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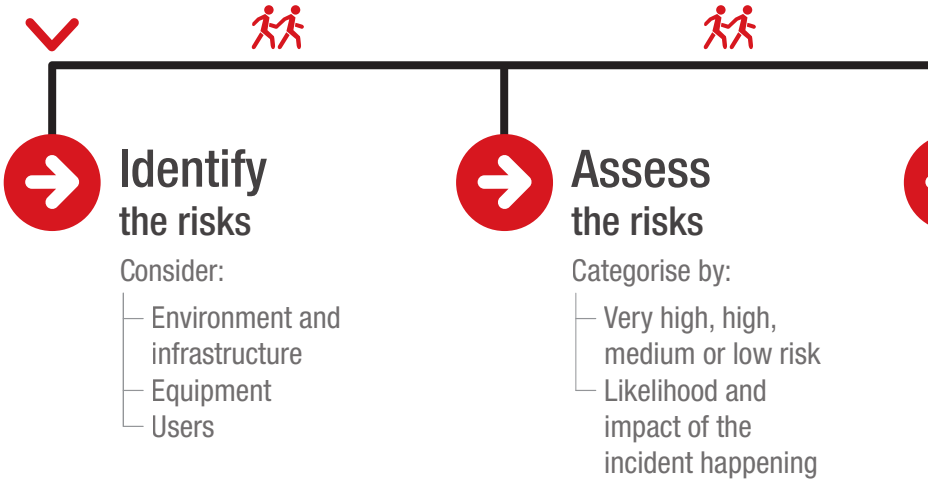
# STEP BY STEP GUIDE

## TO MANAGING RISK IN RECREATIONAL FACILITIES AND LEISURE CENTRES

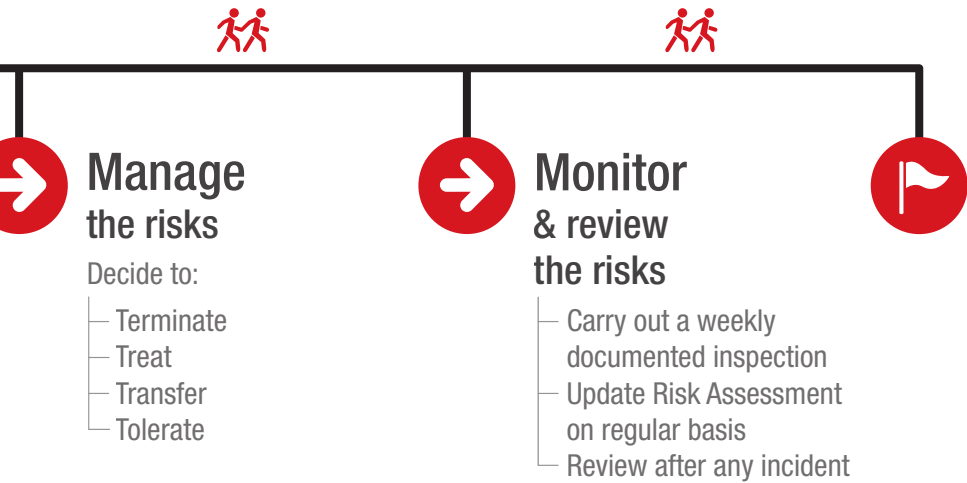
REPUBLIC OF IRELAND



# YOUR QUICK REFERENCE GUIDE TO THE PROCESS MANAGING RISK IN RECREATIONAL FACILITIES



OF



# OUR MISSION

As a mutual, our purpose is to safeguard and protect the insurable interests of our Members. We commit to being our Members' trusted insurance partner providing peace of mind through tailored insurance products, effective risk management supports, Member-focused solutions and equitable claims settlements.

Our long-term sustainability will be assured through continued financial strength while focusing on excellence and continuously providing Members with value for money.

# CONTENTS

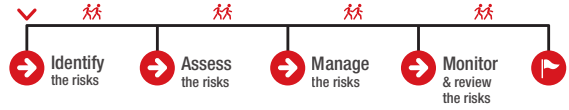
<b>Context</b>	P/04
<b>Managing risk</b>	
– Step 1: Identify the risks	P/09
– Step 2: Assess the risks	P/14
– Step 3: Manage the risks	P/17
– Step 4: Monitor and review the risks	P/23
<b>Insurance</b>	P/25
<b>Standards</b>	P/26
<b>Managing incidents</b>	P/27
<b>Claims</b>	P/30
<b>References</b>	P/32
<b>Appendices</b>	
– Appendix 1: Safety signage	P/33
– Appendix 2: Safety inspection checklist for leisure centres	P/35
– Appendix 3: Safety inspection checklist for recreational facilities, playgrounds and parks	P/55

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# 03

IPB INSURANCE



## THIS IS THE START OF YOUR JOURNEY

We will **guide you** through the process of managing risk in recreational facilities.

YOU ARE AT THE  
**START**





## CONTEXT

Play is recognised as an important part of a child's early development and has a role in the formation of social, leadership and teamwork skills. Participating in recreational and sporting activities also supports physical, mental and emotional health and wellbeing for people of all ages (Department of Health).

Local authorities, Education and Training Boards and third level educational institutions, provide recreational play and sporting facilities for communities throughout the country. The availability of these facilities is in line with government strategy and their provision is supported by government departments, such as the Department of Housing, Planning, Community and Local Government, the Department of Education and Skills, the Department of Health and the Department of Children and Youth Affairs as well as by statutory bodies such as the National Disability Authority, TUSLA (Child and Family Agency) and the Department of Transport, Tourism and Sport.

Recreational facilities include leisure centres, indoor and outdoor playgrounds and playground equipment, skateboard parks, football pitches and goal posts,

basketball courts, tennis courts, indoor and outdoor gym areas (including outdoor gym equipment), AstroTurf pitches, indoor sports halls and table tennis (this list is not exhaustive).

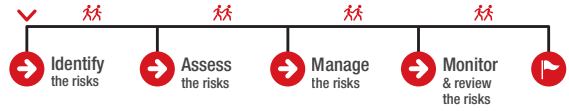
This guidance provides an approach to the management of risk associated with a variety of recreational facilities including leisure centres. It does not include indoor or outdoor swimming facilities which are covered exclusively by Swim Ireland and it is not a definitive guide but is designed to complement the directives, recommendations and advice given in various legislation and publications, some of which are outlined on page 30.

To assist organisations and institutions in the design and installation of recreational facilities published standards, such as I.S. EN 1176 (playground equipment), I.S.







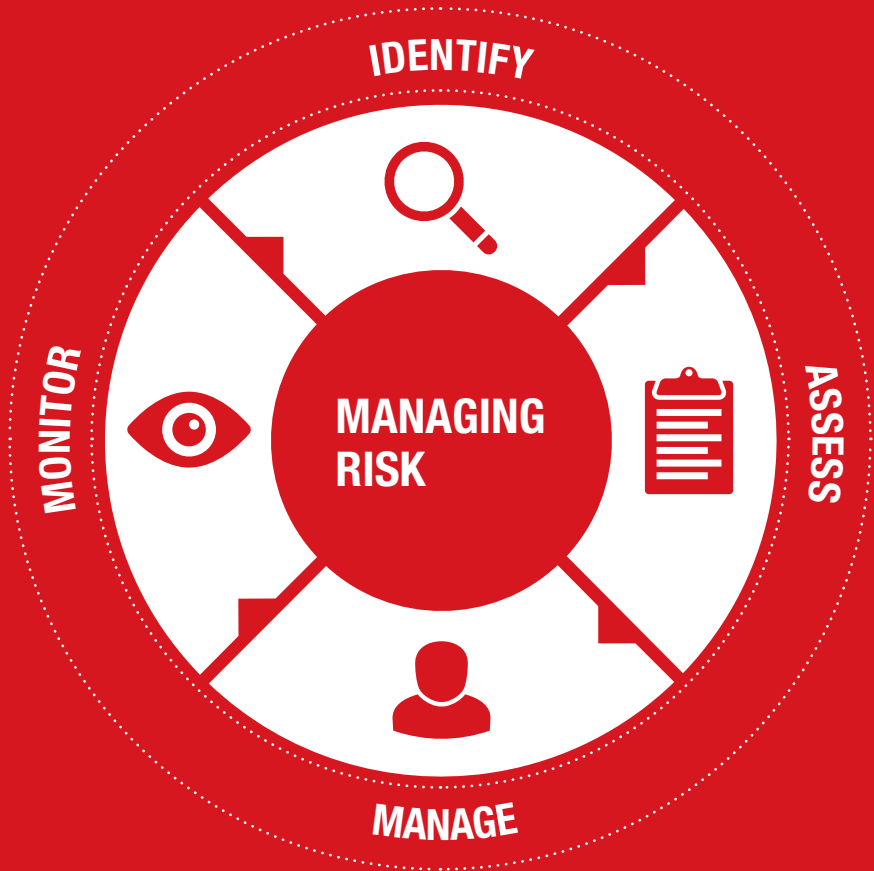


EN 1177 (impact absorbing playground surfacing) and BSI PAS 888:2013 (specification for publicly accessible outdoor exercise equipment), should be taken into account. See References on page 30.

Organisations must also continue to manage the risks associated with the availability and use of recreational facilities in the Republic of Ireland. The importance of the provision and maintenance of appropriate signage, warning the public of

the hazards associated with a particular facility or piece of equipment and instructing the public as to the safe use of such equipment, including any prohibited uses or behaviours cannot be overstated.

There should be clear signage instructing users to refrain from using any facility or equipment if it is found to be in disrepair, and information on who to contact to report damaged facilities or equipment should be displayed. Please see Appendix 1 Safety Signage.





## MANAGING RISK

In order to effectively manage risk, a documented risk assessment should be undertaken and a risk management plan should be prepared. The process for managing risk can be broken down into the following four key steps.

### Step 1: Identify the risks

Identifying the risks is the first step to a successful risk management process. The key risks associated with recreational facilities may arise from the following areas:

- The environment and infrastructure.
- The equipment installed for use (Reference: I.S. EN 1176 and BSI PAS 888:2013, Specification for publicly accessible outdoor exercise equipment).
- The users of the facilities.
- Unauthorised users of the facilities e.g. adults using children's play facilities.
- The way equipment is operated by those users.

The following questions may assist in identifying risks:

#### Environment and infrastructure

- Will the environment or infrastructure create risks for any users, i.e. children, adults or employees working in the facilities?
- Are there electrically operated gates/windows within the facility that could present a risk to users and/or employees and contractors?
- Are closed circuit television (CCTV) cameras installed with appropriate notification to users and employees that recordings are being made in compliance with Data Protection legislation.
- Is there a risk of injury from rough surfaces (Reference: I.S. EN 1177, Impact-Absorbing Playground Surfacing)?



- Is there adequate security of the facility, both for users when in use and for protection against vandalism and anti-social behaviour when not in use?
- Will animals (e.g. dogs or cats) present a risk for users or employees?
- Is there appropriate signage displayed relating to the risks associated with the environment and infrastructure (see pages 19-20 for suggested signage wording).
- What consideration has been given to the safeguarding of children and vulnerable/protected persons?

## Equipment

- Is the available equipment fit for purpose (Reference: I.S. EN 1176, Playground Equipment)?
- In respect of swings, is there a risk of injury to passers-by with acceleration, including small acceleration, of the swing?
- Has all equipment been installed as per the manufacturers' instructions?
- Is there a risk of entrapment of limbs, digits, child's head, shoes, etc.?
- Are any materials used known to be flammable or cause flash fires?
- Does the equipment meet national and international safety standards (Reference: BSI PAS 888:2013, Specification for publicly accessible outdoor exercise equipment and I.S. EN 1176, Playground Equipment)?
- Does the organisation have a documented inspection procedure?
- Are employees trained in inspecting indoor and outdoor facilities and equipment? (see Appendices 2 and 3 for draft inspection checklists)
- Is employee training documented and updated as required?
- Are all inspection records retained in a secure location?
- Where equipment deficits, such as damage or wear and tear, have been identified, has the equipment been removed from use until it is repaired or replaced?
- Where equipment may pose a risk to users or passers-by, e.g. the risk from moving swings, is there appropriate signage to advise of this risk?
- Does the signage advise users of the correct use of the equipment and any prohibited actions? For example:
  - This equipment is suitable for children aged 4-12 years.



- This equipment has been specially installed for children with special needs.
- This equipment is not suitable for adults.
- This equipment is for use by those aged over 16 years.
- Is the signage displayed vandal-proof?
- Is the equipment maintained and tested as per the manufacturers' instructions?
- Is all equipment documented in an asset register?
- Are the CCTV recordings available for viewing in the event of an incident?

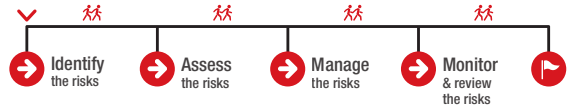
### Activities

- Activities that are permitted by the organisation should be listed at the entrance to the facilities and a copy given to persons e.g. to those taking out membership of a gym. User should be advised to wear appropriate clothing, footwear and head, elbow and knee protection as appropriate to prevent injury. Organisations should ensure that surfaces do not present a risk of slip/trip/falls.

### Users

- Will the public present a risk for users of the facilities? In particular, are children who use the facilities at risk from members of the public, or vice-versa?
- Has an appropriate Safeguarding of Children and Vulnerable Persons Policy been implemented?
- Have employees been trained in the safeguarding of children and vulnerable persons?
- Are users advised on the code of behaviour for use of the facilities, e.g. through display of public notices?
- Is there a history of vandalism or anti-social behaviour at the facilities? If so, what management actions have been taken to prevent further vandalism or abuse of the facilities, signage and equipment?
- Have the needs of users with special needs been given adequate consideration such as those with a sight impairment?

**Note:** There have been a number of fatalities in recent years associated with the use of goalposts. The importance of carrying out a comprehensive risk assessment where

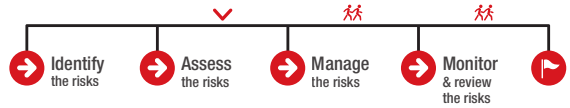


goalposts are provided should not be underestimated. All goal posts should be fixed into the ground in concrete and should be checked prior to all football practice/matches. Free standing goal posts should not be used.

**Note:** Unauthorised equipment – rope and tyre swings are sometimes secured to trees by residents/teenagers in housing estates. Such swings should be removed immediately and a note should be delivered to every home in the estate/vicinity advising that such swings present a threat to the safety and indeed the lives of children and others. There is a risk of serious injury and/or death from these types of swings including strangulation, head and neck and spinal injuries, and amputation of finger digits. Lower level risks associated with such swings include rope burns, bumps, bruises, cuts, and fractures.



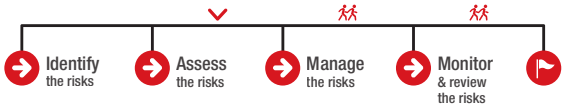




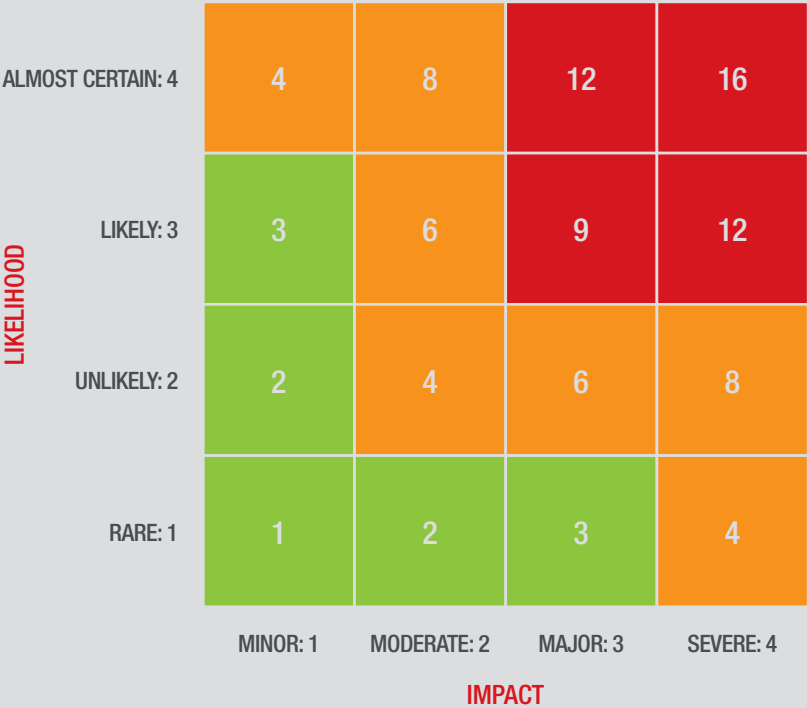
## Step 2: Assess the risks

The next step is to assess the likelihood of the risk occurring and the impact the risk would have if it did occur. It may be necessary to seek the input of a professional when carrying out the risk assessment. The likelihood of risk occurring can be categorised as almost certain, likely, unlikely or rare. The impact of the risk may be categorised as severe, e.g. death or long-term disability; major, e.g. requiring hospitalisation; moderate, e.g. necessitating attendance at an emergency department; or minor, e.g. requiring first aid. It is also important to consider the long-term consequences if the risk materialises.

Each identified risk should be recorded in the appropriate box in the diagram opposite. Risks located in the red or high impact/likelihood box will require immediate attention, amber will require monitoring and green can be reviewed as appropriate.

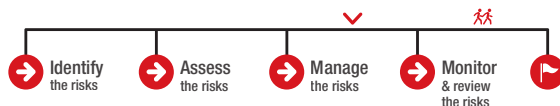


RISK ASSESSMENT MATRIX



● LOW: 1-3    ● MEDIUM: 4-8    ● HIGH: 9-16





### Step 3: Manage the risks

The management of risk should be included in the planning and design of all recreational facilities. Risks to the safety of users should be designed out at the planning stage; where this is not possible, risks should be appropriately managed so as to minimise injury or loss to users, to property and to the organisation. A documented inspection process is a key activity to be undertaken on a weekly basis to ensure that all risks that could cause an injury or loss are remediated as early as possible so as to prevent injury, and subsequently claims, from arising. If damage is identified at any time to a piece of equipment, then the equipment should be quarantined and removed from use until such time that it has been repaired and is deemed safe for use. Appropriate documentation to support this should be retained.

There are four main ways to manage risk:

#### 1 Terminate

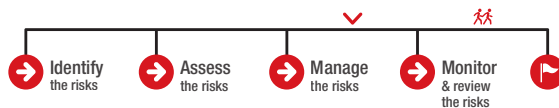
Some risks may only be manageable by terminating the underlying activity, e.g. by closing off the ends of tubes or pipes to prevent entrapment of fingers.

#### 2 Treat

The purpose here is to contain the risk at an appropriate level. The majority of risks will be managed in this way, e.g. the placement of impact-absorbing materials for playground surfaces (Reference: I.S. EN 1177), wearing appropriate clothing and protective equipment e.g. helmet, elbow and knee pads, etc.

#### 3 Transfer

This entails taking measures to transfer a risk, or responsibility for a risk, to a third party. Risks may be transferred either to reduce exposure of the organisation, employees or users of the facilities or because another organisation is more capable of managing it. It is important to note that some risks are not fully transferable, e.g. reputational risks. The purchase of insurance supports the transfer of risk to a third party. Where a club seeks to use an organisation's facilities it is important that an appropriate documented agreement is drafted and agreed, and that appropriate



insurance covers are sought from the club to minimise the liability of the organisation in the event of an incident occurring which could result in a personal injury claim.

## 4 Tolerate

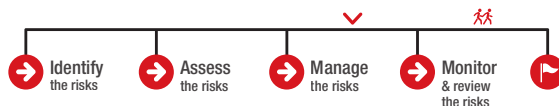
The impact of the risk may be tolerable and therefore may not require any further action to be taken. Even if it is not tolerable, it may not be possible to take any significant action against certain risks, or the cost of taking such action may be disproportionate to the benefits gained. In these circumstances the option may be to tolerate the existing level of risk.

## Management Controls

When managing risk, the effectiveness of the existing management controls needs to be evaluated. Once this information is available, the focus should be on strengthening the existing controls by implementing best practice management controls. Best practice should focus on eliminating the risk if possible. It is important to ensure that the management controls support compliance with legislation, codes of practice, standards and guidance. If it is not possible to eliminate the risk, the focus should be on the development and implementation of engineering controls, policy and procedures, guidance and training, as well as monitoring of compliance with legislation, codes of practice, standards, guidance and policy, and enhancing supervision arrangements so that risk is mitigated to as low a level as possible.

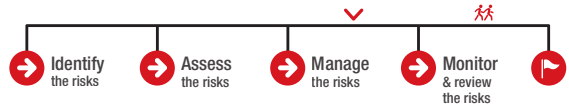
When evaluating management controls, the following should be taken in to account:

- Appropriate signage should be identified, erected and inspected to advise:
  - Users of the risks present.
  - Coaches and team managers of the importance of the correct assembly and installation of goalposts, including the removal of goalpost nets after use, if appropriate, so as to prevent vandalism.
  - Adults of their responsibility to supervise children.
  - Visitors that animals are not permitted in the recreational facilities.



- Cyclists, skateboarders and BMX bike users that they are prohibited from using the facilities, unless a special area is included in the facility and correct procedure is followed; signage should advise users of correct procedure.
- The importance of wearing protective clothing and head protection, especially in skateboard parks, BMX bike parks, where hurling is played, etc.
- Not to use equipment if a user identifies it as faulty or unsafe.
- The use of CCTV should be considered for all recreational areas so that:
  - The safety of children and adults is enhanced.
  - Vandalism and anti-social behaviour are reduced or eliminated.
  - Intruders can be identified, if required.
  - The organisation has evidence demonstrating that they employ best practice in managing recreational facilities.
  - There is evidence available to defend a claim against the organisation if required.
- Where CCTV is installed, is there an appropriate policy and procedure implemented to support its use, including the retention periods for records and compliance with Data Protection legislation?
- Is appropriate signage displayed advising users that CCTV has been installed to enhance security at the facility?
- Consideration should be given to the installation of appropriate fencing to prevent unauthorised access, anti-social behaviour, vandalism of property and harm to users. The type of fencing installed should not present additional risks to users or trespassers.
- Consideration should be given to displaying the following notices at all entrances to recreational facilities so that all users can read them in advance; it may be necessary to consider displaying them in different languages to assist users in understanding their responsibilities when using the facilities. The erection of such signage will support an organisation to demonstrate compliance with the Occupiers' Liability Act, 1995.

**“TAKE NOTICE** that the occupier accepts no responsibility and/or liability whatsoever for any injury caused to any persons whilst on these premises and/or any damage caused to such person's property whilst on these premises.



## AND FURTHER TAKE NOTICE

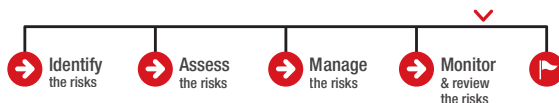
- That all persons present upon these premises shall be considered a “recreational user” within the meaning of Section 1 of the Occupiers’ Liability Act, 1995 and any duty of care that may be owed to such persons shall be in accordance with and limited to the provisions of Section 4 of the Occupiers’ Liability Act, 1995;
- That any parent, guardian or person acting in loco parentis is required to fully and properly supervise any child under their supervision and further it shall be presumed that the said parent, guardian or person acting in loco parentis will have read and understood the provisions of this Notice for and on behalf of such child under their said supervision;
- That if any such person upon the premises is considered a “visitor” within the meaning of Section 1 of the Occupiers’ Liability Act, 1995, you are hereby put on notice of the occupier’s reliance upon Section 5 of the Occupiers’ Liability Act, 1995 thereby restricting and modifying the duty owed to such “visitors” to that of the duty owed to “recreational users” as referred to above.”

**It is imperative that any notice relating to the Occupiers’ Liability Act is placed at a prominent position at all entrance points to the premises.**









## Step 4: Monitor and review the risks

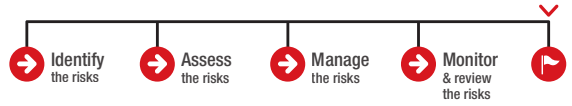
Those employees who have responsibility for the management of recreational facilities should ensure that best practice prevails at all times in the management of risk associated with the facilities. Leadership by line management is essential so that employees know that they are supported and have recourse to others in the event that corrective action is required to eliminate or control a risk.

The application of a weekly documented inspection regime will support the monitoring and management of risk. An annual independent inspection of playgrounds and equipment should be undertaken by a third party, e.g. ROSPA (Royal Society of Prevention of Accidents, UK).

An audit of compliance with the organisation's policy and procedure should be undertaken annually to support the development of a body of assurance through best practice; where deficits are identified, consideration should be given to revising and updating the policy and procedure. It is suggested that the following procedures should be followed with regard to inspections:

- Weekly inspections of all equipment are carried out by employees who have received appropriate training.
- All defective or dangerous equipment is immediately removed and quarantined from use until repairs or disposal can be arranged.
- Equipment is not reinstated unless satisfactorily repaired.
- Records are available of the inspections setting out the date of the inspection, name and qualifications of the person carrying out the inspection and the action taken.
- Where relevant, the weather conditions at the time of inspection should be noted.
- Photographic or video evidence of the facilities/equipment should be recorded at least once per year. Photographs should be obtained and retained on file of:
  - Newly commissioned recreational facilities and equipment.
  - Equipment inspected.
  - Equipment that has been removed from use for repair.
  - Equipment newly installed or re-installed following repair.
- Training records of those undertaking inspections should be kept and easily accessible.





## INSURANCE

Accidents arising from recreational facilities are normally covered under your Employer and Public Liability Policies. Limited Property insurance is available in respect of recreational facilities in the open. Liability Insurance (Employer's and Public Liability) provides indemnity to the Insured to cover payments for which the Insured may be held legally liable. Every organisation is exposed to the risk of having claims made against it from third parties arising out of its operations.

Organisations providing recreational facilities require liability insurance to provide protection in the event of a third party suffering injury and/or property damage as a result of the negligence of the Insured. Liability imposed on organisations within the EU/Ireland is in response to health and safety and consumer protection concerns. This has imposed the need for increased resourcing toward improved and enhanced risk awareness and protection of the public.

Liability risk can arise through a variety of exposures and insurance is a means for the Insured to transfer the financial risk to Insurers. The risk exposure attached to recreational facilities will depend on a number of factors including location, indoor/outdoor, equipment/activity provided, control and supervision, condition, maintenance and repair, accessibility, history (claims and operator's experience) and third parties hiring facilities for use e.g. clubs amongst other factors.





## STANDARDS

IPB Insurance recommends that prior to the use of newly installed recreational facilities, the organisation should arrange for an inspection to be carried out by a reputable body to ensure that the facilities and equipment have been designed and manufactured to the latest safety legislation and standards, such as PAS 30, PAS 35, I.S. EN 1176, I.S. EN 1177, PAS 888 and current ROSPA and National Fire Protection Association (NFPA) safety standards. Where there are no published standards available to guide the organisation and institutions, the manufacturers' instructions should be followed at all times.

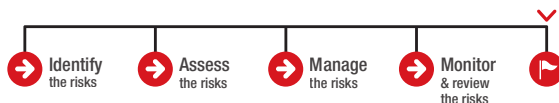
### Other recreational facilities

It is recommended that all recreational facilities, including skateboard and BMX parks, facilities where goalposts are in use and where outdoor gym equipment is installed, be inspected on a regular basis at the same time as the playground and play centre inspections are undertaken.

### Community playgrounds

Organisations should advise community development organisations that are undertaking the development and management of community playgrounds of the need to maintain Public Liability insurance. Where the community playground is located on land owned

by the organisation (for example a Local Authority) or institution, they should seek evidence of an indemnity under the organisation's Public Liability policy. An appropriate contract should be documented between the community organisation and the local authority or other party to minimise the liability of the organisation. Where the community development organisation does not hold its own Public Liability insurance, the host organisation should contact the IPB Insurance Underwriting Department for advice. The Underwriting Department can be contacted by phone at +353 1 639 5500 or by email at [underwriting@ipb.ie](mailto:underwriting@ipb.ie).



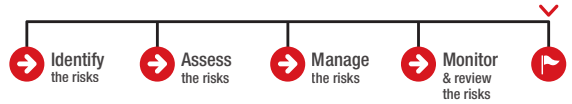
## MANAGING INCIDENTS

If an incident involving a child, a member of the public or an employee occurs, it is important that the following actions are taken.

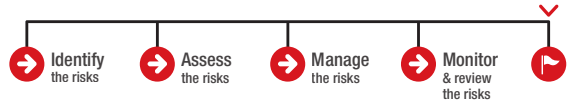
- Ensure the safety of all persons present.
- Seek emergency medical aid if required and arrange transport of injured people to hospital by ambulance, if necessary, or by other means.
- Notify An Garda Síochána if appropriate.
- Notify the Health and Safety Authority if appropriate.
- Notify TUSLA if appropriate.
- Document the following information:
  - Date, time and location of incident.
  - Name, address, date of birth and telephone number of each individual involved in the incident.
  - Details of hospital(s) where injured parties have been taken.
  - Name, address and telephone number of witnesses.
  - Equipment asset register number(s) if relevant.
  - Details of attending Garda personnel if they are called to the incident scene, e.g. name and number of Garda and the station to which Garda is attached.
  - Details of other emergency personnel attending e.g. Fire Services or Ambulance personnel.
  - Details of Health and Safety Authority or other statutory body personnel if they are called to the incident scene. It is important to record the name and work location of each individual and also seek identification.
  - Condition of recreational facility and equipment, e.g. is it acceptable or damaged? Is there evidence of vandalism, anti-social behaviour or wear and tear?
  - Weather conditions.
  - Presence of repair work to the recreational facility and/or equipment and those responsible for the repair work.
  - Using a mobile phone, camera (disposable camera) or video camera record the incident scene, e.g. damage to property or equipment, damage to adjoining property or equipment, damage to property not in the possession of the organisation, etc.







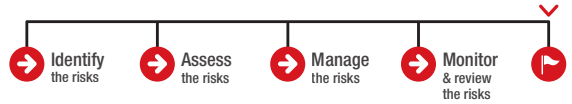
- Note the clothing/protective clothing/ footwear of the injured party/ies.
- Document all findings in a written report, including:
  - > Observations such as evidence of third-party involvement.
  - > Evidence of vandalism or anti-social behaviour.
- All accidents and/or damage to persons and property should be reported on the day of occurrence or as early as possible to the appropriate manager and insurance officer.
- Notification to statutory bodies if required should be undertaken within the stated legislative time frames.
- Notification to IPB Insurance Claims Department should include a copy of the report and any photographs or video recordings obtained.
- In the event that urgent assistance is required from IPB Insurance, the the person responsible for insurance should make contact with IPB by phone at +353 1 639 5500 or 087 967 2124.



## CLAIMS

In the event that a claim is notified to the organisation in respect of an incident that occurred at a recreational facility, the information received should be passed immediately to the person responsible for insurance, who will manage all communications between the organisation and IPB Insurance.





## REFERENCES

[www.tusla.ie](http://www.tusla.ie)

[www.bsigroup.com](http://www.bsigroup.com)

[www.ipb.ie](http://www.ipb.ie)

[www.irishstatutebook.ie](http://www.irishstatutebook.ie)

[www.nfpa.org](http://www.nfpa.org)

[www.nsai.ie](http://www.nsai.ie)

[www.rospa.com](http://www.rospa.com)

[www.swimireland.ie](http://www.swimireland.ie)

IPB Insurance: Managing Serious Incidents where there is a Risk of Criminal Investigation

Irish Standard EN 1176, Playground Equipment.

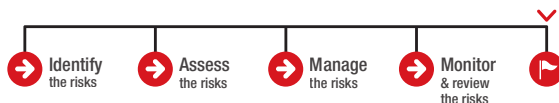
Irish Standard EN 1177, Impact Absorbing Playground Surfacing.

Occupiers Liability Act, 1995, S.3.

PAS 30: 1998, Specification for outdoor recreational multi-sports equipment.

PAS 35: 2002, Specification for wheeled sports facilities.

PAS 888: 2013, Specification for publicly accessible outdoor exercise equipment.



## APPENDIX 1

### Safety signage

#### Objectives

The primary objective in erecting safety signage is to promote employee safety, health and welfare and public safety for users such as children and adults using recreational facilities. This is achieved by ensuring that employees and others who may be affected are effectively informed concerning recreational and workplace safety and health hazards through the provision of safety signage.

#### Key hazards

Even where safety signage has been erected, the following residual hazards should be kept in mind and regularly reviewed:

- Signage no longer in place.
- Signage that doesn't meet the standard required.
- Inadequately maintained signage.
- Signage that it is not clearly visible and/or audible to its intended audience.
- Conflicting signage.

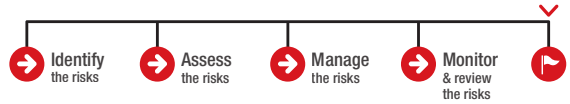
#### Roles and responsibilities

The following roles and responsibilities are important to give effect to the advice offered in this step by step guide:

- Identify areas where signage is required.
- Ensure that signage is appropriate.  
Where signs are no longer appropriate due to changing circumstances, line managers or centre managers are to ensure their removal.
- Provide information and instruction to employees on measures to be taken and on the meaning of safety signs.
- Ensure that signage is maintained in accordance with the legislation, codes of practice, standards and guidelines.
- Ensure that signs are erected as prescribed.
- Include the provision of signs in the risk assessment process.
- Undertake inspections of signage.

It is worth highlighting also through signage that users are expected to:

- Comply with safety signage.
- Report all defects in signage to identified persons with the contact details of the identified persons.



## Maintenance of signs

All safety signs shall be properly maintained, including cleaning and replacement where required so that all required signage is capable of performing the function for which it is intended.

## Some notes of caution

It is worth sounding some notes of caution in respect of safety signage:

- Safety signs are not to be used as a substitute for necessary protective measures.
- All safety signs must comply with the relevant legislation, codes of practice, standards and guidance.
- Signage erected should consist of a pictogram; text should only be inserted below the pictogram on the signboard where doubt could exist as to the meaning of the pictogram.
- Avoid the use of too many signboards; signboards are only effective if they can be seen and understood.
- If circumstances change and the hazard and/or risk is eliminated it is important to remove signage which is no longer required.
- Signage should be erected at all entrances to the site e.g. at pedestrian and vehicle entrances.



# APPENDIX 2

## Safety inspection checklist for leisure centres

Note: this checklist is non-exhaustive

Directorate: \_\_\_\_\_

Section: \_\_\_\_\_

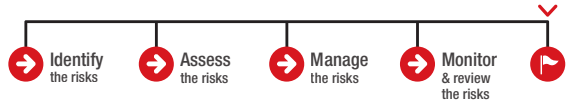
Location: \_\_\_\_\_

Date: _____	Time: _____
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Inspection of: \_\_\_\_\_

Inspection carried out by: \_\_\_\_\_

Line manager: \_\_\_\_\_



Red ●    Amber ●    Green ●    N/A

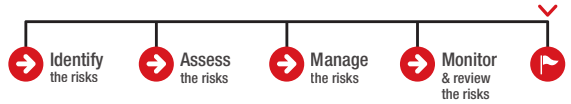
**1. Documentation**

Are all of the required Safety Statements/Procedures available on site?				
Is the councils Policy Statement displayed on site?				
Are all Safety Statements present, the correct revision number?				
Are personnel on site aware of the Safety Statements/Procedures and Risk Assessments?				
Are Emergency Action Plans available on site?				
Is the “Swimming Pool Safety Guidelines” 2010 (Swim Ireland) available on site?				
Is there a safety notice board in place?				
Is the pool safety representative identified? (Poster)				

**2. Site security**

Are the security wall/fence/gates adequate and in good condition?				
Are the gates kept locked when the site is not occupied?				
Are there any overhanging trees or other items that could provide easy access over walls or gates?				
If electrical gates are in use are there any potential areas where they could cause crush injuries to people, in particular children, when being opened or closed?				
When the pool is not in use is it closed securely so as to prevent unauthorised access?				





Red ● Amber ● Green ● N/A

3. Welfare

Are there adequate toilet and washing facilities?				
Are there adequate kitchen and eating facilities available?				
Is there a supply of potable drinking water available?				

4. Fire safety

Is there a fire register for the building?				
Is there a trained Fire Warden for the building?				
Are all fire alarm and emergency lighting testing and fire drills up to date?				
Have routine inspections being carried out on fire exits, fire fighting stations (fire extinguishers and fire hoses) and fire escape routes?				
Are all issues raised in the Fire Register dealt with in a timely manner?				
Are fire exits kept clear?				
Are fire escape doors unlocked and do they open outwards?				
For a random selection of fire extinguishers are they within their service date, is the plastic seal on the safety pin intact and, where present, is the fill gauge in the green?				
For a random selection of rooms, is there a plan fixed to the inside of the exit door indicating the room's location and the escape routes available from that location?				
Are the assembly areas clearly indicated?				
Is there an emergency plan for the building?				



Red ● Amber ● Green ● N/A

4. Fire safety (continued)

Does the emergency plan include for Personal Escape Plans for persons with a disability?				
Are Personal Emergency Egress Plans (PEEP) where appropriate and developed?				
Are there personnel trained in PEEPs and the use of associated equipment?				
Are measures in place to control access to the building should occupancy of the building exceed the design occupancy number?				
Is there a procedure in place and signage displayed for people with disabilities to make their needs in the event of an emergency known to staff?				

5. First aid

Are there an adequate number of First Aid Kits available?				
Are the contents of the First Aid Kits in date and are they checked monthly?				
Are the names of First Aiders available to all employees?				
Are all First Aid treatments recorded?				
If a Defibrillator is present are daily checks done and recorded?				



Red ●    Amber ●    Green ●    N/A

6. Chemicals				
Are chemicals stored in a secure and ventilated area, which is appropriately signed?				
Are there bunds for bulk storage tanks and are they in good condition?				
For external bunds is there a procedure for emptying rainwater?				
Is there a Safety Data Sheet available for each chemical on site?				
Is there appropriate PPE available for each person who handles chemicals?				
Are there eye wash stations or bottles available?				
Where liquid chemicals are handled in large quantities are there emergency showers available?				
To protect against legionella are eye washes and emergency showers run weekly and are these runs logged?				
Are incompatible chemicals stored separately?				
Are spill kits required on site – if they are required are they there in good condition and have personnel being trained in their use?				
Are all chemicals in their original containers and labelled correctly?				
Are all chemicals transported in safe manner?				
Is all waste or obsolete chemicals disposed of safely?				



Red ●    Amber ●    Green ●    N/A

7. Biological agents

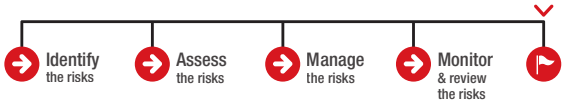
Is appropriate PPE available for all persons likely to come into contact with biological agents?				
Have all persons likely to come into contact with biological agents being trained in the dangers associated with these?				
Have all persons likely to come into contact with biological agents being offered inoculation?				
Are there adequate washing facilities available?				
Are antibacterial wipes/soap available?				
Have personnel adequate facilities to store potentially contaminated work wear separate from their cloths?				
Are sharps kits available?				

8. Training

Have personnel undertaking specific tasks being trained in accordance with the Risk Assessment?				
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9. Traffic management

Is there adequate signage for directing traffic and pedestrians?				
Is there a speed limit in place?				
Are pedestrians and traffic separated?				
Is access to any fire hydrants easily accessible?				



	Red <span></span>	Amber <span></span>	Green <span></span>	N/A
10. Housekeeping				
Is the workplace maintained in clean and tidy manner?				
Are there any trip or slip hazards present (torn or damaged floor coverings/ slippery surfaces/trailing hoses)?				
Is there adequate lighting internally and externally?				
Are materials stacked and stored safely?				
Is waste stored properly and disposed of in a timely manner?				
If there is a designated external smoking area, are ash trays provided and regularly emptied?				
Are routes marked and signs erected where appropriate?				
Are floor coverings non slip under wet conditions?				
Are toilets facilities, changing rooms, shower areas etc checked at defined intervals? Are the checks documented? Are the checks up to date?				
Are lockers securely fixed to the wall? No sharp edges or broken lockers?				
Are shower heads regularly cleaned and records available?				
In order to protect against legionella, are showers run weekly and are these runs logged?				



Red ●    Amber ●    Green ●    N/A

11. Statutory inspections

Is there a register of items that require statutory inspection?				
Is the register up to date?				
For a random sample of items requiring statutory inspection check that they are on the register, that there is a test certificate available and that it is up to date?				

12. Incidents

Is there an incident register for the location?				
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13. PPE

Is there a PPE register?				
Are personnel on site wearing appropriate PPE for the tasks that they are undertaking (as required in the Risk Assessment)?				
Is PPE in good condition?				
Is PPE stored properly when not in use?				

14. Lock Out and Tag Out

Is there a Lock Out and Tag Out Procedure in place?				
Are personnel aware of the Lock Out and Tag Out Procedure and their responsibilities?				
Is there an adequate supply of locks and tags on site?				
Is there any equipment currently being worked on and is this equipment locked and tagged out properly?				



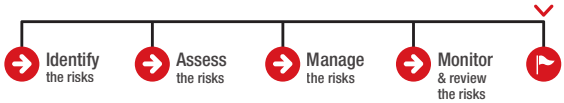
Red ●    Amber ●    Green ●    N/A

15. Manual handling

Are manual handling tasks avoided where practicable?				
Is the need for manual handling minimised at present?				
Are lifting/moving aids used where possible?				
Is there a portable hoist, a hoist and/or 'wet wheel chair' available to allow people with disabilities enter and evacuate the pool?				
Are staff trained in the use of these aids?				
Are documented procedures in place for handling pool covers and lane ropes?				

16. Hand tools/plant and equipment

Is there an inventory of tools and equipment?				
Is PAT testing completed for hand tools rated in excess of 125 volts where use is likely to cause deterioration?				
Has suitability and selection been addressed?				
Has vibration been assessed?				
Has noise been assessed?				
Is guarding in place?				
Is manufacturers recommended maintenance carried out?				
Are they CE marked?				
Are there risk assessments available for each item?				
Are checks completed at agreed intervals and records retained?				



Red ● Amber ● Green ● N/A

16. Hand tools/plant and equipment (continued)

Do personnel check equipment prior to each use?				
Are manufacturer's manuals available on site for equipment – e.g. plant room equipment, life saving equipment, emergency equipment, heating and ventilation?				
Are there reporting procedures in place for reporting defective equipment?				
Is equipment stored securely?				

17. Life saving equipment

Is life saving and rescue equipment identified in the risk assessment available on site e.g. ring buoys, reaching poles, throw bags, can buoys, spinal boards, AED, rescue tubes etc?				
Are communication systems which operate as back up to the lifeguards in the event of an emergency adequate e.g. telephones, push button alarm systems, portable radio alarm systems, whistles and bells, hand signals for lifeguards communicating between themselves?				
Is there an audible PA system for communications with customers?				
Is water safety equipment provided, a type approved by Irish Water Safety?				
Is all safety equipment used and stored in accordance with the manufacturers' guidelines and checked regularly?				





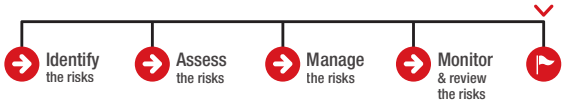
Red ●    Amber ●    Green ●    N/A

**18. Electrics**

Is there a current certificate for the building electrical installation (renewed every 5 years)?				
Is the electrical infrastructure (lights/light switches/sockets) in good condition?				
Are RCDs tested every six months and is this testing recorded?				
Have portable items, kitchen items, hair dryers been PAT tested according to their designated schedule?				

**19. Lone worker/violence aggression/other**

Does Lone Working occur at this location?				
Is there a Risk Assessment for lone workers?				
Are lone workers aware of their responsibilities?				
Can personnel demonstrate how they comply with the lone worker requirements?				
Are employees at risk from violence and aggression or threatening behaviour?				
Are employees at risk of potential burglary or theft of monies?				



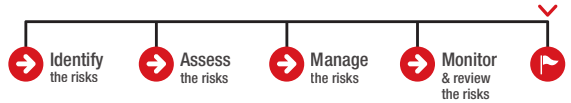
Red ●    Amber ●    Green ●    N/A

20. Safety signs

Is safety signage in place in accordance with Regulations?				
Are prohibition signs in place?				
Are warning signs in place indicating where there may be a danger if some caution isn't exercised e.g. changes in level, slippery surfaces?				
Are mandatory signs in place ?				
Are signs checked to ensure that they are not obstructed and are they regularly inspected?				

21. Ergonomics

Have workstation risk assessments been carried out?				
Is there sufficient space at workstations to change position and move about freely?				
Is the lighting satisfactory?				
Are windows fitted with suitable blinds or covering to control daylight or outside reflections, and employees experiencing difficulty with glare?				
Is the noise at a level whereby employees can work without disturbance to their concentration?				
Are all employees provided with a chair with five-star castor base, adjustable for back height and tilt and seat height?				
Are the temperature and humidity levels in compliance with Regulations?				



Red ●    Amber ●    Green ●    N/A

21. Ergonomics (continued)

Is there adequate air circulation?				
Have VDU assessments been completed for personnel who regularly use a computer at a workstation for more than 1 hour continuously?				
Are eyesight tests offered to personnel who routinely use display screens?				

22. Plant room

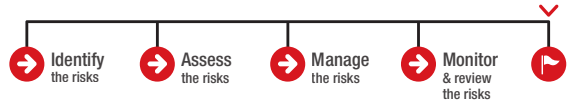
Is the boiler serviced as per the manufacturer's instructions?				
Is access to the plant room by unauthorised persons dealt with adequately?				
Do doors open outwards?				
Is there an alarm system in place to alert staff to leaks, faults or deficiencies in the dosing system?				
Is there adequate ventilation in place in the plant room?				
Are safety signs in place and clearly visible?				
Are gas cylinders stored in the up right position, secured with chains to prevent them falling where necessary, in a secure and well ventilated area away from direct sunlight, doorways, windows?				
Where chlorine gas cylinders are used - are procedures documented in relation to the usage, delivery, storage, use and changing chlorine gas cylinders?				

Red ● Amber ● Green ● N/A

Are procedures in place for safe delivery, storage and use of chloride?

Are ladders free of defects and inspected regularly?

## 24. Other

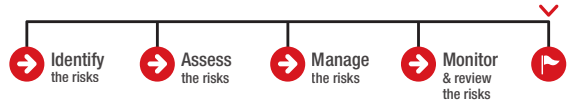


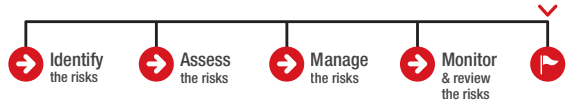
Red ● Amber ● Green ● N/A

Number of Green flagged Items

### Actions required

[illegible]





**Inspection carried out by**

Print name:

Signature:

Date:

**Line manager in charge of the workplace inspected**

Print name:

Signature:

Date:

Final date for corrective action for all **Red** flagged items to be in place

Final date for corrective action for all **Amber** flagged items to be in place

Forward a copy of the safety inspection to:

- Health & Safety Officer
- Relevant Line Manager
- Director of Service (Head of Function/Centre Manager)
- Safety Representative
- Chief Fire Officer/SE/SEO
- Others









## APPENDIX 3

### Safety inspection checklist for recreational facilities, playgrounds and parks

Note: this checklist is non-exhaustive

Based on: [www.rospa.com/play-safety/advice/routine-inspection/](http://www.rospa.com/play-safety/advice/routine-inspection/)

The regular check of the children's playground is intended to be quick and simple. Its primary function is to identify faults or dangers arising from vandalism or breakage. Such inspections can be carried out by staff, other than specialists, whose duties may take them to the playground from time to time.

Directorate: \_\_\_\_\_

Section: \_\_\_\_\_

Location: \_\_\_\_\_

Date: _____	Time: _____
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Inspection of: \_\_\_\_\_

Inspection carried out by: \_\_\_\_\_

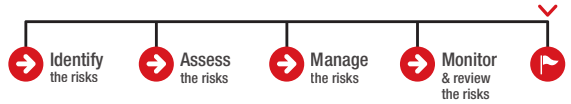
Line manager: \_\_\_\_\_



Red ●    Amber ●    Green ●    N/A

1. Site and ancillary items				
Are signs present and legible?				
Are road barriers present and in good condition?				
Are fences complete and secure?				
Are the gates in working order?				
Are pathways undamaged and unobstructed?				
Is the site free of litter or any dangerous object?				
Are the seats secure and undamaged?				
Are the litter bins secure and undamaged?				
Have they been emptied?				
Has the planting been damaged?				
Are trees free from potential falling dead wood or other hazards (e.g. broken branches at eye level/ roots/trip hazards)				

2. Site security				
Are the security wall/fence/gates adequate and in good condition?				
Are the gates kept locked when the site is not occupied?				
Are there any overhanging trees or other items that could provide easy access over walls or gates?				
If electrical gates are in use are there any potential areas where they could cause crush injuries to people, in particular children, when being opened or closed?				



Red ● Amber ● Green ● N/A

3. Surfacing

Is all safety surfacing undamaged?				
Are loose-fill surfaces at the right level?				

4. Equipment (general)

Are all supports present?				
Is all timber work undamaged?				
Are all safety barriers present?				

5. Swings

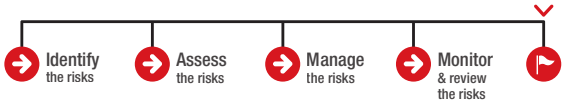
Are the swing chains unbroken?				
Are the seats fixed on securely and undamaged?				

6. Slides

Are the steps undamaged?				
Is the chute undamaged?				
Is it clear of foreign objects?				

7. Roundabouts

Does it revolve smoothly and noiselessly?				
Is it undamaged?				
If it has a speed governor, does this work?				



Red ●    Amber ●    Green ●    N/A

**8. Rocking items**

Does the item move smoothly and noiselessly?				
Are all safety guards present?				
Does it strike the ground?				

**9. Spring items**

Does the item move freely and noiselessly?				
Is the spring undamaged?				

**10. Climbing frames**

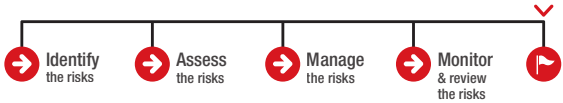
Are all the bars in place?				
Ensure no unapproved modifications have been made i.e. attaching ropes, greasing bars, etc.				

**11. Sand play pits**

Is the sand free of rubbish/not soiled?				
Is the sand suitable for young children to play in?				
Is the sand free from needles/sharps?				

**12. Ropes**

Are the ropes secure and undamaged?				
Are the connectors present?				



Red ●    Amber ●    Green ●    N/A

**13. Multi-play items**

Are the guard rails present?				
Are there holes in the metal indicating where a piece has been removed?				
Are there any signs of wood rot or weakened/damaged/splintered timber?				

**14. Recording**

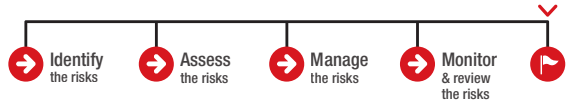
Have you reported all faults?				
Have you dated and signed a log book on completion?				

**15. Training**

Have personnel undertaking specific tasks been trained in accordance with the Risk Assessment?				
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**16. Traffic management**

Is there adequate signage for directing traffic and pedestrians?				
Is there a speed limit in place?				
Are pedestrians and traffic seperated?				
Is access to any fire hydrants easily accessible?				



Red ● Amber ● Green ● N/A

**17. Lone worker/violence aggression/other**

Does lone working occur at this location?				
Is there a Risk Assessment for lone workers?				
Are lone workers aware of their responsibilities?				
Can personnel demonstrate how they comply with the lone worker requirements?				
Are employees at risk from violence and aggression or threatening behaviour?				
Are employees at risk of potential burglary or theft of monies?				

**18. Safety signs**

Is safety signage in place in accordance with Regulations?				
Are prohibition signs in place?				
Are warning signs in place indicating where there may be a danger if some caution isn't exercised e.g. changes in level, slippery surfaces?				
Are mandatory signs in place ?				
Are signs checked to ensure that they are not obstructed and are they regularly inspected?				

**19. Incident register**

Is there an incident register to record details of accidents and near misses?				
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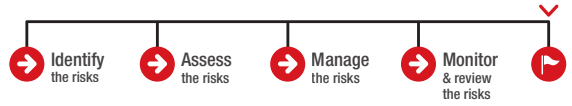




Red ● Amber ● Green ● N/A

20. Miscellaneous

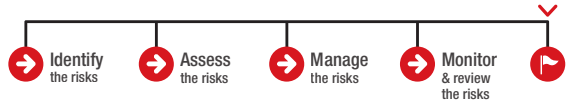

21. Other

Work stopped due to serious and imminent danger?	
Number of Red flagged Items	
Number of Amber flagged Items	
Number of Green flagged Items	

[illegible]





**Inspection carried out by**

Print name:

Signature:

Date:

**Line manager in charge of the workplace inspected**

Print name:

Signature:

Date:

Final date for corrective action for all **Red** flagged items to be in place

Final date for corrective action for all **Amber** flagged items to be in place

Forward a copy of the safety inspection to:

- Health & Safety Officer
- Relevant Line Manager
- Director of Service
- Safety Representative





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