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**Irish Waterski and Wakeboard Federation**

**Health and Safety Policy**

The Irish Waterski and Wakeboard Federation (the IrWWF) is committed to the promotion of health and safety measures for all our Directors, Committee members, volunteers, contractors, customers and visitors.

It is therefore the policy of the IrWWF to take all reasonable precautions, in so far as is reasonably possible, to protect the safety, health and welfare of all Directors, Committee members, volunteers, contractors, customers and visitors.

The IrWWF has conducted a health and safety assessment and concluded that it does not have a ‘place of work’ or ‘plant and machinery’ within the normal meaning of the terms. However, circumstances could arise where it has a temporary place of work or use plant and machinery, for example in the event of the IrWWF organising an event or national/international competition or holding a meeting in a hotel or public place.

The IrWWF cannot hope to manage the health and safety policies within each affiliated club. Each affiliated club is responsible for its own health and safety policy, which may be unique to each club. The IrWWF will provide affiliated clubs with access to a copy of the IrWWF health and safety policy but it is up to each club to develop its own health and safety policy.

In particular, the IrWWF has a responsibility to take reasonable precautions to provide or attend to the following:

1. Any place of work or public areas under the direct control of the IrWWF shall be designed and maintained in a condition that is, in so far as is reasonably practicable, safe and without risk to health.
2. Any place of work or public areas under the direct control of the IrWWF shall be designed and maintained to provide safe means to enter and exit from it.
3. Plant and machinery will be designed, and maintained, in so far as is reasonably practicable, to be safe and without risk to health.
4. Systems shall be planned, organised, performed and maintained so as to be, in so far as is reasonably practicable, safe and without risk to health.
5. Such information, instruction, training and supervision will be provided as is necessary to ensure, in so far as is reasonably practicable, the safety and health at work of all Directors, Committee members, volunteers, contractors, customers and visitors.
6. Circumstances could arise where it is not reasonably practicable for the IrWWF to control or eliminate hazards in a place of work and public areas under its control because of the involvement of third party influence, for example a public authority. In this event, in so far as the IrWWF has control, it shall provide and maintain such suitable protective clothing or equipment as appropriate, in so far as is reasonably practicable, that are necessary to ensure the safety and health at work of all Directors, Committee members, volunteers, contractors, customers and visitors.
7. The IrWWF will ensure, in advance of a major event being held, that adequate plans exists to deal with emergencies.
8. The IrWWF will obtain where necessary, the services of a competent person for the purpose of ensuring, in so far as is reasonably practicable, the safety and health at such an event.
9. The Directors, Committee members, volunteers, contractors, customers and visitors will co-operate with all other parties who may be present at specific work locations or events.
10. The IrWWF will comply with all applicable legislation and regulations in relation to the health and safety.

The IrWWF will appoint a health and safety officer.

The IrWWF will develop a health and safety statement which will be prominently displayed in each place of work.

**Incident Report**

In the event of an incident, the health and safety officer shall complete an incident report  to document any workplace illnesses, injuries, near misses and accidents. An incident report should be completed at the time an incident occurs no matter how minor an injury is. Every incident should be the impetus for a risk management review, with the end goal to be avoiding a similar event at any stage in the future. The following elements should be included in an incident report:

* Specific details and description - the more specific the incident report, the more use it will be when making corrective decisions
* Facts only and an objective tone - opinions can cloud accuracy and distract from the details.
* Witness statements – to support the accuracy of the report
* Any photographs or other supplementary information
* Sign off by the health and safety officer.

Every incident report will be reviewed by the Committee.

**First Aid Register**

The IrWWF will maintain a first aid register will record detail such as:

* Name of injured person
* Date
* Time
* Nature of injury e.g., laceration
* Body part treated
* Treatment required
* Person helping the injured person

**Adoption and review**

A summary of this document’s version history is as follows:

|  |  |  |
| --- | --- | --- |
| **Date** | **Purpose** | **Approved by** |
| 24 July 2017 | Original adoption | Board |
| 3 December 2019 | Annual review | Board |
| 3 June 2021 | Annual review | Board |
| 19 Sept 2022 | Annual review | Board |
| September 2023 | Annual review | Board |

This policy will be reviewed annually by the Board and updated accordingly.

Dated: 25 September 2023

**Irish Waterski and Wakeboard Federation**

**Health and Safety Statement**

This is the Health and Safety Policy Statement of the Irish Waterski and Wakeboard Federation (IrWWF).

The IrWWF’s policy is to take all reasonable precautions to avoid loss or injury by:

* Providing adequate control of the health and safety risks arising from our activities;
* Consulting with our volunteers, employees, contractors and participants on matters affecting their health and safety;
* Providing and maintaining safe plant and equipment;
* Ensuring safe handling and use of substances;
* Providing information instruction and supervision for volunteers, employees, contractors and participants;
* Ensuring all volunteers, employees, contractors and participants are competent to do their tasks, and to give them adequate training;
* Putting procedures and precautions in place to avoid accidents and cases of work-related ill health;
* Endeavouring to maintain safe and healthy working conditions; and
* Reviewing and revising this policy as necessary at regular intervals.

The individual responsible for Health and Safety in the IrWWF is \_\_\_\_\_\_\_\_\_\_\_­­­.

Signed:........................................................................................................................................

Irish Waterski and Wakeboard Federation

Date:..................................................................

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Dated – 25 September 2023