



**University of Limerick SU**

**Clubs and Societies Safety Statement**

**Academic Year 2024-2025**

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Crafts Society

## **1. Introduction**

This safety statement is designed to set out the control measures that this Society has in place to reduce the risk associated with its activities to the minimum that is reasonably practicable. It will define the role of the Society officers with respect to safety. It also sets out the standards that the Students Union requires the club/society to adhere to.

The officers have overall responsibility for ensuring safety standards are high and that members are aware of these standards. Officers should bring this document to the attention of their members and explain to them the basic safety rules that all members must adhere to when participating in club/society activities.

### **1.1 Role of the President of the Club/Society**

The President's role with respect to safety involves the following;

- ensuring that everyone is familiar with the Safety Statement,
- that there are first aiders and first aid equipment available if required,
- that trip leaders are suitably experienced,
- ensuring that novices are well looked after
- that relevant training is provided where necessary,
- and that everyone is aware of the action to be taken in an emergency.

### **1.2 Role of the society member**

Clubs and Societies endeavor 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 and to be responsible for their own health and safety. Additional expectations of the society members are listed below.

- They must not jeopardize the health and safety of other members through their own actions.
- Members are required to follow instructions given by Officers or Trip leaders
- Members should attend relevant training courses provided for them.
- They should raise any safety concerns that they have with an Officer or trip leader.

- Members should inform an Officer or trip leader of any relevant medical conditions that might impinge on their ability to participate or that might affect emergency first aid treatment.
- 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.

### **1.3 Communicating the contents of the Safety Statement**

An administration seminar is held on an annual basis. The overall content of the Safety Statement will be dealt with at this seminar. At least one club/society officer must attend the seminar and inform other officers of the content as per the ULSU requirement for Clubs & Societies

## **2. Reporting of accidents**

Accidents that occur as a result of the society activities or while a member is participating in the society, activities must be investigated, recorded on the SU accident report form ([Appendix 1](#)) and a copy sent to the SU, Clubs & Societies Development Officer or Clubs & Societies Liaison Officer within 5 days of the accident occurring.

Members are insured against personal injury while participating in society activities. Non-members are not. The SU will deal with claims that may arise. Officers must ensure members are signed up and in full compliance with the Clubs & Societies on-line membership registration process [www.registercs.ul.ie](http://www.registercs.ul.ie)

Accidents are defined as incidents where a person is injured to such an extent that they require first aid or other medical treatment (doctor, nurse, hospital visit).

### **2.1 Serious accidents and fatalities**

Serious accidents or fatalities must be reported to the Clubs & Societies Development Officer, Paul Lee as soon as possible. If the C&S Development Officer is not available the General Manager must be notified or the President of the Students' Union or the Clubs & Societies Liaison Officer

### **Contact details**

- Paul Lee, Clubs & Societies Development Officer, (w) 061-213477-(m) 086-0435307

- Martin Ryan, General Manager (w) 061 202324 - (m) 086-0435306
- Derek Daly, UL Student Union President (w) 061 202326 - (m) 086-0435300
- Liz Gabbett, Clubs & Societies Liaison Officer (w) 061-234891 – (m) 086-0435308

### **3. First aid**

There are limited activities that pose a risk of minor injury that are carried out by the society. Any possible injuries can be treated with the use of a standard first aid kit. The society safety officer is responsible for bringing the first aid kit to our weekly events.

### **4. Hiring of transport**

When hiring minibuses or other vehicles for society outings only those named as drivers (with the appropriate drivers license) are insured to drive the vehicle. Other society members must not drive. Where possible only minibuses fitted with seat belts should be hired, check with the hire company before hand.

### **5. Hiring of venues**

If a venue (external to UL) is to be used by the society for its own activities or for events a society officer should ensure that there are sufficient trained security persons at the venue for the duration of the event (if required). The officer must clarify whether the venue will provide these or if they need to be supplied by the club. If there is any doubt about numbers of security the ULSU Ents Committee should be consulted.

The society officer should also request the venue manager to sign the declaration set out in the form ([Appendix 2](#)). This form is a fire safety declaration of compliance with the relevant legislation and provides assurance to the club/society officers that the venue is safe from a fire safety perspective. This form is not required when clubs or societies are using conventional venues such as hotel function rooms and nightclubs but is needed when hiring halls, marquees and venues not usually used for large groups.

### **6. Purchase of services**

Where a 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 has public liability insurance. A copy of the certificate of insurance should be obtained by an officer of the club prior to the use of the venue or equipment. A copy of the insurance certificate must be given to the Development Officer Paul Lee.

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.

### **7. 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. A copy of the insurance certificate must be sent to;

<p><b>Cliona Donnellan, UL Buildings &amp; Estates</b> <b>Fax 202416</b> <b>Phone ext 2496</b></p>
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The equipment/event can only proceed if the event is given the go-ahead by UL's insurers through Cliona Donnellan.

### **8. Safety checks on equipment owned by the SU & club./society**

Equipment purchased by society is the property of the SU and must be returned to the SU should the society cease to operate. The Crafts Society does not have any equipment that requires safety inspection.

### **9. Loaning of equipment**

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

## **11. Training of leaders/instructors and ratio of experienced persons to novices**

Where the club is affiliated to a national body, governing body or federation the requirements of that body must be adhered to.

## **12. Trips in Ireland (day and longer) where club members may be involved in potentially hazardous activities**

Society 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 society officer should contact the designated person on return of the society 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 trips involving hazardous activities.

## **13. Foreign Trips (Outside the island of Ireland)**

*It is MANDATORY to inform the Clubs and Societies Development Officer ([Paul.Lee@ul.ie](mailto:Paul.Lee@ul.ie)) and the Clubs & Societies Liaison Officer([Liz.Gabbett@ul.ie](mailto:Liz.Gabbett@ul.ie)) in the case of a foreign trip AND the UL Sports Administrator ([Neasa.odonnell@ul.ie](mailto:Neasa.odonnell@ul.ie)) with regard to a Club trip. An itinerary is required in advance of all trips outside of the island of Ireland. The itinerary must include*

- 1. Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities*
- 2. The contact details of the Event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible)*
- 3. In Case of Emergency (ICE) contact details must be provided by every participant to the Event Co-ordinators, and provided to the CSDO (and Sports Administrator where applicable) at least a week in advance of the planned trip*

*Ensure the Clubs & Societies Travel Insurance Policy Number is brought which is available from CSDO, Clubs & Societies Liaison Officer or ULSU Secretary General in advance of the trip*

*As per the Health & Safety Statement ensure contact details are available to Event Coordinators for the following ULSU Clubs and Societies Development Officer*

**086-0435307**

ULSU Secretary General, **086-0435306**  
ULSU President, **086-0435300**  
ULSU Clubs & Societies Liaison Officer **086-0435308**  
AND the UL Sports Administrator (in the case of a Club event) **086-8524938**

Additional Foreign Trip checklist information

1. Check if a visa is required and make the necessary arrangements with your members
2. Check if vaccinations are required and make the necessary arrangements with your members
3. Collect passport details for all participants and check if all passports are valid until at least 3 months after the trip. Some countries may require passports to be valid for e.g. 6 months after the planned return date.
4. Certain activities require separate insurance to Clubs & Societies main insurance policy for the activities to be undertaken i.e. skydiving, sub-aqua, and the details of these policies must be known to members and CSDO in advance of trips.
5. To avoid unnecessary complications arising from theft and loss of passports while abroad members should have a backup record of their passport either via a photocopy or scanned copy of their passport and that could be left with a family member. In the event of theft or loss this record should assist greatly in and ability to repatriated members

First Aid Criteria:

1. Ensure adequate First Aid Kits and/or supplies will be present.
2. Ensure First Aid Kits are fully stocked.
3. Ensure competent, certified First Aider(s) will be present if required as per Health & Safety Statement.
4. Ensure First Aid incidents are recorded, and an incident report is completed as per the Health & Safety Statement for future reference and risk management. All incident reports must be provided to the CSDO
5. Inform all participants of who is responsible for First Aid for the trip/event.
6. Ensure that in case of emergency contact details for local and/or appropriate emergency services are known to all participants.

Safety Criteria:

1. Ensure adequate Safety Equipment will be present if applicable to the activity.
2. Ensure all Safety Equipment is in good working order.
3. Ensure competent, certified Safety person/people will be present.
4. Ensure only qualified members use specialist equipment
5. Inform all participants of who is responsible for Safety for the trip/event.
6. Perform a risk assessment for the locations of all activities

#### **14. Bullying & Harassment**

Clubs and societies of the Student's Union do not tolerate bullying. Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Isolated incidents of aggressive behaviour, while to be condemned, and should not be described as bullying. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying. Sanctions will be taken against those found to be in breach of the policy. Club or society members should contact the Clubs & Societies Development Officer for assistance on this issue. (See Bullying & Harassment Policy [Appendix 4](#))

#### **15. Annual Review of Safety Statement**

At the start of the first term the officers of the society should review the contents of its own safety statement and ensure that the contents are still relevant to the activities of the society.

If the society is participating in additional activities that may have safety implications the officers should draw up a policy to state how the society is going to minimize the risk associated with those activities.

The names of those designated to look after first aid kits, etc should be changed. A new copy of the Safety Statement should be produced and dated with the current academic year clearly printed on the cover. A copy of the revised Safety Statement 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 Statement.



## Appendix 1 SU Accident Report Form

### **SU Accident Report Form**

*(to be filled on by an officer of the club and the person suffering the injury, copy to be sent to SU as soon as possible)*

1. Club/Society:
  2. Name of injured person:
  3. Student id no./Staff id
  4. Term time address
  5. Home address
  6. Phone no.
  7. Date of accident:
  8. Location of accident
  9. in UL(state where)\_\_\_\_\_.
  10. on trip(state where)\_\_\_\_\_
  11. State the nature of the injury.
  12. What first aid was provided?
  13. Did the patient attend hospital? Yes/No
  14. State name and address of hospital.
  15. Date patient attended if not day of accident.
  16. What treatment was received?
- How did accident occur? (to be completed by patient)
17. Witness 1 Name

18. Term Address

19. Home address

20. Phone

21. Witness 1 statement

22. Witness 2 Name

23. Term Address

24. Home address

25. Phone

26. Witness 2 statement

**SU Use only**

*Insurance company notified: Yes/No*

*Date:*

*Signed:*

## Appendix 2      Fire Safety Declaration of Compliance

### Fire Safety Declaration of compliance

I declare on behalf of \_\_\_\_\_ that the venue is in compliance with Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985 and with the Code of Practice for the Management of Fire Safety in Places of Assembly. Numbers entering the premises will be controlled by the venue management.

\_\_\_\_\_  
Manager or authorized person

Date \_\_/\_\_/\_\_

## **Appendix 4 Clubs & Society's Bullying & Harassment Policy**

The Clubs and Societies are voluntary social, recreational and leisure clubs that run activities for students and staff of the University of Limerick and other membership's categories to enjoy in their leisure time. We envisage that those in the Club/Society will treat each other with respect and dignity at all times. All members are expected to conduct themselves in appropriate manner at all times and must not engage in any form of bullying or harassment.

All members of the University of Limerick Clubs and Society's must comply with this policy and appropriate measures will be taken against members who disregard this policy and act in an inappropriate manner. Appropriate disciplinary action, including termination of membership, will be taken against any member who violates this policy.

The policy applies to all members of clubs and societies, members of the Student's Union and any other parties involved in the clubs/societies whether in the University of Limerick or off site whilst engaged in the activities of Clubs & Societies. The policy applies to harassment not only by fellow members but also by a customer or other club/society/University contact to which a member might reasonably expect to come into contact within the course of their club/society membership. Bullying / harassment within the clubs and societies will not be tolerated by the University of Limerick Student's Union under any circumstances. This policy provides for prompt, fair, confidential and effective redress for targets of bullying/harassment.

### **Definitions:**

#### **Harassment**

Harassment is defined as any act of conduct which is unwelcome and offensive, humiliating or intimidating on a discriminatory ground including spoken words, gestures, or the production, display or circulation of written material or pictures. Harassment in relation to the nine discriminatory grounds (race, religious belief, age, sexual orientation, disability, marital status, membership of the Traveling community, gender and family status), is prohibited within the Clubs and Societies. Harassment of any kind will not be condoned by the Clubs and Societies Executive. Any members who are found to have engaged in harassment on any of the grounds will face disciplinary action up to and including expulsion from the Club/Society.

## **Sexual Harassment**

Sexual Harassment is defined as all unwelcome and sexually, or otherwise on the gender ground, offensive, humiliating or intimidating actions involving acts of physical intimacy, spoken words, gestures or the production, display or circulation of written material or pictures, or requests for sexual favours. Sexual harassment is prohibited by the Clubs and Societies Executive. Any members who are found to have engaged in sexual harassment will face disciplinary actions up to and including expulsion from the Club/Society.

## **Bullying**

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the Club/Society and/or in the course of club activities, which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to someone's dignity but, as a once off incident, is not considered to be bullying. Bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow members.

## **Procedures:**

There is both an informal and formal procedure to deal with the issue of bullying/harassment within the clubs and societies. It is our aim that any investigation that takes place will be completed as quickly as possible.

## **Informal Procedure:**

*It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters more effectively. As a general rule therefore, an attempt should be made to address an allegation of bullying/harassment as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty quickly and effectively, with the minimum of conflict and stress for the individuals.*

- a) Any member who believes he or she is being bullied/harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club/Society. The fellow club member can be a support for the complainant in

approaching the alleged perpetrator to explain the reasons they feel they are being bullied or harassed.

It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment / bullying is of a very serious nature.

**Formal Procedure:**

If an informal approach is inappropriate or if, after the informal stage, the bullying/harassment persists, the following formal procedures should be invoked: -

- a) The complainant should make a formal complaint, in writing, to the Club/Society committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator, the nature of the complaint, dates and times of when the incidents occurred, witnesses, and any action that the complainant may already have taken, if any.
- b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement as soon as is practicable and advised that they shall be afforded a fair opportunity to respond to the allegation(s), within specified time limits. No outcome regarding the complaint will be made until a full and fair investigation has taken place.
- c) Before commencing an investigation, the Club/Society committee may take the decision to exclude the alleged perpetrator from any Club/society activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrongdoing on the part of the perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
- d) The Club/Society committee will appoint two members of the committee who will be tasked with investigating the complaint. They will prepare clear terms of reference which outline the background to the complaint, who should be interviewed through the course of the investigation and the timeline in which to resolve the complaint.

- e) Meetings will be arranged with the complainant, the alleged perpetrator and any named witnesses. All will be asked to respond to the complaint and detail their version of events. Both parties and witnesses have the right to be accompanied by a representative at all meetings. Meeting notes will be taken and once committed to type must be signed by the relevant person who was interviewed as a true and accurate reflection of the discussion.
- f) Those investigating will prepare a report of their findings and submit it to the Clubs/Societies committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.
- g) Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.
- h) If the complaint is upheld, the Club/Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club/Society.
- i) If the complaint is not well found, both parties should be brought together by the Club/Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/societies activities.
- j) If the complaint is discovered to be malicious or vexatious, the Club/Society committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
- k) Retaliation of any kind against the member for complaining may also constitute bullying/harassment and is a serious disciplinary offence.

**Appeals Process**

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 5 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and address it to the Student's Union President.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of the Committee to hear the appeal. They may choose to conduct further investigations or implement a new investigation. A decision regarding the outcome should be taken within ten working days of receiving the appeal.

**Statutory Rights:**

Members are obliged to exhaust all internal procedures prior to making a complaint to a third party. Using the above complaints procedure, does not affect a member's right to make a complaint under the relevant legislation, i.e. Employment Equality Act 1998, Health and Safety Legislation, or other appropriate industrial relations legislation.

**Confidentiality:**

All individuals involved in the procedures referred to above should maintain strict confidentiality on the subject. All involved will be reminded of this throughout the investigation process.



## Appendix 5 Clubs & Society Vehicle Information

Licence Category	Description	Minimum Age & Other Requirements	ULSU C&S insurance requirements	Full driving licence - required	History previous accidents, penalty points	Insurance	Proficiency lesson required.	Letter of endorsement from Club or society committee e
B	Vehicle with seats for up to 8 passengers and max weight of 3500kg	17 by law,	20 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	Must complete proficiency lesson or supply evidence of previous experience driving an automatic vehicle for approval to drive landcruiser or been insured to drive a similar sized vehicle to the sprinter.	The University of Limerick NAME OF CLUB OR SOCIETY committee wish to endorse the following person(s) as our nominated drivers for the Academic Year XXXX to drive on behalf of our CLUB OR SOCIETY.
D1	Minibus, maximum passenger accommodation 16 seats	21 / Full <b>B</b> Licence	23 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison	Provide evidence of 2 years insurance	See above	See above

					officer Liz of any accidents &/or penalty points			
EB	Combinations of vehicles with drawing vehicle in category B and where the design gross vehicle weight of the trailer is greater than 750kg.	17 years	20 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	See above	See above
ED1	Combination of vehicles with drawing vehicle in category D1 having a combined design gross vehicle weight not exceeding 12,000kg and where the design gross vehicle weight of the trailer is greater than 750kg.	21 years	23 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	See above	See above

Toyota Landcruiser	04DL 6287	Full B Licence	Dimensions: width 2.2m, height 1.95m & length 4.9m
Mercedes Sprinter width 2.4m length 7.2m	07LK 5463	Full B Licence	DGVW 3500kg    ULW 2620KG Dimensions: height 2.85m,
Ford Transit minibus	02LK2256	Full D1 Licence	

### **Towing a Trailer Legislation**

<http://www.rsa.ie/en/RSA/Vehicles-and-Legislation/Vehicle-Standards/Trailers/>

### **Trailers**

Trailers are classified by their weight when they are carrying a load, which is called the Design Gross Vehicle Weight (DGVW) or maximum mass.

Trailer categories:

- **O1 Trailers** = DGVW less than 0.75 tonnes. This includes small car trailers.
- **O2 Trailers** = DGVW between 0.75 and 3.5 tonnes. This includes larger trailers, horseboxes and most caravans.
- **O3 Trailers** = DGVW between 3.5 and 10 tonnes.
- **O4 Trailers** = DGVW over 10 tonnes. This includes heavy trailers and articulated or semi-trailers.

### **Driving Licence requirements**

The [licence required](#) will depend on what type of towing vehicle you are driving, i.e., whether you are using a car, a truck or a bus.

Towing an O1 or an O2 trailer with a car, 4x4 or a small van

With an ordinary category B licence, a person can

- tow a trailer of up to 0.75 tonnes DGVW, with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers (apart from the driver). The combination weight cannot exceed 4.25 tonnes.

- Tow a trailer exceeding 0.75 tonnes DGVW, provided that the DGVW of the trailer does not exceed the unladen weight of the towing vehicle, and the maximum combination weight does not exceed a total of 3.5 tonnes.

With an EB license, a person can

- tow a trailer exceeding 0.75 tonnes DGVW, with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers (apart from the driver) provided that the manufacturer's rated towing capacity for the towing vehicle is not exceeded.

### **Brake requirements**

For O1 Trailers (DGVW not exceeding 0.75 tonnes)

O1 trailers with a single axle are not obliged to have brakes provided that their DGVW is less than half the DGVW of the towing vehicle.

O1 trailers that have a DGVW greater than half of the DGVW weight of the towing vehicle or that have two or more axles must have brakes fitted.

For O2 Trailers (DGVW between 0.75 & 3.5 tonnes)

All O2 trailers must also have brakes fitted. The braking system must include a parking brake.

If the O2 trailer does not have an automatic breakaway device that activates its brakes should it become detached from the vehicle, then it must be fitted with a secondary coupling consisting of a chain or wire rope.

### **Towing a trailer with the Ford Transit Minibus O2 LK 2256 (Representative Vehicle if registered before 01/01/2004)**

A combination made up of a category ED1 test vehicle with a trailer, capable of a speed of at least 80km/h. The trailer used shall have a gross vehicle weight of at least 1,400 kg. and have internal dimensions of at least 2.4metres by 1.2 meters

## Appendix 6 Equipment Check Form

**Equipment Check Form** (to be completed for equipment that may pose a health and safety risk if in poor condition, e.g. boats, trailers, protective equipment, harnesses etc)

**Club:** \_\_\_\_\_

**Officer carrying out check:** \_\_\_\_\_

**Date check carried out:** \_\_\_\_\_

Tick box if item is satisfactory (for each type of equipment there may be several items e.g.

Equipment description	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14

**Corrective actions required**

**Action taken**

Signed \_\_\_\_\_

Date actions completed \_\_\_/\_\_\_/\_\_\_

*If items are unsafe or pose a risk to health and safety please take them out of circulation and clearly mark on them that they are not to be used.*

A copy of this checklist must be sent to the Development Officer, Paul Lee.