

Hazard Identification & Risk Assessment for

UL Wolves Clubs & Societies

General Activities

UL WOLVES CLUBS & SOCIETIES HAZARD Identification & Risk Assessment

| HAZARD | RISK ASSOCIATED | Initial risk rating S x L = RISK | CONTROL MEASURES | Residual risk rating |
|---|---|-------------------------------------|---|----------------------|
| Dealing with colleagues, members, instructors etc.: Bullying or harassment, unacceptable behaviour by committee members/ individual members/ office staff, etc. | Effects can include: <ul style="list-style-type: none"> Emotional effects - anxiety Cognitive (concentration) effects - having accidents. Behavioural effects- smoking, excessive drinking, overeating. Physiological effects – leading to raised blood pressure, heart disease. Reduced resistance to infection; digestive & skin problems Fear, anxiety & depression Loss of confidence & low self-esteem. | 3 | <ul style="list-style-type: none"> The UL Wolves Clubs & Societies Bullying & Harassment Policy must be complied with This policy must be enforced to increase awareness of this recognised hazard, to inform members of the procedures in place, and help them to feel that their fears and complaints will be listened to and acted upon. Members must be made aware of the type of behaviour that is unacceptable among members. Examples of unacceptable behaviours are outlined in the Constitution under the Disciplinary Rules & Disciplinary Procedure section. | 1 |

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| Mental Health issues –burden on committee, inability to do activity, assigned too much responsibility, distractions, poor IT systems etc. This can be exacerbated by problems outside of the club & society activities | <ul style="list-style-type: none"> Emotional effects - anxiety Cognitive (concentration) effects - having accidents. Behavioural effects- smoking, excess drinking, overeating. Physiological effects – leading to raised blood pressure, heart disease. Reduced resistance to infection, stomach, bowel & skin problems Fear, anxiety & depression Loss of confidence and low self-esteem. | 1 | <ul style="list-style-type: none"> Good systems for communication are in place, including regular meetings and informal communication with President/ Chairperson /Safety Officer and support by the UL Wolves C&S office members. The following SOPs are in place to provide support with communication: <ul style="list-style-type: none"> SOP-16 Communication with C&S Office SOP-17 Communication with other parties within UL SOP-18: Communicating with external interested parties including the authorities All C&S operate out of facilities that provide good use of space, adequate lighting (natural where possible), ventilation, heat, storage facilities, adequate welfare facilities etc. The C&S Office Members have an ‘open door’ policy to deal with any issues members may need support with. Training for committee members is provided and refreshed as per SOP-19: Competency requirements for Club & Society Committee members and the provision of training to maintain same. The committee need to define the competencies related to the activities being carried out by their club or society for the various roles and levels within the club/society e.g. Leaders on trips, rescue team members, advanced participants etc.(UL has in place support for students who may be suffering from anxiety or stress. Members, when they engage in college life, may go through traumatic events such as the serious illness or death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships. The Chaplin and UL Counselling are also available for members who are students of UL <p>A number of SOPs have been developed to assist with the Management of members:</p> <ul style="list-style-type: none"> SOP-01 Creating and keeping records of an event/activity on the UL Wolves System SOP-03 Managing your members SOP-29 Correctly dealing with grievances & disputes within the clubs or societies by C&S SOP-21 Day-to-day running of C&S <ul style="list-style-type: none"> The UL Wolves Clubs & Societies Health & Safety SOP Manual contains SOP013: Management and Reporting of an incident outlining how to manage an incident should it occur. The Incident Support Team will provide support and assistance to the committee and members present in managing the incident. | 1 |

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| Violence, aggression, theft | <ul style="list-style-type: none"> • Robbery • Aggressive or difficult members can expose members to a risk of violence and/or aggression. • Aggressive behaviours from those outside the organisation at events/intervarsity's etc | 1 | <p>All Members must:</p> <ul style="list-style-type: none"> • Report to the President/ Chairperson/Gardaí any suspicious behaviour observed. • Adhere to cash handling and security requirements as per SOP-21 Day-to-day running of C&S • As per SOP018: Day-to-Day running of a Club or Society cash payments should not be taken from members. Only electronic payments are permitted; these are made by the members themselves via ULwolves.ie. If there is an occasion whereby electronic payment is not possible, any cash must be immediately deposited into the individual club or societies bank account. • Never put themselves at risk by getting involved in physical confrontation • Keep high value items secure and out of public sight. • Never keep C&S cash at homes/ in their lockers or vehicles etc. <p>As per SOP013: Management and Reporting of an incident, support will be provided to any member who becomes the victim of crime at an activity</p> <ul style="list-style-type: none"> • Reference SOP-16 Communication with C&S Office for guidance on the communication supports in place <p>Trip management plans and Event management plans must be in place as per the relevant SOPs.</p> | 1 |
| Setting up and running a club or society | <ul style="list-style-type: none"> • Incompetency could lead to mental health issues, accidents, incidents, etc | 1 | <p>Initiation of a new C&S is managed using the following SOPs with support from the C&S Wolves office staff:</p> <ul style="list-style-type: none"> - SOP-02 Forming a new club/society - SOP-06 Clubs and Societies Executive - SOP-07 Election of Committee and AGM - SOP-19 Competency requirements for C&S Committee members and the provision of training to maintain same <p>Approval process for new C&S applicants</p> <ul style="list-style-type: none"> - SOP-02 Forming a new club/society - SOP-05 Clubs & Societies Council Meetings - SOP-06 Clubs and Societies Executive | 1 |

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| | | | <ul style="list-style-type: none"> - SOP-30 Creating a UL Wolves profile and requesting membership <p>Formation of new C&S</p> <ul style="list-style-type: none"> - SOP-02 Forming a new club/society - SOP-06 Clubs and Societies Executive - SOP-07 Election of Committee and AGM - SOP-19: Competency requirements for Club & Society Committee members and the provision of training to maintain same - SOP-30 Creating a UL Wolves profile and requesting membership <p>Ongoing competency of the committee members (managed throughout any changes to committee members)</p> <ul style="list-style-type: none"> - SOP-07 Election of Committee and AGM - SOP-14 Start of year and end of year handover procedures - SOP-19: Competency requirements for Club & Society Committee members and the provision of training to maintain same - SOP-27 Health Check <p>Management of members</p> <ul style="list-style-type: none"> - SOP-01 Creating and keeping records of an event/activity on the UL Wolves System - SOP-03 Managing your members - SOP-29 Correctly dealing with grievances & disputes within the clubs or societies by C&S - SOP-21 Day-to-day running of C&S <p>Any C&S set-up outside of the UL Wolves approval process will not be insured or funded.</p> | |
| Access & Egress - to/from activities, training areas, to/from | <ul style="list-style-type: none"> • Slips, Trips and Falls moving to/ from activities • Slips on wet surfaces • Trip over items stored on the floor, damaged or uneven flooring, mats etc | 1 | <ul style="list-style-type: none"> • Ensure safe access and egress is maintained to all areas under The Committees control, as far as is reasonably practicable. • The Committee are responsible for keeping the areas under their control safe, ensuring that they are adequately lit and for ensuring safe access and egress as far as is reasonably practicable. Where these requirements are not in place activities must be halted or postponed until the requirements can be put in place. | 1 |

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| storage areas, outdoor areas etc | <ul style="list-style-type: none"> Slip in outdoor areas in frosty weather Impact with transparent doors or panels | | <ul style="list-style-type: none"> Report defects, on detection, to the persons responsible for the area. Walkways must be kept clear, cables tied up, materials and deliveries stored out of walkways and nothing left on the floor. Eliminate trailing cables, hoses, leads etc as far as possible by locating equipment close to power points. If this is not possible – leads must be routed overhead or taped down to reduce trip hazard. Always store items up off the floor/ground. Maintain a tidy activity area at all times. The Committee are responsible for ensuring adequate salt /grit is used on the outside areas when frosty weather is forecast as far as is reasonably practicable. Members should be informed to be vigilant for spills and wet floors. Mats must be provided and maintained in areas where it is anticipated that wet could be brought in on feet, wheels etc. Non-slip chemicals used for floor cleaning. Spills tended to immediately. Wet floor signs must be placed at the spill first before getting cleaning materials. Adequate wet floor signs provided close to hand. Adequate supply of absorbent and cleaning materials. Never empty a mop bucket out onto an outdoor walkway as it could cause the walkway to become slippery. NEVER store material in an access route to & from emergency exits this includes areas inside and outside emergency exits. Remind members that placing items in such areas is prohibited. Never obstruct an exit, even temporarily. The Person Responsible for the premises/area must maintain floor-coverings, stairways & walkways in a safe condition, ensure transparent walls and doors are made of appropriate safety materials and adequately identified. Members should report defects as soon as they become aware of them. If an area is unsafe, the activity should be halted until the area is made safe. | |
| Accessing outdoor areas (outside of UL) for C&S activities | <ul style="list-style-type: none"> Encountering various hazards such as livestock (stag attack on ESB worker during September which is breeding season), unsafe walkways, cliff edges, unsafe | 2 | <ul style="list-style-type: none"> 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. | 2 |

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| | water ways etc and the associated risks <ul style="list-style-type: none"> • Areas with wild Deer mean tick bites can lead to Lyme disease • Inability of emergency services to locate/ access casualties in the event of an accident | | <ul style="list-style-type: none"> • Permission should be sought from landowners before accessing private property. • If in doubt, stay out! | |
| Poor housekeeping- spillages, trailing cables, items being improperly stored etc. | <ul style="list-style-type: none"> • Slips, trips & falls • Impact injury from falling items | 1 | <ul style="list-style-type: none"> • Keep all floors, passages, stairways and walkways free from obstruction. • Items should never be left in walkways where they could cause a trip hazard. • Clean up spillages immediately. • Provide sufficient electrical socket outlets to avoid trailing cables. • Ensure all areas being accessed are adequately lit. • Inadequate lighting and other hazards should be recorded on a hazard/maintenance log and communicated to the person in charge. | 1 |
| Manual Handling- “Any transporting or supporting of a load, by one or more persons, and includes lifting, putting down, pushing, pulling, carrying, or moving a load which, by reason of its characteristics or of | <ul style="list-style-type: none"> • Back, neck, shoulder injury. • Trip / fall. • Foot impact injury – open toed shoes increase the likelihood of more serious damage | 1 | <p>Members should be physically fit for the activity they are undertaking and a warm up should be undertaken prior to undergoing strenuous exercise or what could be hazardous manual handling.</p> <p>The President/ Chairperson and Safety Officer must ensure where, reasonably practicable that they:</p> <ul style="list-style-type: none"> • Eliminate/reduce the need for hazardous manual handling. Where manual handling is necessary, the task and areas should be organised to make it as safe as possible to do so. • Minimise all manual-handling tasks where possible - provide suitable mechanical handling equipment e.g. trolleys, pallet trucks, sack trucks, etc. and ensure these are used. Assess all weights being lifted. Information on load weights and centre of gravity should be available • Take account of the risk factors when carrying out a risk assessment on manual handling operations - See SOP for Manual Handling. • Where manual handling is likely to be required and could give rise to risks due to the nature of the load or the ergonomic conditions, provide manual handling training & refresh at least every 3 yrs. | 1 |

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| unfavourable ergonomic conditions involves risk, particularly of back injury." | | | <ul style="list-style-type: none"> Identify and protect sensitive groups against manual handling dangers having regard to accepted risk factors e.g. pregnant members, members with previous injuries etc. Ensure the member has confirmed that they have the ability to carry out the task specified. The Committee to enforce correct manual handling techniques. Members should refer to Manual Handling SOP ? HSA guideline weights should not be exceeded – See SOP Keep weights of items to be manually handled to a minimum. Loads must always be assessed before being moved. Heavy items that need to be manually handled to be stored at waist level as much as possible. | |
| Safe use of equipment | <ul style="list-style-type: none"> Various depending on equipment used | 2 | <p>Management of equipment is as per: SOP023: Management of equipment and SOP020: Purchasing of Goods and Services and Management of Suppliers</p> <p>Equipment must be:</p> <ul style="list-style-type: none"> Fit for purpose Maintained as such Never used if defective. Removed from use immediately and clearly identify as defective. Inspected before each use and defects reported to Safety Officer/President/ Chairperson or person in charge of the premises. Members must never carry out makeshift repairs themselves. Equipment must only be used, cleaned, serviced and maintained by competent members in accordance with manufacturer's instructions. Operators manual available Subject to statutory inspections as required PPE provided (only as a last resort) to protect against hazards 3 year equipment plan All equipment is to be kept in good condition, designed, installed, maintained, protected, used and properly guarded to prevent danger. Equipment to be used outdoors or in other adverse environments must be designed, installed and fit for use in such adverse environments. Where provided safety devices must always be used correctly. Ensure all equipment is serviced as required by a competent person. Power off all equipment at close of activity where appropriate to do so | 1 |

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| Use of Electrical equipment & electricity – kettles, extension leads, freestanding lights, vacuum cleaners, etc. | <ul style="list-style-type: none"> • Fire risk. • Electrocution: shock, burns, heart attack, death • Slip, trip over trailing leads, equipment, etc | 1 | <p>Management of equipment is as per:</p> <ul style="list-style-type: none"> • SOP-20: Purchasing of Goods /Services and management of suppliers • SOP-23 Management of equipment <ul style="list-style-type: none"> • All equipment is to be kept in good condition, designed, installed, maintained, protected, used and properly guarded to prevent danger. • Care must be taken when handling electrical items where wet conditions could be present, dry hands prior to using electrical equipment. • Always check the lead, plug & connections to equipment prior to use. All portable equipment, flexible leads, switches and plugs to be inspected before each use and any defects reported to Safety Officer/President/ Chairperson or person in charge of the premises. • All electrical installation/maintenance activity on the premises is to be carried out by a registered competent electrician- member of Safe Electric. Proof requested and maintained on file. • Members must never carry out makeshift repairs themselves. • Members must report any defect or fault in equipment of which they become aware. • Equipment to be used outdoors or in other adverse environments must be designed, installed and fit for use in such adverse environments. • Minimise trailing cables by locating equipment close to a power point • Equipment must only be operated and cleaned by members in accordance with manufacturer's instructions. • Where provided safety devices must always be used correctly. • Ensure all equipment is serviced as required by a competent person. • Switch off all electrical equipment at close of activity where appropriate to do so. • The use of extension cable reels is not recommended due to the fire risk and electrocution risk when used incorrectly (wound up) for prolonged periods. • The charging of personal phones, vapes, electronic cigarettes etc in the activity areas is discouraged due to the fire risk. • Regular PAT (Portable Appliance Testing) of all portable electrical appliances owned by the individual C&S to be completed by a competent person from time to time as required. Refer to code of practice on portable appliance testing in the safety statement for additional control measures. | 1 |

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| | | | <ul style="list-style-type: none"> • All wiring, installations and equipment to be inspected regularly, and at least annually by competent persons; inspection certificates retained on file. Records of inspection, maintenance and remedial activity to be maintained, noting dates and name of electrician carrying out activity. | |
| Hot substances, surfaces such as engines | <ul style="list-style-type: none"> • Burns • Scalds • Fire | 1 | <ul style="list-style-type: none"> • Protect members from the risks through training, signage and ensuring safety features are maintained. • Adhere to the manufacturers manual • PPE is provided and worn as required | 1 |
| Knives & Sharps | <ul style="list-style-type: none"> • Cuts, lacerations • Use in an assault | 1 | <ul style="list-style-type: none"> • Use of knives and sharp objects is minimised and they are stored safely • Safe practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained • Knives and sharp objects are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use • Knives or sharp objects used are suitable for the job. Safety knives are used where possible. • Blades are kept sharp and replaced as needed. System for safe disposal of used, damaged blades and sharps to be put in place. • PPE is provided and worn as required | 1 |
| Emergency situations | <ul style="list-style-type: none"> • Burns • Fume inhalation • Fire • Injury from building/structural collapse • Difficulty escaping in an emergency – exits locked, obstructed etc • Drowning. • Fall from height • Various activity specific emergencies | 1 | <p>Adhere to the requirements in SOP-28 Adverse Weather Plan</p> <p>Adhere to the requirements in SOP-25 for Domestic Trips, SOP-26 for International Trips and/or SOP022: Event Management by Club & Society Committees</p> <p>Management of incidents and accidents including near misses, and behavioural based incidents such as harassment, sexual harassment etc as per SOP-13 Management and reporting of an incident</p> <p>Communication with C&S office team - normal and crisis as per SOP-16 Communication with Clubs & Societies Office</p> <ul style="list-style-type: none"> • Club specific risk assessments need to address foreseeable risks such as lack of first aid cover, lack of phone signal to contact emergency services etc. The Event Management Plans and Trip Management Plans must include review of emergency situations and identification of controls for specific events and trips. | 1 |

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| | | | <ul style="list-style-type: none"> • Emergency Plan to be put in place & tested. Members to be trained on same. Fire drills to be carried out at least twice per year, ensuring all members participate in at least 1 drill per year. • Fire extinguishers provided (based on the risks), installed & inspected annually by a competent contractor. Extinguishers are charged, mounted & maintained by competent contractor - statutory checks completed by UL Buildings & Estates. • Ensure emergency equipment is accessible at all times, never store any item in front of emergency equipment such as extinguishers, which should also be clearly identified with signs. • Training is provided for personnel in selection and use of fire extinguishers • Internal fire doors kept closed to contain a fire should it occur. • Ensure emergency exits are not locked or fastened so that they cannot be easily and immediately opened by any person who may need to use them in an emergency - for locked emergency exits ensure key is always available at the emergency exit. • Emergency exit & access routes to same must be kept clear. Never store material on stairs or access routes to & from emergency exits. Never obstruct emergency access routes. • In the event of danger, ensure it is possible for members to evacuate quickly; aim to get everyone out in 2 minutes. • UL Wolves owned buildings; particularly old structures are inspected for fire safety compliance and general safety regularly. Checks on the structural safety of older buildings is particularly important before colder months and whenever adverse weather is expected, this is to ensure they can withstand foreseeable forces and adverse weather events. | |
| Lack of appropriate welfare facilities | <ul style="list-style-type: none"> • Contamination and injury from hazardous substance containers. • Biological disease including Weil's Disease, Covid-19 <p>Activity specific risks:</p> <ul style="list-style-type: none"> • Dehydration • Blood sugar drop • Inadequate food • Hypothermia | 2 | <ul style="list-style-type: none"> • Club specific risk assessments need to address issues such as lack of welfare facilities, lack of PPE, lack of first aid cover, lack of phone signal to contact emergency services etc. • Event Management Plan and Trip Management Plans must include emergency situations issues for specific events and trips. Adhere to the requirements in SOP-25 for Domestic Trips, SOP-26 for International Trips and/or SOP022: Event Management by Club & Society Committees • Adequate and well maintained welfare facilities should be provided for members use as required: <ul style="list-style-type: none"> ➢ adequate supply of potable drinking water is organised and accessible to all members, ➢ members have reasonable access to suitable and adequate facilities for the taking of meals, and ➢ the taking of meals by members is prohibited at any location where there is likely to be a risk to safety, health or welfare. | 1 |

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| | | | <ul style="list-style-type: none"> • The welfare facilities provided must be left as members would like to find them. Areas to be tidied regularly. Waste emptied regularly. • All welfare facilities provided will be properly ventilated, adequately lit, kept in a clean, hygienic and orderly condition and shall not be used for the deposit or storage of materials or equipment. • Educate members in the dangers and methods of prevention of biological diseases and contamination. Good hygiene practices enforced, wash hands after handling waste, after toilet, before eating, cover wounds with a waterproof plaster etc. • Suitable first-aid equipment is supplied. • Ensure that in the event of overnight accommodation being sourced from suppliers that are not included on the Approved Trusted Supplier List (ATSL that the committee carry out due diligence checks such as checking out user experiences via Trip Advisor, online recommendations, word of mouth etc. This is to ensure that the accommodation is assessed for suitability, safe location etc prior to booking. | |
| Canteens/ kitchen areas/making of hot drinks and snacks – microwave, oven, toaster, kettle, hot water boilers, flasks, dishwasher etc. | <ul style="list-style-type: none"> • Cuts, scratch, bruise • Slips, trips & falls • Scalds, burns from boiling water spillage, carrying cups of hot liquids etc. • Outbreak of Covid-19 • Fire • Allergens | 1 | <ul style="list-style-type: none"> • Members must maintain welfare areas in a tidy manner - Clean as you go policy in place & enforced. All waste to be removed from welfare areas as soon as possible and collected and disposed of in a safe manner. • Wet floor signs & equipment to clean up spills is to be provided. Spills must be cleaned up immediately. • Waste emptied daily. • Ensure hot water vessels including kettles and hot water boilers are located safely to avoid them being knocked off the countertop and causing a scald. • Trays to catch drips to be positioned under spouts of hot water boiler, water dispensers etc • Adhere to Covid-19 plan on social distancing in welfare areas. Covid-19 plan to be updated in line with public health guidance and governments activity safely protocol. • Manual available for equipment in use in the canteen and members made aware to familiarise themselves with the contents therein. • Safe storage of cleaning chemicals and dishwasher tablets. SDS on file. • If a C&S is involved in the preparation of food for members, spectators or others to consume, a HACCP plan and food safety system is required. • Ensure any pre-packaged food/ snacks that are being provided for consumption are appropriately labelled with allergen content etc. | 1 |

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| Purchasing of goods or services | <ul style="list-style-type: none"> • Use of unsafe or non-compliant goods which could result in an incident. • Use of non-compliant services/advice which could result in an incident. | 1 | <p>Purchasing of consumables, services, equipment and PPE is as per:</p> <ul style="list-style-type: none"> • SOP023: Management of equipment • SOP020: Purchasing of Goods and Services and Management of Suppliers <p>The Committee members must maintain an Approved Trusted Supplier List (ATSL) for their entity for the purchase or hire of items/services that could present a foreseeable risk and the purchase of safety equipment.</p> <p>Purchasing of food</p> <ul style="list-style-type: none"> • If a C&S is involved in the contracting of a food provider e.g. a burger van etc, to provide food for members, spectators or others to consume, the C&S committee must ensure the food provider is registered with the HSE, is insured and has submitted a HACCP plan for review. | 1 |
| Infectious illnesses e.g. norovirus, Covid-19 Coronavirus , Monkeypox etc | <ul style="list-style-type: none"> • Outbreak amongst members due to an infected member attending activity • Outbreak due to an infected spectator/visitor | 1 | <ul style="list-style-type: none"> • Covid-19 Plan must be put in place and kept up to date in line with public health guidance. Covid-19 representative training must be completed. • Posters in place advising of public health guidance updated as appropriate e.g. infectious illnesses symptoms, control measures such as good hygiene practices, use of sanitiser, etc. • Sanitiser to be provided at all entrances to the building and in vehicles. • Members must adhere to the public health requirements that are currently in force | 1 |
| Driving the UL wolves vehicles to/ from activities | <ul style="list-style-type: none"> • Road traffic accident • Fatality • Serious Personal Injury • Carbon monoxide/engine fumes serious injury/illness, death | 3 | <p>The following SOPs are directly relevant to the driving of UL Wolves vehicles:</p> <ul style="list-style-type: none"> • SOP-10 Selecting a driver for the UL Wolves Toyota Hilux or Mercedes Sprinter • SOP-11 Selecting a driver for the UL Wolves Minibus • SOP-12 UL Wolves Vehicles: booking, use, maintenance and driver requirements • SOP-28 Adverse Weather Plan • SOP-32 Management of the UL Fleet by Office staff • Those driving the UL Wolves vehicles must adhere to the above SOP relevant to their driving activities • Members must obey rules of the road, obey speed limit signs etc. • Members instructed not to drive in unsafe conditions- adverse weather, severe frost, etc. • Use of hand held equipment e.g. mobile phone while driving is prohibited, except when using hands-free kit. Members provide their own hands-free kit should they wish to use their phone while driving • Records kept of collisions, incidents, vehicle checks, maintenance, NCT/DOE and insurance | 1 |

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| | | | <ul style="list-style-type: none"> Incidents handled as per UL Wolves Clubs & Societies Health & Safety SOP Manual SOP013: Management and Reporting of an incident Engines must not be left running in indoor areas at any time. The keys of the UL Wolves vehicles are kept with the driver/Leader. If vehicles are permitted in areas where pedestrians are present then a system to segregate vehicles and pedestrians must be put in place. High visibility clothing should be worn by individuals moving in areas where vehicles are in operation. The wearing of headphones is prohibited when moving in areas where vehicles are in operation. | |
| Pulling a trailer | <ul style="list-style-type: none"> Road traffic accident Fatality Manual handling injuries manoeuvring and hitching the trailer | 1 | <p>The following SOPs are directly relevant to the driving of UL Wolves vehicles:</p> <ul style="list-style-type: none"> SOP-10 Selecting a driver for the UL Wolves Toyota Hilux or Mercedes Sprinter SOP-11 Selecting a driver for the UL Wolves Minibus SOP-12 UL Wolves Vehicles: booking, use, maintenance and driver requirements SOP-28 Adverse Weather Plan. <ul style="list-style-type: none"> Competent, adequately insured trained driver. Proof held on file. Pre-use checks including- ensure that brake lights and indicators are working on trailers/loads being pulled before moving off. Load doesn't exceed the SWL of the vehicle, load doesn't exceed SWL of the trailer etc Trailers are fit for purpose and maintained as such. Safe secure loads – training on same? Safe access into and egress out of trailer. No standing at unprotected edges on trailers without controls in place. If vehicles are permitted in areas where pedestrians are present then a system to segregate vehicles and pedestrians must be put in place. High visibility clothing should be worn by individuals moving in areas where vehicles are in operation. The wearing of headphones is prohibited when moving in areas where vehicles are in operation. | 1 |
| Organising of events | <ul style="list-style-type: none"> Various depending on the event being organised. | 1 | <ul style="list-style-type: none"> SOP022: Event Management by Club & Society Committees relates to the procedures in place for the planning and management of an event by the UL Wolves Clubs and Societies Committees. SOP-28 Adverse Weather Plan to be adhered to. An Event Management Team should be put in place to assist with planning the event, at least 2 of the committee members, one of which must be the Safety Officer will be required to be on this EMT. The EMT will be responsible for ensuring foreseeable hazards are identified and | 1 |

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UL WOLVES CLUBS & SOCIETIES HAZARD Identification & Risk Assessment

| HAZARD | RISK ASSOCIATED | Initial risk rating S x L = RISK | CONTROL MEASURES | Residual risk rating |
|---|--|-------------------------------------|---|----------------------|
| | | | <p>risks assessed with adequate controls put in place. A competent person can be used to assist with this task depending on the expertise available on the committee and the level of risk anticipated.</p> <ul style="list-style-type: none"> Any incidents arising during the event must be managed as per SOP-013 Management and reporting of an incident. | |
| Organising of trips – domestic and international | <ul style="list-style-type: none"> Various - depending on the activities, location etc see Trip Management Plan | 1 | <ul style="list-style-type: none"> SOP-25 for Domestic Trips SOP-26 for International Trips. All non-regular trips away must be documented in the relevant Trip Management Plan template as outlined in either SOP-25 for Domestic Trips or SOP-26 for International Trips. SOP-28 Adverse Weather Plan to be adhered to. | 1 |
| Adverse weather | <ul style="list-style-type: none"> Road traffic accident coming to/from activity or driving for an activity Collapse of structures Power cut Impact from trees/unsecured materials etc Skin cancer from sunburn Dehydration Hypothermia | 4 | <ul style="list-style-type: none"> The Committee and members must adhere to the requirements of SOP-28 Adverse Weather Plan. Members should not travel to an activity when there is a red weather warning in place for either their residential location/starting point, any location through which they may pass on their journey to/from the activity or the location of the planned activity. Loose materials stored outdoors should be tied down and made safe when high winds are forecast. Sunblock must be used by all members when outside on days when the UV index is high. Slip, Slap, Slop info provided. | 1 |

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| Activity at Heights- Use of footstool/ step ladders, use of other elevating equipment to facilitate accessing a height etc. | <ul style="list-style-type: none"> Falls from heights - serious personal injury. Items dropped & injuring people below | 1 | <ul style="list-style-type: none"> To ensure members safety, precautions must be taken to prevent members from falling from a height. Where it is foreseeable that members may be carrying out activities at a height, a thorough risk assessment of the activity must be carried out to select the safest method of accessing a height and the safest equipment to be used e.g. ladder, steps etc. Where C&S activities may involve access to a height a detailed risk assessment must be done to ensure this access is done in the safest manner possible. Never stand on chairs or stools to reach high areas, steps must be provided & used. All ladders to conform to proper standards & to be checked regularly. Defective ladders to be destroyed immediately. Ladders must be footed or tied when in use. Ensure activity at height never takes place while activity is going on directly underneath- exclusion zone needed. Ensure that adequate and suitable hazard warning is positioned prior to and during activity. Dropping or throwing of objects to the ground is not permitted. Maintain a tidy activity area at all times. No climbing on racking, on top of vehicles or trailers, stacked loads etc. Safe access to be provided to heights including onto trailers and into the back of trucks etc Suitable footwear to be worn when partaking in outdoor activities at a height. | 1 |
| Accessibility of trespassers (including children) to activity areas, storage facilities, UL Wolves vehicles, equipment etc. | <ul style="list-style-type: none"> Exposure to various activity specific hazards | 1 | <ul style="list-style-type: none"> Ensure adequate signage is in place at the entrances to areas which are unauthorised for non-members access to indicate that it is private property with 'no unauthorised entry' etc. Ensure access to unsafe areas is properly restricted with locked gates etc. Ensure outdoor storage areas are kept secured when unattended by members. Chemicals must never be left in areas that may be accessed by children. Lock UL Wolves vehicles and ensure C&S equipment and materials are secure and safe from unauthorised use when left unattended. The keys of the UL Wolves vehicles are kept with the driver/Leader. Equipment is not left unattended. | 1 |

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| Incoming Deliveries | <ul style="list-style-type: none"> Crush, trapped by delivery vehicle or lifting equipment - risk is increased when vehicles have to reverse. Foot injury from moving loads. Musculo-skeletal injuries – e.g. back, neck, shoulder injury from manually manoeuvring loads. | 1 | <ul style="list-style-type: none"> Hi visibility clothing must be provided and worn when persons are moving in the vicinity of vehicles e.g. when members are involved an activity area and delivery vehicles could be manoeuvring in the same area. Manual handling training should be provided & refreshed every 3 yrs. The Committee to enforce correct manual handling techniques. All members should wear appropriate PPE at all times. Mechanical aids should be made available and should be used by members instead of manually moving loads, where possible. Adequate outdoor clothing must be worn by those members required to activity outdoors- rain wear, hi-visibility clothing etc as per the club or societies risk assessments. Surfaces are maintained to ensure free movement of wheeled equipment over the surfaces, slopes & steps kept to a minimum. Defects reported to UL Buildings & Estates Safe access provided and maintained to delivery areas | 1 |
| Loading/unloading | <ul style="list-style-type: none"> Musculo-skeletal injuries – e.g. back, neck, shoulder injury from manually manoeuvring loads Crush injury Foot injury | 1 | <ul style="list-style-type: none"> Hi visibility clothing must be provided and worn when persons are moving in the vicinity of vehicles e.g. when members are involved an activity area and delivery vehicles could be manoeuvring in the same area. Manual handling training should be provided & refreshed every 3 yrs. The Committee to enforce correct manual handling techniques. All members should wear appropriate PPE at all times. Mechanical aids should be made available and should be used by members instead of manually moving loads, where possible. Surfaces are adequately lit and maintained to ensure free movement of wheeled equipment over the surfaces, slopes & steps kept to a minimum. Safe access provided and maintained to activity areas | 1 |
| Storage Areas (this to me is very relevant versus Deliveries and Unloading – this is more likely as a consideration) | <ul style="list-style-type: none"> Manual handling injuries due to incorrect storage, difficulty accessing high shelves etc. Items falling from shelves causing injury Poor housekeeping- Slips, trips, falls | 1 | <ul style="list-style-type: none"> Ensure racking and shelving of adequate strength is provided in storage areas, installed appropriately and not overloaded. Safe working load (SWL) should be identified on all racking to ensure it is never overloaded. Frequently used items to be stored in an accessible location and heavy items to be stored at waist level where possible. Heavy items that are frequently accessed should be stored in a manner that is easily accessible for members. | 1 |

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| by various C&S) | <ul style="list-style-type: none"> Shelves collapse causing impact injury Injury from contact with rough edges/surfaces on shelves Members impacting with each other due to blind spots – impact injuries, spills, etc Slips, trips, falls when carrying items up/down stairs | | <ul style="list-style-type: none"> Ensure items stored overhead are safely stacked to prevent them becoming unstable and injuring someone below. Safety steps with handrails are to be provided in all areas where items are stored above shoulder height. Ensure adequate lighting is maintained in all activity areas. Bulbs replaced in a timely manner. Waste to be disposed of in a timely manner. Walkways to be kept clear at all times. Ensure adequate accessibility in order to allow loads to be moved safely. Members involved in manual handling are to complete a manual handling training course & have the training refreshed every 3 years Edges of shelving/racking and associated parts must be smooth to prevent injury. Damaged shelving/racking must be removed from use and replaced ASAP. The storage of items that need to be manually moved between floors up a stairs isn't good practice as when carrying items correctly the two hands should be used to hold the load securely which means the handrail cannot be used, thus increasing the likelihood of a fall on the stairs. The storage of combustible materials under a stairs is not safe practice if the stairs is to be used as an emergency escape route. | |
| Use of trolleys | <ul style="list-style-type: none"> Trolley overturning- impact injury, musculoskeletal injury etc. Trolley overloaded & too heavy - muscular strain Trolley moves off on its own - muscular injury trying to stop it, impact with member, member of public/ vehicles etc. Trolley difficult to manoeuvre due to wheels not functioning correctly- musculoskeletal injury | 1 | <ul style="list-style-type: none"> SOP-20: Purchasing of Goods /Services and management of suppliers SOP-23 Management of equipment Fit for purpose, CE marked Damaged or defective trolleys should be identified as such & removed from use on safety grounds until they can be repaired/replaced. Members are trained in correct methods for loading/unloading and pushing/pulling Trolleys are moved one at a time using the handles provided and no faster than walking speed Heavily loaded trolleys that have to be moved are moved by two persons or more based on the assessment by members Heavier items are stacked at the bottom of the trolley and the trolley is not overloaded. Trolleys are inspected regularly, reported defects are dealt with promptly and unsafe equipment is taken out of use | 1 |

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| Lifting equipment | <ul style="list-style-type: none"> Impact from falling loads Entrapment in moving parts Failure of lifting equipment leading to injury | 1 | <ul style="list-style-type: none"> SOP-20: Purchasing of Goods /Services and management of suppliers SOP-23 Management of equipment Fit for purpose, CE marked, subject to regular maintenance, servicing and statutory inspections as required Damaged or defective equipment should be identified as such & removed from use on safety grounds until they can be repaired/replaced. Members are trained in correct methods for using lifting equipment. Lifting equipment is inspected pre-use, reported defects are dealt with promptly and unsafe equipment is taken out of use | 1 |
| Storage, handling and use of chemicals | <ul style="list-style-type: none"> Fire, Spills. Eye, skin, respiratory irritation Mixing of chemical which can generate hazardous fumes Various as per SDS | 1 | <ul style="list-style-type: none"> SOP020: Purchasing of Goods and Services and Management of Suppliers Inventory of hazardous chemicals that may be used by the C&S is to be drawn up and maintained. Good hygiene practices must be adhered to - wash hands after handling chemicals Safety Data Sheets (SDS) must be obtained from the manufacturer for all hazardous chemicals to be used and chemical risk assessments completed. SDS to be available to the person using the substance. All hazardous substances used should be clearly identified and where possible replaced with an equally effective but less hazardous substance. Members who are required to use hazardous substances, must be fully informed of the risks involved, receive adequate instructions and be provided with the appropriate PPE in order to safeguard their own health, safety and welfare and that of others. Designated storage areas provided for chemicals must be fit for purpose and allow for chemicals to be stored safely as outlined in the SDS for each chemical. Normally the storage area will be determined by the more hazardous property of the chemical and having assessed the consequences in the event of an accident in the storage area. Flammable chemicals (such as hand sanitiser) must be stored in an appropriate way to prevent exposure to heat sources which could lead to a fire and to prevent ignition or explosion in the event of a fire in the storage location. The transport of chemicals by C&S (fuel for rib, tanks for diving etc) to be addressed in C&S specific risk assessments. | 1 |

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| Cleaning tasks | <ul style="list-style-type: none"> Manual handling injury Exposure to biological agents Exposure to chemicals Slips, trips and falls Fall from a height | 1 | <ul style="list-style-type: none"> See controls above for chemicals use. Members who clean equipment etc should be provided with training on the wearing of PPE, cleaning methods, infection control, chemical use, handling of waste, biological agents etc Ensure equipment provided is fit for purpose and replaced in a timely manner once defective/damaged PPE provided and worn including gloves to protect from chemical and biological agents. Non-slip footwear to be provided and worn when wet floor surfaces are anticipated. Safe method for filling and emptying of mop buckets to ensure the risk of musculoskeletal injuries are eliminated. Use of jugs to fill the bucket rather than lifting the bucket up into a sink etc. | 1 |
| Maintenance activities | <ul style="list-style-type: none"> Manual handling injury Exposure to biological agents Exposure to chemicals Lacerations, impact injuries, etc Slips, trips & falls indoors and outdoors when accessing waste areas Fall from a height | 1 | <ul style="list-style-type: none"> SOP023: Management of equipment SOP020: Purchasing of Goods and Services and Management of Suppliers Equipment or machinery must be maintained and serviced by a competent person who should be listed on the Approved Trusted Supplier List (ATSL). Proof of competence, safety statement and insurance held on file as per the above SOPs Risk assessments and method statements requested to be submitted in advance of activity involving risk. See controls above for chemicals use. Ensure equipment provided is fit for purpose, maintained in a fit for use condition and replaced in a timely manner once defective/damaged Inform the C&S Coordinator of any defects in UL property, structural defects etc PPE provided and worn including gloves to protect from chemical and biological agents. Non-slip footwear to be provided and worn when wet floor surfaces are anticipated. Outside areas need to be maintained in a safe manner. Report on identifying safety concerns to the person in charge. | 1 |
| Manually operated hand tools- screw driver, hand-saw, crowbar, | <ul style="list-style-type: none"> Cuts, Loss of finger, Digit crush injuries, Eye injuries Dust etc | 1 | <ul style="list-style-type: none"> SOP023: Management of equipment SOP020: Purchasing of Goods and Services and Management of Suppliers Used by competent persons only. Members must not bring any of their own tools or equipment along to the activity which they intend to use for activity unless it can be demonstrated that it is safe to use and fit for purpose. | 1 |

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| hammer, knives etc. | | | <ul style="list-style-type: none"> Hand tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use Stored safely after use. Members are informed of the possible risks when using the hand tools PPE is provided and worn as required Gloves should be worn where there is a risk of cuts when using hand tools; Eye protection must be worn where there is a risk of eye injury while using tools. Adequate lighting is available | |
| Power hand tools (electrical / hydraulic / pneumatic) – e.g. handheld drills, saws, grinders etc. | <ul style="list-style-type: none"> Entanglement in rotating parts - amputation Bodily injury – Burns, Cuts Impact injury Ejection of flying swarf /pieces of fractured drill bit/chuck key- eye/head/ brain injury Electric shock Fire & explosion Respiratory irritation Hearing damage | 1 | <ul style="list-style-type: none"> SOP023: Management of equipment SOP020: Purchasing of Goods and Services and Management of Suppliers Members are not permitted to use power tools while engaging in C&S activities. Members are not permitted to bring along any power tools to any UL Wolves C&S activity. Used by competent persons only. Ventilation is provided when dust is expected to be generated. Ensure power tools are not used in areas where there is a risk of explosion from heat or sparks generated by the tools, near oxygen tanks etc Power hand tools are used and maintained in accordance with the manufacturer's manual and safety devices are in good working order Tool is disconnected from its power supply before cleaning, clearing blockages or other maintenance/repair work starts Tool adjustments are not made while moving parts are in motion Employees are trained in the correct use of the power hand tools and the operator's manuals are available Sufficient clear work space is provided and work pieces are secured where necessary Loose clothing, jewellery and unsecured long hair are avoided when using power hand tool PPE is provided and worn when required Electrical hand tools of greater than 110 volts are not used Tools are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use Portable electrical tools that could be subject to wear and tear are inspected and tested regularly by a competent person Vibration dampening is provided on powered hand tools where appropriate | 1 |

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| Health Hazards | <ul style="list-style-type: none"> Allergic Sensitizers, e.g. dust, etc. Burns, dermatitis from contact with chemicals, cleaning agents, etc. Zoonoses: Lyme diseases, Weil's disease from contact with rat's urine handling equipment, waste etc. that are stored outside, accessing outdoor areas etc Respiratory illnesses from mould spores that may be generated by moulds Activity specific: Lack of oxygen when diving etc | 1 | <ul style="list-style-type: none"> Good hygiene practices must be adhered to - wash hands before eating, after handling chemicals/waste, before smoking, wounds must be covered by waterproof dressings etc. Members engaged in outdoor activities must be made aware of risks from zoonoses such as Weil's disease, Lyme disease https://www.hsa.ie/eng/topics/biological_agents/specific_biological_agents_diseases/lyme_disease/ etc Safety Data Sheets (SDS) must be obtained from the manufacturer for all hazardous chemicals used, reviewed and the controls therein adhered to. SDS to be made available where substance is being used. All hazardous substances used should be clearly identified and where possible replaced with an equally effective but less hazardous substance. Members who are required to use hazardous substances, must be fully informed of the risks involved, receive adequate instructions and be provided with the appropriate PPE, to safeguard their own health & safety and that of others. Gloves must be provided and worn when handling items that are stored outside. Ensure mould and damp in the activity areas/storage areas are investigated and treated to prevent them becoming a health issue for members and others using the building. Pest Management should be in place in buildings under the use or ownership of UL Wolves. Make office or B&E aware of any issues | 1 |
| Legionella bacteria – causes Legionnaires' disease, a potentially fatal form of pneumonia. This infection can happen when tiny water droplets (aerosols) or particles left | <ul style="list-style-type: none"> Access to stagnant water in disused sinks, toilet facilities, tanks – risk of legionella bacteria growing and legionnaires disease outbreak | 1 | <p>Legionella grow best between 20°C - 45°C. Optimum growth temp being 35°C – 40°C. High water temperatures (minimum 60°C) kill the bacteria.</p> <p>Legionella can be found in water systems such as:</p> <ul style="list-style-type: none"> Hot and cold water systems including showers, eye washes and taps; Dust suppression systems such as those used in cement and waste recycling industries; Firefighting systems for example, sprinklers and hose reels; Vehicle washes and power hoses <p>Where any of these water systems are present a legionnaires risk assessment will need to be carried out and controls put in place to eliminate the risk of an outbreak. (UL B&E)</p> <p>With the correct conditions, for example, warm water, the presence of micro-organisms and nutrients in the water or materials such as rust, the bacteria can grow and multiply to high levels which increase the risk of exposure. The bacteria tend to grow in biofilms (slime). Biofilms are likely to form on surfaces where there is low water flow or water is allowed to stagnate.</p> | 1 |

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| after water has evaporated contaminated with high concentrations of Legionella are inhaled. | | | Water tanks used for rinsing of wets suits should be emptied, cleaned and sanitised after use. Stagnant water should not be permitted. | |
| UV light Extreme temperatures | <ul style="list-style-type: none"> Sun burn, Melanoma Dehydration | 2 | <ul style="list-style-type: none"> Adhere to the requirements in SOP-28 Adverse Weather Plan Instruction given to members to slip, slap sloop "Slip on a shirt, sloop on sunscreen and slap on a hat" when high UV levels are expected. | 1 |
| Passive smoking | Second hand tobacco smoke is a carcinogen Fire risk from butts, smouldering materials | 1 | <ul style="list-style-type: none"> No smoking is permitted in UL Wolves vehicles or indoor areas. Ensure butts are extinguished fully in a designated butt disposal bin. UL is a Smoke & Vape free Campus | 1 |
| Waste management | Lacerations Manual handling injuries Arson | 1 | <ul style="list-style-type: none"> Waste should be in a secure facility while awaiting collection. Where waste is stored outside ensure the waste is stored an adequate distance from buildings to prevent buildings catching fire in the event of arson. | 1 |

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| Use of third party venues | Various | 3 | <ul style="list-style-type: none"> All necessary information on the venue to be reviewed to ensure the venue is suitable All groups using a venue co-operate with each other to ensure safety Venue emergency plans are in place and communicated to all Venue rules and safety signs are always obeyed Members are informed of any possible risks specific to the venue and the control measures needed by the committee. Where relevant, adequate crowd management arrangements are in place for the venue Emergency Evacuation Plans or Covid-19 Plans in hotels where events are being held | 1 |
| Office Activities | <ul style="list-style-type: none"> Slips, trips and falls; Struck by or against objects; Workstations: see below Phone use – ergonomic risks for heavy users Stress Fatigue Entanglement in moving parts – shredder etc | 1 | <p>The following must be observed in all office areas:</p> <ul style="list-style-type: none"> All office equipment is positioned so as to avoid risks of falls or collisions when in use. Frequently used items stored at waist level where possible. Ensure adequate lighting is maintained in activity areas Ensure that all desk / cabinet drawers are not left in the open position. All power, phone and equipment cables are positioned so as to avoid risks of falls. Position equipment as close to power points as possible. All phone lines, cables and extensions are taped or fastened under the desk or along the baseboards. The use of multiple socket adaptors is a fire hazard and must be avoided. Adequate means of access to and exit from the activities is provided including adequate means of escape in the case of fire (which are clearly marked). Defects in office equipment or materials must be reported immediately to the President/ Chairperson. Office chairs/stools must be adjusted to ensure correct posture & comfort Office documents must be stored/ filed correctly. Rubbish must be removed regularly from activity areas. Coats should be hung on coat hangers not on backs of chairs, personal belongings stored safely so as not to be a trip hazard. Loose clothing is not worn and long hair is tied back, jewellery is removed before using shredders or other equipment with moving parts. | 1 |

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| Use of Display Screen Equipment - computer workstation and associated equipment. | <ul style="list-style-type: none"> • Electrocution • Musculo skeletal upper limb disorders • Eye fatigue/eye strain • Stress & general fatigue | 1 | <p>Members must never use damaged equipment or equipment with damaged leads.</p> <ul style="list-style-type: none"> • Each user to adapt workstation to their individual need e.g. laptop on a riser or docked, screen, keyboard & seat are adjustable & must be adjusted to suit the individual. • If typing from documents, the documents should be at eye level – use a document holder, etc • Adequate lighting must be provided. • Blinds in place to reduce glare as required. • Take regular short breaks from DSE by alternating activity routine- filing, preparing post etc. • Electrical safety controls apply- PAT testing performed from time to time as required | 1 |
| Lone participating -individuals participating in activities alone | <ul style="list-style-type: none"> • In the event of an accident the victim is alone, without assistance, which could lead to a delay in getting first aid treatment, fatality etc. | 1 | <ul style="list-style-type: none"> • Lone participating in club or society activities that involve risk (work at a height, water-based activities, outdoor activities etc) is not permitted due to the risk of the member being injured while alone and a delay in getting the necessary assistance to them. (i.e. UL Boathouse, Activity centres or Boat storage areas) | 1 |
| Members that are young persons (under 18 years) | <ul style="list-style-type: none"> • Vulnerable to risks due to their age and physical abilities. | 2 | <p>Only registered students in the University of Limerick under the 18 can be members of UL Wolves Clubs & Societies</p> <p>Clubs & Societies activities should not involve minors that are not registered 1st year of the University of Limerick</p> <p>No person under 20 years of age will be approved to drive UL Wolves vehicles</p> <p>Young persons are not permitted to carry out an activity where the activity could:</p> <ul style="list-style-type: none"> ➤ be beyond physical or psychological capacity ➤ involve the risk of accidents due to insufficient attention to safety or lack of experience or training <ul style="list-style-type: none"> • Under 18s are not permitted to be exposed to hazardous chemicals or manually lift loads heavier than 20kg. | 1 |

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| Other vulnerable groups - pregnant, medically vulnerable, member with a disability, etc | <ul style="list-style-type: none"> Allergies Illness during, as a result of or after participating in activities, trips, events etc | 1 | <ul style="list-style-type: none"> Members must acknowledge that they have a personal responsibility to adhere to all public health guidelines as well as any instructions set out by their medical practitioner in relation to their health. Members are asked to declare any medical condition, illness or disability which may limit or affect their ability to undertake/ their safety while undertaking/ the safety of others while they are partaking in the activities of the club/society during the membership process. Members are required to inform the C&S office of any changes in their health status that could limit or affect their ability to undertake/ their safety while undertaking/ the safety of others while they are partaking in the activities of the club/society. Clubs and societies need to risk assess vulnerable groups in light of their activities. It is prohibited to interact with vulnerable persons who are non-members as part of a club or society activities. Management of members is as per: <ul style="list-style-type: none"> SOP-01 Creating and keeping records of an event/activity on the UL Wolves System SOP-03 Managing your members SOP-29 Correctly dealing with grievances and disputes within clubs or societies by C&S SOP-21 Day-to-day running of C&S | 1 |
| Non-members participating in C&S activities | <ul style="list-style-type: none"> Various risks | 1 | <ul style="list-style-type: none"> As per SOP-21 Day-to-day running of C&S, non-members are not permitted to participate in C&S activities. *Please Note: UL Wolves Insurance policies are directly linked to online approved membership as such non-members are not insured to take part in clubs and societies activities. A committee's failure to comply with this will result in a 15% fine of their budget allocation and may result in an investigation as per SOP-34 Investigation and disciplinary in matter of breach of UL Wolves Clubs and Societies policies. Non-members are permitted to participate in C&S events as competitors from other Clubs/Societies Institutions, audience attendees, spectators etc. All C&S events require an Event Management Plan to be completed as per SOP022: Event Management by Club & Society Committees It is prohibited to interact with vulnerable persons who are non-members as part of a club or society activities. | 1 |

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