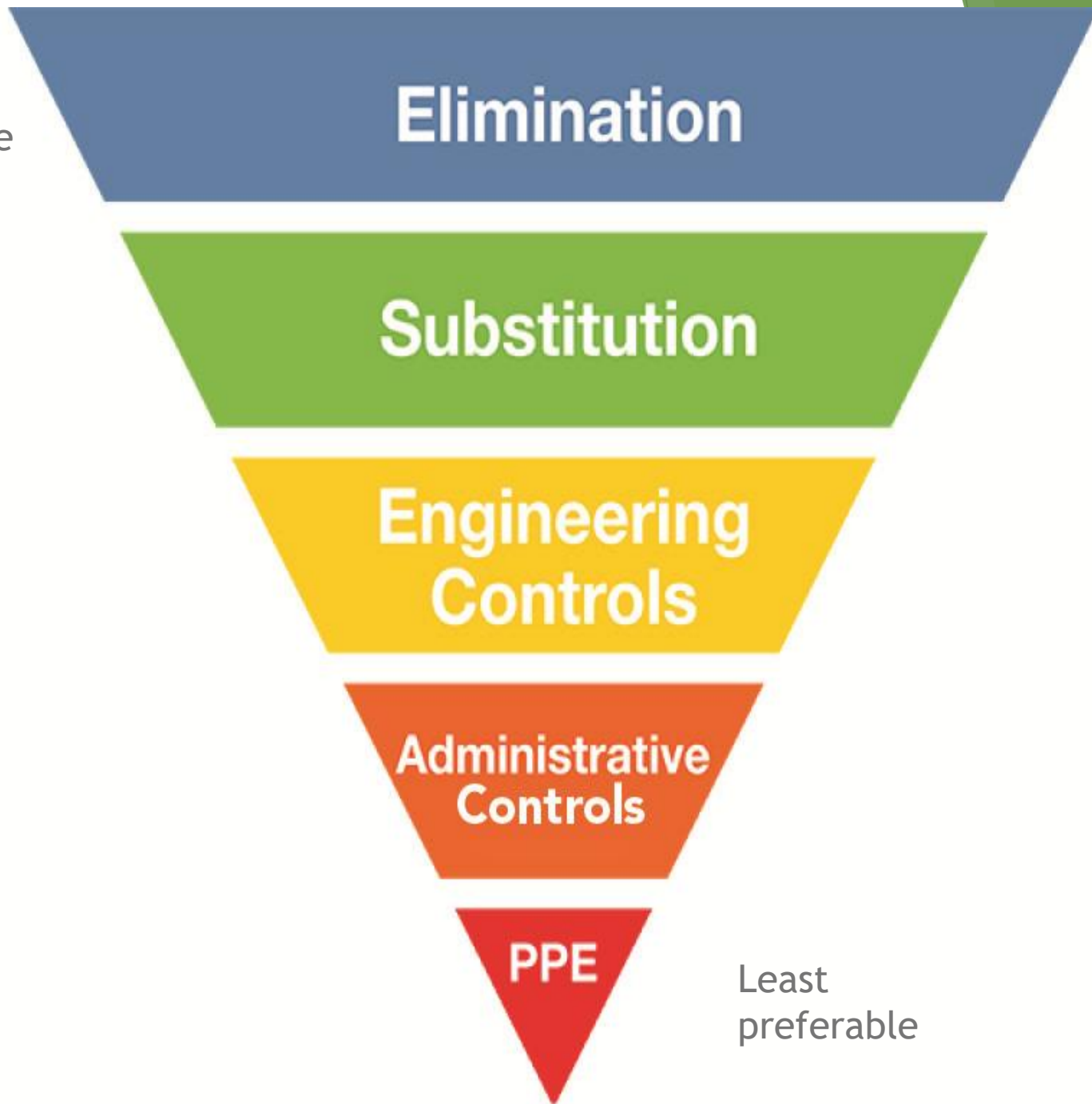
Substitution

**Engineering
Controls**

**Administrative
Controls**

PPE

Least
preferable



EXAMPLES OF CONTROLS

Isolation

- keep risk away from affected parties e.g. extraction - but remember to carry out a risk assessment on the solution

Technical

- interlocks and automation

Procedural

- planned maintenance, lock-out systems, permits, hot work, confined spaces, lone participating etc

Protection

- use PPE to protect individually only as a last resort

Emergency

- think the unthinkable and plan to minimise impact through alarms, technical and procedural controls

Monitoring

- to show where controls are ineffective & pre-empt emergency situations

Risk control plan

Group Exercise



For each risk assessed, write down **CONTROL** actions to eliminate, substitute, reduce or protect against risk.

1. Record as many controls as you can think of for each risk on the risk assessment form.
2. Assign a person who will be responsible to complete the controls and a realistic completion date.
3. Time 10 minutes

Practical Risk and Hazard Identification

Stage 6

Prepare risk control action plan



Review effectiveness of plan

Review of Action Plan

Gain consensus

- practicality, effectiveness, lower risk rating

Impact of changes

- does the solution create new hazards?
- do other changes in the vicinity impact the solution?

Cost

- is this the most cost-effective solution or could resources be better used elsewhere?

Implementation

- will the control measures be used properly?

Communication

- how will the changes be communicated effectively?

PUTTING IT ALL TOGETHER

Risk assessment form

Process/ Area: Bakery production area Date: 22/10/2018 Performed By: Safety Team, MD,

HAZARD	RISK ASSOCIATED	RISK				CONTROL MEASURES	RESP/ DATE
		S	L	S x L	RISK		
Use of the Walk-in Gas-powered oven for cooking produce	❖ Burns to hands/ arms	2	3	6	M	- Heat resistant gloves & long-sleeved overalls provided & must be worn. - Oven is installed, serviced and maintained by an RGI. Inspected as required. - Emergency procedure for gas leak containing contact details for Bord Gais & Emergency Services is documented & displayed in oven area, offices & at all exits. - Employees trained on emergency procedures & evacuations; drills carried out twice a year - Manual handling training provided for all employees. - Maintenance of trolleys- wheels greased monthly. - Sign highlighting ramp, - Hazard tape on start of ramp.	
	❖ Burns to body	4	1	4	L		
	❖ Injury due to Gas Explosion	5	2	10	M		
	❖ Harm due to Gas poisoning	5	2	10	M		
	❖ Bodily injury loading oven	4	2	8	M		
	❖ Bodily injury -trip on oven ramp	2	2	4	L		

Practical Risk and Hazard Identification

Summary

- ▶ - you have a requirement to carry out risk assessments
- ▶ - be systematic to ensure coverage
- ▶ - ignore the trivial
- ▶ - involve those who have the most knowledge (NGB, experienced members)
- ▶ - get help where needed
- ▶ - keep cost-effectiveness in mind
- ▶ - follow up on the action planning to ensure close-out
- ▶ - don't get complacent!

Sources of information

- ▶ Your National Governing Body
- ▶ International Governing Bodies
- ▶ Student Sports Ireland
- ▶ Sports Ireland