

Health & Safety Statement



Table Tennis Ireland

Head Office

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Regional Office

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1. Table Tennis Ireland – About Us!

Welcome to Table Tennis Ireland, the national governing body for the sport of table tennis in Ireland. Table Tennis Ireland is affiliated with the International Table Tennis Federation (ITTF), which oversees the international governance and development of table tennis, and the European Table Tennis Union (ETTU), which oversees the sport in Europe.

Table Tennis is an Olympic and Paralympic sport, and it is played for fun and competition by all age groups in clubs all over Ireland. If you would like to get involved, visit [Table Tennis Ireland -Clubs](#) to find out where your nearest Club is.

Everyone should be able to participate in sport and physical recreation in a safe and enjoyable environment. Table Tennis Ireland has a duty of care to safeguard and protect the welfare of children and vulnerable adults participating in the sport. We support this by promoting to all members that Safeguarding is everyone's responsibility. Please see [TTI-Safe Guarding Policies](#) for further information on our policies.

Table Tennis Ireland has built up a strong reputation over the last years and is very grateful for all our sponsors and government support. We would like to thank Sport Ireland for their ongoing support, as without it, our association would not be able to achieve the heights we have!



1.1 Welcome to the Health & Safety Statement of Table Tennis Ireland

We are fully committed to the Principles, Values and Ethos of Health & Safety. Ultimately, we aim to ensure, as far as reasonably practical, the safety, health, and well-being of all our employees, volunteers, members, contractors, and any 3rd Parties interacting with us.

Our commitment to safety, health, and welfare is integral to our organisation's principles, values, ethos, and culture. Without cooperation, we cannot achieve our aim. We therefore ask that everyone support our commitment to a safe and healthy workplace.

This Safety Statement is applicable and available at our Head Office Operations at the Irish Sport Headquarters, Sports Ireland National Campus, Blanchardstown, Dublin 15, and at our Regional Office at Lisburn Racquets Clubs, 36 Belfast Road, Lisburn BT27 4AS. Site-specific Risk Assessments as required by Section 19 of the Safety, Health & Welfare at Work Act 2005 (ROI) and Regulation 3 of the Management of Health & Safety at Work Regulations 2000 (NI) are included in this document.

The Safety, Health and Welfare at Work Act 2005, Section 20, and the Health and Management of Health and Safety at Work Regulations (Northern Ireland) 2000 require us to have a Health & Safety Statement. However, this document applies to all Table Tennis Ireland employees, regardless of location. We kindly request that you read this document carefully to ensure a safe and healthy working environment and to address any concerns you may have openly.

If you have suggestions for improving overall health and safety, we invite you to share them.

All employees are advised to familiarise themselves with this document and the applicable Site-Specific Risk Assessments for their work area.

Signed:



David McNally

Chief Executive Officer

Date:

2. Health & Safety Policy Statement of Table Tennis Ireland

Table Tennis Ireland is committed to the values of a safe and healthy working environment. We recognise we have a legal responsibility to ensure the health, safety and welfare of everyone affected by our operations and activities. As such, we are committed to:

- Preventing injury or ill health to anyone affected by our work activities.
- Complying with all relevant legal responsibilities.
- Continually improving our risk management and health & safety performance.

In partnership with our employees and volunteers, members and contractors, we are committed to fulfilling our statutory obligations to manage and coordinate safety and health and ensuring, so as far as is reasonably practicable, that:

- Work activities are managed to ensure the safety, health, and welfare of our employees, volunteers, members, and any third-party persons interacting with us.
- Risk assessments are carried out and reviewed as needed and brought to the attention of all persons in a manner, form and language that is understood.
- Identified protective and preventive measures are implemented and maintained.
- Improper conduct likely to risk an employee's safety and health is prohibited. It will be prevented by a positive safety culture fostered by the management team.
- Safe plant and equipment are provided and maintained as required.
- Safe systems of work are provided and reviewed as required.
- Risks to health from any article or substance are prevented through education and awareness.
- We will provide appropriate information, instruction, training, supervision and external resources as required to meet our obligations.
- Where hazards cannot be eliminated, adequate arrangements, including suitable personal protective clothing and equipment, are in place to reduce the risk of injury.
- Localised Emergency plans are prepared and revised as required.
- Welfare facilities are provided and adequately maintained where required.
- Competent personnel are employed to advise and assist in securing the safety, health, and welfare of our employees when required.

Our policy is to ensure that everyone is aware of their own personal responsibility and to exercise due care concerning themselves and their colleagues. Our Safety Statement, as a working document, will be reviewed as required under Section 20, Part III of the Safety, Health and Welfare at Work Act 2005 and the Management of Health and Safety at Work Regulations (NI) 2000, or as needed, considering experience, legislation, and new developments within the organisation.

Signed:

Date:

Chairperson

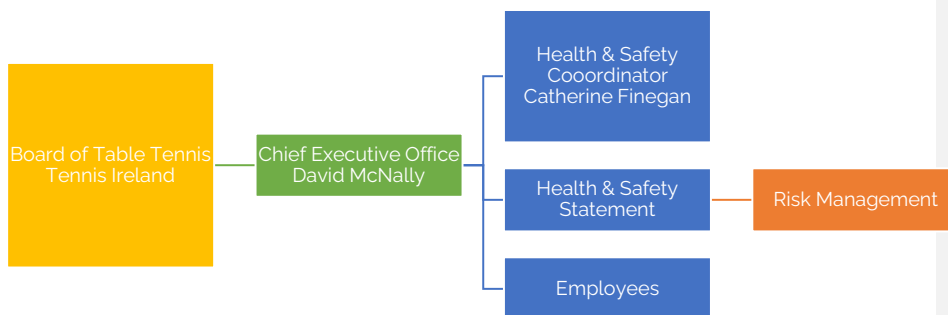
Table Tennis Ireland

3. Safety Management System

3.1 Introduction to the Safety Management System of Table Tennis Ireland

The following components form the Safety Management System (SMS) of Table Tennis Ireland.

We have prepared and published our Health & Safety Statement and Site-Specific Risk Assessments. Additionally, we have designated roles and responsibilities for various individuals within the organisation.



Authors Note

For corporate governance purposes, it is advised that all Board Members of Table Tennis Ireland are provided with a copy of the Health & Safety Authority Guidance Document for Directors and Senior Managers available at this link:

www.hsa.ie/eng/publications_and_forms/publications/safety_and_health_management/directors_responsibilities.pdf

3.2 Key Personnel & Roles

Role	Name
Chief Executive Officer	David McNally
Health & Safety Coordinator	Catherine Finegan

3.2.1 Role of the Chief Executive Officer, David McNally

The Chief Executive Officer (CEO), under the direction of the Board of Table Tennis Ireland, provides oversight of the day-to-day operations of the organisation, including health and safety management.

His role and responsibilities include the following:

- To ensure compliance with Health and Safety legislation by implementing our Health & Safety Policy Statement through a fair and equitable management process. This will be done using the Line Management Structure that is in place.
- Our CEO is responsible for supporting employees who implement our health and safety policies and procedures, and will facilitate consultations with them to provide health and safety advice.
- Ensure that all relevant documentation – Safety Statements and Risk Assessments – are maintained in accordance with legal requirements in consultation with our Health & Safety Coordinator.
- Ensure that relevant Health and Safety Matters are brought to the attention of the Board of Table Tennis Ireland in an appropriate and timely manner.
- To periodically review the application of Health & Safety, in consultation with the Health & Safety Coordinator, to ensure Table Tennis Ireland is meeting its legal and regulatory obligations.
- To obtain, where it is not available within the organisation, the services of competent persons to ensure our safety, health, and welfare. *Accordingly, our appointed Health and Safety Advisors, EMS & Associates, are deemed to fulfil the "Competent Persons" role.*
- To adhere to the direction and requests from the Board of Table Tennis Ireland to ensure all legal and moral responsibilities for health and safety are met.

3.2.2 Role of the Health & Safety Coordinator, Catherine Finegan

Our Health & Safety Coordinator, Catherine Finegan, with the support of the CEO, is responsible for managing health and safety within the organisation.

Her role and responsibilities include the following:

- Promoting "Health & Safety" as a Core Value of the organisation to all personnel.
- To liaise with our Landlord (Sport Ireland) or their designated contractors to ensure that our working environment is compliant with industry standards and best practices.
- Manage and implement the organisation's safety management system using the Plan-Do-Check-Act (PDCA) Model to improve our operations continuously.
- Ensure employees receive appropriate information, training, or instruction to meet their needs. All employee training is recorded as a demonstration of the duty of care.
- Ensuring that our Health & Safety Statement and Risk Assessments are periodically reviewed and amended as necessary.
- Ensure all employees and volunteers take a "Dynamic Risk Assessment" approach to all activities. A dynamic risk assessment is a "Stop, Think, Act" system, like crossing the road.
- Ensuring that regular Health & Safety Reports are issued to the CEO as deemed appropriate.

- Compiling the necessary information related to accidents, injuries or dangerous occurrences. Investigating all Accidents, Incidents and Near Misses using a "No Blame" methodology. Reporting accidents to our insurance company as per policy conditions.
- Where applicable, provide the necessary information to notify the Health & Safety Authority of injuries or dangerous occurrences¹.
- Facilitating consultation with employees to advise them on health and safety matters.
- To monitor employees' health and working time and investigate repeated absence because of a potential hazard/health risk in consultation with the CEO.

We are legally obliged to consult with and consider our employees' representations. Any employee with concerns regarding a Health & Safety matter should, in the first instance, address them with the CEO/Health & Safety Coordinator.

¹ Injuries involving employees or self-employed persons where a person is injured at a place of work or while driving or riding in the vehicle during work and cannot perform their normal work for more than 3 consecutive days, not including the day of the accident, but including weekends or national holidays, are reportable. Injuries involving members of the public related to a place of work or a work activity where a person requires treatment from a medical practitioner are also reportable. Certain so called "dangerous occurrences" such as a collapse of scaffolding or other major structure, a serious fire, a toxic release, an explosion, or an incident involving an overhead electricity line.

3.3 Continuous Improvement Safety Management Model

As an employer, we acknowledge that we are ultimately responsible for workplace safety and health. Therefore, we will directly and positively influence our health and safety management. To achieve this, we strive for **continuous improvement** as the basis of our Safety Management System.

Following international standards², quality management systems³ and best practices, we have adopted the PDCA (Plan, Do, Check and Act) Health & Safety Business Model. The PDCA model strikes a balance between the necessary systems and the behavioural aspects of management. It also generally treats health and safety management as an integral part of good management rather than a stand-alone system.

The Plan, Do, Check, and Act System is an "Integrated Risk Management" approach designed to achieve continuous **improvement** in the Quality and Safety of our operations.



The basis for the management of health and safety is a 4-Step Modular System summarised below:

1. Planning Module

According to our business strategy, the "Planning" module stage enables the development of health and safety strategies. Our Management Team manages, reviews, and updates our Safety Statement, Policies, and Procedures in consultation with our Health & Safety Advisors. The planning phase determines the Objectives and Expected Outcomes, and the Risk Analysis related to these objectives focuses on "**Continuous Improvement**".

2. Do Module

The "Do" Module encompasses day-to-day health and safety operations in our Head Office, Regional offices, and on-site events/Activities. It includes maintaining the Safety Management System by the on-site designated person(s), Health & Safety Coordinator. We will ensure that all relevant Health

² ISO45001:2018

³ "Deming Cycle"

and Safety activities, including Emergency Evacuation Drills in accordance with Sports Ireland requirements, are completed.

3. Check Module

The "Check" Module allows measurement and monitoring of existing control measures for identified risks and hazards. The "Check" is carried out using various Auditing and Observational Tools designed to identify non-compliance and determine gaps in safety management strategies. Our strategy is to develop Audit Tools as our Safety Management System evolves continually. For example, following any activity or event, we may review any issues that compromised the safety or health of attendees and ensure that corrective actions are taken to address these concerns. We strive to improve continuously,



4. Act Module

The "Act" Module enables continuous improvement in safety management processes, including the review and revision of Risk Assessments. Where deemed necessary, modifications to Risk Control Measures are made to support the "Continuous Improvement" Strategy. A critical component of our "Act" Module is empowering employees to contribute proactively to safe working procedures and practices. We fully support "Employee Engagement" in our Safety Management Model.

4. Legal Responsibilities for Health & Safety

4.1 Introduction

As an employer, we are responsible for ensuring, as far as reasonably practicable, the safety, health, and welfare of our employees, volunteers, and members, and those affected by work activities. Without exception, everybody has a role in ensuring high safety, health, and welfare standards. Established safety, health and welfare legislation and common law duties of care set down specific requirements for employers and employees, which we aim to comply with fully.

4.2 Legal Responsibilities of Table Tennis Ireland

Section 8(1) of the Safety, Health and Welfare at Work Act 2005 /Health and Safety at Work (Northern Ireland) Order 1978 Section 4 states the general duty of employers to employees as:

'Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.'

Section 8(2) of the Safety, Health and Welfare at Work 2005 lists 12 sub-headings of this general duty of employers to employees as:

- (2) Without prejudice to the generality of subsection (1), the employer's duty extends to the following:
- (a) Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
 - (b) Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk.
 - (c) As regards the place of work concerned, ensuring so far as is reasonably practicable-
 - (i) The design, provision and maintenance of it in a condition that is safe and without risk to health,
 - (ii) The design, provision and maintenance of safe means of access to and egress from it, and
 - (iii) The design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health.
 - (d) Ensuring, so far as is reasonably practicable, the safety and prevention of risk to health at work of his or her staff relating to the use of any article or substance or the exposure to noise, vibration, ionising or other radiations or any other physical agent.

- (e) Providing systems of work that are planned, organised, performed, maintained and revised as appropriate to be, so far as is reasonably practicable, safe and without risk to health.
- (j) Providing and maintaining facilities and arrangements for the welfare of his or her employees at work.
- (g) Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- (h) Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her staff when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3.
- (i) Having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- (j) Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in case of an emergency or serious or imminent danger.
- (k) Reporting accidents or dangerous occurrences, as may be prescribed, to the Authority or a person prescribed under section 33, as appropriate, and
- (l) The obtaining, where necessary, of the services of a competent person (whether under a contract of employment or otherwise) to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.'

Section 4 of the [Health and Safety at Work \(Northern Ireland\) Order 1978](#) mandates that employers must ensure, "so far as is reasonably practicable," the health, safety, and welfare of their employees. This includes providing safe plant and systems of work, safe handling and storage of articles and substances, and the necessary information, instruction, training, and supervision to ensure a safe working environment and welfare facilities.

Specific employer responsibilities under Section 4:

- **Safe workplace:** Ensure the workplace is maintained in a safe condition with safe means of access and egress.
- **Safe systems and plant:** Provide and maintain plant and systems of work that are safe and free from health risks.

- **Handling of materials:** Arrange for the safe use, handling, storage, and transport of articles and substances.
- **Information, instruction, and training:** Provide employees with the information, instruction, training, and supervision necessary for their health and safety at work.
- **Welfare facilities:** Provide adequate and suitable welfare facilities, such as toilets, washing facilities, drinking water, and first-aid facilities.
- **Risk assessment and policy:** Assess risks, have a written health and safety policy (if employing five or more people), and put in place a safety statement.
- **Consultation:** Consult with employees and/or their representatives on health and safety matters to check the effectiveness of measures.
- **Reporting:** Report injuries, diseases, and dangerous incidents at work to the relevant authorities.

4.3 Legal Responsibilities of Employees, Volunteers and Members

All employees, volunteers and members must comply with Section 13 of the Safety, Health and Welfare at Work Act 2005. All personnel must comply fully with the safety management system that has been developed.

The following responsibilities are assigned to our Employees, Volunteers and Members:

- Ensure they take all necessary precautions to protect the work environment.
- To cooperate fully with all provided provisions to ensure the safety, health, and welfare of other employees, contractors, and premises visitors.
- To adhere to all safe work systems, wear personal protective equipment and use any safety equipment provided.
- Discharge their work safely to avoid injury to themselves and other employees, as well as damage to equipment and property.
- To report, as soon as possible, defects in work systems, articles or substances, or work being carried out that might endanger health and safety.
- Not to be under the influence of any intoxicant or engage in the consumption of any intoxicant which places them or their colleagues in any danger.
- To comply with statutory provisions and take reasonable care to protect their health and safety and those of others affected by their acts or omissions.
- Attend training and undergo such assessments as prescribed.
- To cooperate with their Line Manager or other persons to enable Table Tennis Ireland or another person to comply with statutory requirements.
- Not engage in improper conduct or behaviour that is likely to endanger their own or others' health and safety.
- To make correct use, regarding training and instructions, of articles or substances, including protective clothing, supplied to protect health and safety.

- Not to interfere with welfare facilities or other provisions on the premises.

In Northern Ireland, Section 8 (a)&(b) of the [Health and Safety at Work \(Northern Ireland\) Order 1978](#), employees have several duties, including taking care of their own health and safety and that of others, cooperating with their employer on health and safety matters, following reasonable instructions, and using equipment correctly. Employees must also report hazards, follow training, and not act in a way that endangers themselves or others.

Health and safety responsibilities

- **Take reasonable care:** Be responsible for your own health and safety and that of anyone else who might be affected by your actions at work.
- **Cooperate with your employer:** Work with your employer on health and safety matters, complete any training provided, and follow health and safety policies.
- **Report concerns:** Report any injuries, illnesses, or dangerous situations to your employer.
- **Use equipment correctly:** Follow training and use any provided work items, equipment, and personal protective equipment (PPE) correctly.
- **Avoid improper conduct:** Do not behave in a way that could put yourself or others in danger, such as by being under the influence of alcohol or drugs.

4.4 Acknowledgement of Employees

Upon joining us, all new employees are provided a copy of our Health & Safety Statement and Site-Specific Risk Assessments in PDF Format.

All new employees must read, understand, and acknowledge these documents within two weeks of their start date. After reading these documents, we ask employees to acknowledge receipt and comprehension of the Health & Safety Statement and Site Specific Risk Assessments of their work location by completing this form, [TTI H&S Employee Declaration Form](#) or scan this QR Code:



4.5 In Case of Emergency

Our policy is to maintain the highest standards of Health & Safety in all our activities. If you become ill and require medical assistance, it may be helpful for us to have a person to contact in case of an **E**mergency (ICE).

Please note that completion of this form is voluntary. All information is retained in accordance with our GDPR policies and procedures.

All details are recorded on your **Employee Starter Form**. Please advise us of any updates as they become available.

5: Health & Safety Policies and Procedures

5.1 Introduction

The following is a non-exhaustive list of current policies and procedures we have adopted to ensure a safe system and standard of working. All employees are responsible for familiarising themselves with our policies and procedures.

5.2 Health & Safety Policy Development Protocol

The agreed protocol for developing effective policies is a 4-Step Programme:

Step 1 - Development: Policies and procedures are devised to comply with current legislation and external agency advice, such as Sport Ireland or the Health & Safety Authority. These are referred to as "Draft Policies / Procedures."

Step 2 - Draft: Draft Policies/Procedures are then submitted to the Management Team for approval.

Step 3 - Approval: Policies and Procedures are considered "Live Policies/Procedures" once approved.

Step 4 - Communication: Various methodologies are employed to communicate with employees. The Health & Safety Coordinator is responsible for disseminating information to employees.



5.3 Health & Safety Communications Policy

Under the Safety, Health and Welfare at Work Act 2005, we are required to communicate health and safety matters to employees, volunteers, members, visitors, and contractors. For example, information must be shared with employees, visitors, and contractors regarding the hazards they are exposed to, which may be created by work activities (e.g., manual handling) or inherent to the building (e.g., fire). Additionally, emergency procedures must be clearly communicated to all employees, visitors, and contractors.



Regular, formal, and informal consultations will occur between management and employees. These consultations are designed to prevent accidents and ill health, highlight issues, and identify ways to overcome them. Additionally, consultations are crucial when changes occur during the risk assessment process or when new technologies are introduced.

Communication can take place in several different formats, including, but not limited to:

- Staff Meetings with documented minutes of safety-related items recorded
- 1:1 Consultation with Employees
- Training and instruction sessions
- Signs, posters, and guidance documents
- Implementation of procedures
- Support and Supervision Sessions

Following any amendments, this document will be made available to all employees, both new and existing, annually. It will also be brought to the attention of non-employees who may be exposed to specific workplace risks (e.g., contractors).

The communication of safety policies in Northern Ireland is primarily the responsibility of the employer under the [Health and Safety at Work \(Northern Ireland\) Order 1978](#). While there isn't a single section dedicated to "communication," the duty to communicate policies, information, instruction, and training is embedded within [the Management of Health and Safety at Work Regulations \(NI\) 2000](#) and other specific regulations like the [Health and Safety \(Safety Signs and Signals\) Regulations \(NI\) 1996](#). Employers must consult with employees, provide training, and make safety information accessible.

5.4 Housekeeping Policy

The importance of good housekeeping across all areas is crucial for ensuring safety and preventing accidents.

Personal Safety

- Good housekeeping contributes to personal safety and fire prevention in the workplace. A clean workplace reflects our culture and beliefs.
- Poor housekeeping increases the likelihood of an accident for you, a colleague or a visitor.
- Always use a tidy and systematic method of working.
- All waste generated can be hazardous; please ensure it is disposed of correctly in the bins provided.



Clear Access

- Never block or obstruct doorways or corridors.
- Do not tamper with door closers.
- Never prop a door open—it can compromise safety and security.
- Do not leave doors open unnecessarily.
- Do not trail cables or flexes across the floor, as someone can trip.

Spillages / Breakages

- All materials should always be stored correctly, and spillages should be dealt with immediately.
- If a spillage happens, commence cleaning immediately and cordon off the area if required. Alert all personnel in the area until the spillage has been cleaned and the area is deemed safe.
- Never put sharp objects, such as broken glass, into waste bins without wrapping them carefully to protect those emptying the bins.
- If in doubt about what 'best practice' is, ask.

Storage

- Ensure shelves are not overloaded and that heavy objects are stored at a height that makes them easier to handle.
- Always adhere to the agreed shelving plans.
- Use steps or ladders to reach items at height and never climb on shelving units or chairs to access materials.

Recycling

- Check and utilise the recycling arrangements.
- All materials must be free from contamination before being placed in recycling containers.

5.5 Slips, Trips and Falls Management Policy

Our policy is to prevent slips, trips, and falls on our premises through excellent housekeeping, employee awareness and education, and a proactive approach to identifying and removing hazards that could cause them.



Slips may be caused by substances such as water, grease, oil, granules, plastic wrapping, packaging, leaves, or ice, which can arise from the working environment or, in some cases, the weather. Our landlords, Sport Ireland, are responsible for internal and external housekeeping arrangements. If you spot a hazard, please report it.

Trips can be caused by electric cables across walkways, curled-up or worn flooring, uneven floor surfaces and steps, or discarded work items.

Slips or trips may cause falls, especially when adjacent surfaces are at different levels, leading to persons losing their balance because they had not anticipated the change in level.

All walkways, corridors, and passageways must be kept clear and free from obstruction.

Good lighting is maintained in passageways.

Floor cleaning operations shall be conducted at quiet times to avoid endangering those walking in the area.

Cables must not be left trailing on the floor, and damaged flooring must be repaired promptly.

Where available, handrails should be used on stairs; ascend and descend on the left-hand side if possible.

5.6 Contractor Management Policy



A contractor is defined as a person or organisation which signs a contract to do specific work for payment within a specified time. All contractors working on our premises must comply with our safety, health, and welfare policies.

Contractors must provide us with copies of their **Safety Statement** and **Insurance details**. Our policy is that both Public Liability and Employers' Liability Insurance are in place before we award contracts. Professional Liability Insurance will be required for specific contractors.

Contractors must be competent and have adequate resources to carry out the work.

Prepare **Risk Assessments/Method Statements (RAMS)** for job-specific tasks assigned at Table Tennis Ireland's request. For example, contracted cleaners must submit a Job-Specific Risk Assessment upon being awarded a contract.

Ensure that work activities do not adversely affect the well-being of our employees, 3rd Parties, or anyone connected with us, and that they comply with any terms and conditions issued by us.

Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.

Cooperate with us on all work activities to ensure compliance with policies and procedures.

5.7 Accident - Incident Management Policy

We have a statutory duty to record all accidents and incidents, and to report certain accidents and dangerous occurrences to the Health and Safety Authority (H.S.A.). In addition, all accidents must be reported to our Insurance Company, so all information must be gathered correctly.



Definitions

An "**accident**" is "an unexpected, unplanned event. The occurrence results in personal injury, disease or death, or property damage". Accidents usually arise not as a single event but rather as a sequence or chain of related happenings, none of which in themselves may be dangerous. However, accidents may occur when they happen together or in a particular sequence. Example: A Cut Finger requires first aid treatment.

An "**incident**" (sometimes called a "near miss") is any unexpected event that does not result in injury to a person or environmental /equipment damage. However, it could potentially do so if an event were to repeat itself. Example: having to avoid a moving vehicle, but there is no impact between a pedestrian and the vehicle

Accident Reporting Policy

Our policy is that **all** accidents or incidents involving an employee, volunteer, member, contractor, business visitor, or member of the public must be recorded and reported to us.

All accidents that occur in or during Table Tennis Ireland must be reported to Table Tennis Ireland. All accidents that occur in the Sports Ireland Headquarters premises must be reported to the Receptionist on duty. It is advisable to report the accident to Table Tennis Ireland as well.

Accident-Incident Reporting

An Accident or Incident Report Form must be completed using MS Forms at this link: [TTI Accident Incident Report Form](#), or scan this QR Code:



Note on Reporting of Accidents to the Health & Safety Authority

We are obliged to notify the Health and Safety Authority in the following cases:

General Injuries of Employees: Any accidents/ dangerous occurrences in or related to work resulting in an employee being unable to perform their regular work duties for more than three (3) consecutive calendar days. The day of the accident is not counted. Day 1 is the day after the accident. Please note that non-working days are also included, e.g., weekends.

General Injuries of Members of the Public: Any accidents/incidents related to a place of work or a work activity resulting in a member of the public being treated by a doctor or hospital. Irrespective of the time involved, this type of accident must be reported.

Road Traffic / Vehicle Accidents involving an Employee: For any Road Traffic / Vehicle Accidents that occur if the person was injured while driving or riding in the vehicle in the course of work, resulting in an employee being unable to perform their regular work duties for more than three (3) consecutive calendar days. The day of the accident is not counted. Day 1 is the day after the accident. Please note that non-working days are also included, e.g., weekends.

Road Traffic / Vehicle Accidents involving a Member of the Public: Any road traffic accident related to vehicle loads. Irrespective of the time involved, this type of accident must be reported.

Note on Reporting of Dangerous Occurrences to the Health & Safety Authority

The Safety, Health and Welfare at Work Act 2005 contains the following definition:

"**Dangerous Occurrence**" means an occurrence arising from work activities in a place of work that results in

- The collapse, overturning, failure, explosion, bursting, electrical short-circuit discharge, or malfunction of any work equipment.
- The collapse or partial collapse of any building or structure under construction or used as a place of work.
- The uncontrolled or accidental release, the escape or the ignition of any substance
- A fire involving any substance or
- Any unintentional ignition or explosion of explosives as may be prescribed.

Procedure for notifying the Health & Safety Authority

There are two formats for reporting accidents/dangerous occurrences to the Health & Safety Authority. The first is in paper form using the following forms:

- IR 1- Form of Notice of Accident
- IR 3- Notification of Dangerous Occurrences

All completed forms are to be sent to the H.S.A. at:

- The Health & Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1

Phone: 01 8792600 E-Mail: info@hsa.ie Website: www.hsa.ie

Additional copies of these forms are available directly from the H.S.A. at the above address.

The second format is electronic. To do this, first, register with the H.S.A. online at www.hsa.ie. Then, follow the on-screen prompts, complete the necessary sections, and record all details as indicated.

Further information on the reporting of accidents is available directly from the Health & Safety Authority - http://www.hsa.ie/eng/Topics/Accident_and_Dangerous_Occurrence_Reporting/

Accidents and incidents in Northern Ireland are reported to the [Health and Safety Executive Northern Ireland \(HSENI\)](#) under the Reporting of Injuries, Diseases and Dangerous Occurrences (NI) 1997 regulations (RIDDOR). The primary legislation is the [Health and Safety at Work \(Northern Ireland\) Order 1978](#).

Reporting to the HSENI

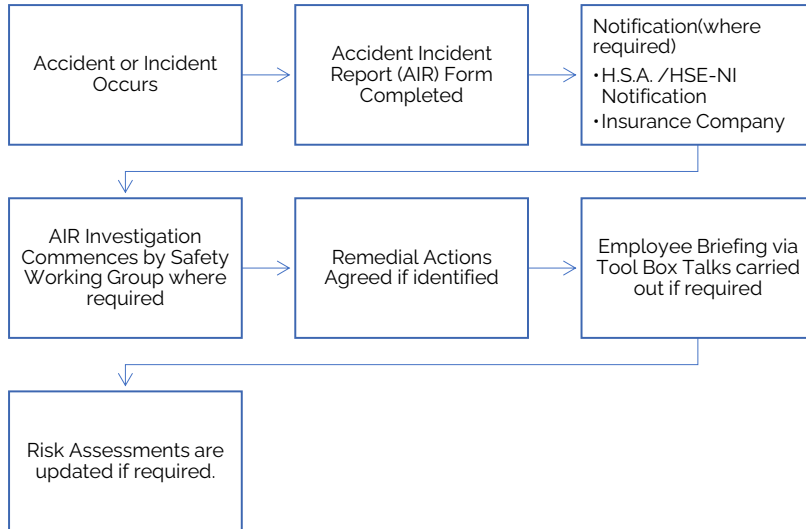
- By phone: Call the HSENI Helpline on 0800 032 0121 for immediate reports of fatalities, major injuries, or incidents where a member of the public is taken to hospital.
- Online: Use the [online incident report form](#).
- By mail: Send a written report to Health and Safety Executive Northern Ireland, 83 Ladas Drive, Belfast BT6 9FR.

Accident Investigation

Where an accident investigation is deemed necessary, all parties are legally obliged to cooperate fully with such an investigation. Factual and truthful information must be provided. This information may help establish the circumstances surrounding the accident. All accident investigations aim to prevent recurrence and increase safety awareness. Our policy is that all parties must fully cooperate with statutory agencies, such as the Health and Safety Authority, HSE-NI, the Garda Síochána, PSNI and the Road Safety Authority, during an accident investigation.

Our policy is that Disciplinary Procedures (up to and including dismissal) will be taken against individuals who fail to report accidents, incidents, dangerous occurrences, property damage, or near misses, or who fail to cooperate with accident investigation procedures.

Accident Incident Flow Chart



5.8 Smoke-Free & Tobacco Workplace Policy

We are committed to providing all our employees with a healthy, smoke-free environment. By legislation⁴, smoking is not permitted within our premises. We expect employees to exhibit high professional standards in line with our corporate values and advise that smoking or vaping anywhere except designated areas is unacceptable behaviour.



We reserve the right to discipline anyone smoking in a non-designated smoking area.

We have consulted with our Health and Safety Advisors on the current information regarding electronic cigarettes, vaping products, and other similar devices. However, due to the lack of concrete evidence on the health implications of such products, we have decided that using e-cigarettes or related vaping products, including nicotine-containing products, is not permissible within our premises.

Employees are advised that information on quitting smoking is available from the National Smokers' Quitline on Callsave 1800 201203.

Smoking in most enclosed workplaces in Northern Ireland is illegal under the [Smoke-free \(Premises and Enforcement\) Regulations \(Northern Ireland\) 2007](#), which are based on the [Health and Safety at Work \(Northern Ireland\) Order 1978](#). The law bans smoking in all enclosed and partially enclosed public places and workplaces to protect people from second-hand smoke.

- **Legal framework:** The main legislation is the Smoke-free (Premises and Enforcement) Regulations (Northern Ireland) 2007, which are enforced under the Health and Safety at Work (Northern Ireland) Order 1978.
- **What is banned:** It is illegal to smoke tobacco products in enclosed workplaces and work vehicles used by more than one person.
- **Signage:** Businesses are required to display "no smoking" signs at all entrances and in work vehicles.
- **Employer's role:** While the law bans smoking in most enclosed areas, employers can also create their own policies to ban smoking entirely or designate specific outdoor areas for smoking.
- **Penalties:** Individuals who break the law can be fined, and further penalties can be issued to the business for failing to comply.

⁴ S.I. No. 481/2003 - Tobacco Smoking (Prohibition) Regulations 2003

5.9 Electrical Safety Policy

We are committed to ensuring that all work systems are safe and fit for their purpose. Our landlord, Sport Ireland, appoints and manages Electrical Contractors engaged to perform work.



Failure to recognise the dangers of electricity can result in burns. Electricity may also affect the brain, heart, and lungs, causing severe injuries or fatalities. Electrical equipment also presents the additional risk of tripping from unsecured supply cables.

Please follow these guidelines to reduce the risk of electrocution:

- No employee is permitted to carry out electrical repairs or maintenance.
- Report any faults promptly. Any faulty equipment detected must be removed from service, labelled, and unplugged from the mains supply if it is safe to do so.
- Watch for damaged, worn, or broken wires and connections.
- Connections must be made to protect against adverse weather conditions where applicable.
- Do not use damp electrical equipment.
- Do not handle any electrical equipment with wet hands, including cords and plugs.
- When unplugging an appliance, remove the plug rather than pulling on the cord.
- Never use water on an electrical fire. Instead, use only an extinguisher explicitly designed for electrical fires.
- All Extension Reels must be fully unwound before use.
- If you use a multi-socket extension, please ensure it is not overloaded.

5.10 New and Expectant Mothers Policy

The Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2007 place a duty on employers to assess the risks and determine any possible effects on pregnant employees arising from workplace activities. This is called a "**New & Expectant Mothers Risk Assessment**".



To ensure the safety of all parties, new and expectant mothers must advise us of their condition by providing a medical certificate. Employees are advised that we cannot accommodate any changes to working conditions **until** we receive medical certification.

Upon receipt of this medical certificate, we will undertake a **New & Expectant Mothers Risk Assessment**. Our Health & Safety Coordinator will carry out this assessment.

Preventive or protective measures will be taken if the assessment reveals a risk. This typically takes the form of general advice to protect your well-being. Changes and controls will be introduced following a risk assessment of those tasks, where practicable, to reduce or eliminate the risks. Our policy requires that all New and Expectant Mothers' Risk Assessments be carried out in the strictest confidence.



Please click this link: if you would like to see this form, [Expectant Mother's Risk Assessment Form](#) or scan the QR Code:

In Northern Ireland, the main sections of legislation protecting pregnant employees are the **Management of Health and Safety at Work Regulations (Northern Ireland) 2000**, particularly **regulations 16 to 18**, which cover risk assessment and health and safety duties for employers. Additionally, the **Maternity and Parental Leave etc. Regulations (Northern Ireland) 1999** govern maternity leave and pay entitlements, and protection against unfair treatment or dismissal falls under equality legislation.

Health and Safety Regulations

- [Management of Health and Safety at Work Regulations \(Northern Ireland\) 2000](#): Regulations 16 to 18 of these laws place specific duties on employers regarding pregnant workers.
 - **Regulation 16**: Requires employers to manage risks to pregnant workers and new mothers.
 - **Regulation 17**: Deals with advice from doctors or midwives regarding night work for pregnant employees.
 - **Regulation 18**: Outlines employer duties after notification of a pregnancy, birth, or breastfeeding period.

5.11 Fire Safety Policy



A comprehensive fire safety management plan is in place for each of our premises. Sport Ireland is responsible for the application of our Fire Safety Protocols, including the provision and maintenance of equipment such as Fire Alarm Systems, Emergency Lighting, and Fire Extinguishers.

We ensure appropriate plans and procedures are in place for dealing with fire and that personnel are advised, including:

- Action in the event of an emergency.
- Fire Assembly Points at their locations...
- How to participate in Evacuation Drills.

All employees are advised to familiarise themselves with the Site-Specific Fire Safety Risk Assessment for further information and guidance on the Fire Safety Measures applicable in your location.

Fire Extinguishers

A fire extinguisher is a portable device designed to extinguish fires, typically consisting of a canister with a directional nozzle that directs a spray of water, chemically generated foam, inert gas, or fine powder onto the fire. The purpose of a fire extinguisher is primarily to provide a means of escape and, secondly, to extinguish a small fire.

Several types of extinguishers are available on-site, depending on the fire risk associated with the area. A Sports Ireland-approved contractor services fire extinguishers on a rolling 12-month basis.

Employees must note that the use of Fire Extinguishers is voluntary. Never place yourself in any danger. Instead, activate the Alarm and Evacuate!

Using a Fire Extinguisher

Remember the Phrase **PASS**



Fire Safety - General Instructions

All employees should familiarise themselves with the access routes from their work area and with the types, locations, and operation of the on-site fire extinguishers.

Our General Rules for fighting a fire are:

- Always raise the alarm first.
- Only attempt to tackle a fire if it is safe to do so.
- Ensure you select the correct type of extinguisher when available.
- Always tackle a fire from the furthest distance possible and keep a means of escape available.
- Never allow the fire to get between you and your means of escape.
- If the fire continues to grow despite your efforts to extinguish it or becomes too hazardous to remain, abandon your attempts to extinguish it.
- Action to be taken by a person discovering a fire:
- If you discover a fire, immediately raise the alarm—shout!
- Warn people in the immediate vicinity and evacuate the area.
- Before opening doors, check if they are hot; use an alternative exit route if necessary.
- Only attempt to tackle a fire if you have received training in the operation of firefighting equipment and only if it is safe.

Fire Evacuation Drills

Sport Ireland coordinates Fire Drills, and we will cooperate during such drills. The Health & Safety Coordinator will coordinate the Drills in consultation with the Sport Ireland Maintenance Team. Our policy is that all Emergency Evacuation Drills are recorded using this form: [TTI Emergency Evacuation Drill Report](#), or scan the QR Code.



Fire Alarm Bell Testing

Sport Ireland Maintenance Team carries out a Weekly Bell Test on Tuesdays between 08.00 and 10.00 AM. The purpose of this test is to ensure all equipment is in good working order. Employees are not required to evacuate the premises during "Bell Testing."

Fire Assembly Point

The Fire Assembly Point for our Head Office is located in front of the Irish Sports Headquarters premises.



Fire safety in Northern Ireland workplaces is primarily governed by the [Fire and Rescue Services \(Northern Ireland\) Order 2006](#) and the [Fire Safety Regulations \(Northern Ireland\) 2010](#). The 2006 Order places the fundamental duty on employers to ensure employee safety from fire, requiring them to carry out risk assessments and implement necessary safety measures. The 2010 Regulations then provide further detail on the arrangements for effective fire safety management, including planning, organisation, control, monitoring, and review.

Fire safety in workplaces in Northern Ireland is primarily governed by the **Fire and Rescue Services (Northern Ireland) Order 2006**. Specifically, **Part III, Chapter I, Article 25** places a duty on employers to ensure, so far as reasonably practicable, the safety of their employees from harm caused by fire in the workplace.

Key requirements under this legislation and the supplementary **Fire Safety Regulations (Northern Ireland) 2010** include:

- **Risk Assessment:** Employers must carry out a fire risk assessment to identify potential risks.
- **Fire Safety Measures:** The person responsible must provide appropriate fire-fighting equipment, fire detectors, and alarms.
- **Emergency Routes and Exits:** Emergency routes to exits must be kept clear at all times and, if necessary, adequately illuminated by emergency lighting.
- **Maintenance:** The premises and all fire safety equipment and devices must be subject to a suitable system of maintenance and be maintained in an efficient state and good repair.
- **Employee Duties:** Employees also have a duty while at work to take reasonable care for their own safety and that of others, and to cooperate with their employer regarding fire safety measures.

The Fire Assembly Point @ Lisburn Racquets Clubs, 36 Belfast Road, Lisburn BT27 4AS is located in the Car Park Area as indicated below.



5.12 Driving for Work Policy

For employees required to drive for work purposes, we have developed a Driving for Work policy that promotes a safe driving culture through education, training, and awareness of drivers' responsibilities.



To aid in the promotion of a safe driving culture, we have developed a Code of Conduct for Safe Driving, which states:

"While driving vehicles for work purposes, employees should comply with traffic legislation, be conscious of other road users and always apply safe driving techniques."

To aid employees in driving safely, it is our policy:

- To advise employees that using a mobile phone (for any purpose – phone calls/texts/SMS, etc) when driving is an offence under Section 3 of the Road Traffic Act 2006. As such, employees should only use a mobile phone in limited circumstances and when it is safe to do so. Hands-free kits, earpieces, and other similar devices must be used without exception.
- Not to pay employees' speeding or other infringement fines.
- As it becomes available, provide informational and educational materials from government agencies, such as the RSA and H.S.A/HSE-NI.

Advice for Drivers

- It is advised that all drivers engaged in business should:
- Only carry authorised passengers when required to do so.
- Ensure they carry their vehicle's current driver's licence when driving.
- Ensure their vehicle is legally registered, authorised, and insured for work.
- Notify us if their driver's licence has been suspended, cancelled, or if limitations have been placed upon it.
- Conduct a thorough daily walk-around check before using the vehicle – this is good practice for identifying potential issues, such as flat tyres.
- Carry Hi-Viz Vests for the driver and passenger(s).
- Regularly check the oil, tyre pressures, radiator, and battery levels.
- Take time to familiarise themselves with the vehicle's handbook.
- Assess hazards dynamically while driving and anticipate 'what if' scenarios.
- Drive according to the Road & Weather Conditions.
- Wear your seatbelt and ensure all occupants always wear theirs.
- Carry spare glasses if you wear glasses.
- Have a pair of sunglasses available (even during wintertime).
- Ensure your vehicle is equipped with a first-aid kit, a warning triangle, and a torch.

- Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over-the-counter medication, if they cause drowsiness.
- Avoid distractions when driving – if you need to adjust or set your sat-nav, car stereo, or mirrors before setting off.
- Plan their journeys, taking into account pre-travel work duties, trip duration, and post-travel commitments.
- Our policy is to advise all employees that they are legally obliged to comply with all aspects of the Road Traffic Act. This obligation includes the requirement not to drive under the influence of any substance (alcohol/drugs, etc). Please note that employees should be aware that consuming substances may impair driving for several hours after consumption and should be mindful of the "morning after" effect.

Grey Fleet Policy

Employees using their vehicle for work must inform their insurance provider of their work-related requirements and confirm in writing to Table Tennis Ireland that they are covered for driving for work-related purposes.

Driving for work in Northern Ireland

Driving for work in Northern Ireland is covered under **work-related road safety**. It falls under the general health and safety legislation, primarily the [Health and Safety at Work \(Northern Ireland\) Order 1978](#) and the [Health and Safety Executive Northern Ireland \(HSENI\)](#) guidance. Employers must manage the risks associated with work-related driving by implementing a policy, performing risk assessments, and ensuring compliance with road safety laws.

Key sections and regulations

- [Health and Safety at Work \(Northern Ireland\) Order 1978](#): This is the main piece of legislation that applies to all work activities, including driving for work.
- [Health and Safety Executive Northern Ireland \(HSENI\)](#): The HSENI provides guidance and information on how to manage the risks of driving for work, which is a key component of their safety remit.
- **Employer's duty of care**: Employers have a legal duty to manage the risks associated with work-related driving, just as they would in the workplace. This includes employer-provided vehicles and those used by employees for business purposes.
- **Risk management**: Employers are required to have policies and procedures in place to ensure road safety compliance and to manage the risks to employees, other road users, and the public.

What this means for you

- **If you are an employee**, you are covered by health and safety law when you drive for work. Your employer is responsible for taking steps to ensure your safety on the road while you are driving for business purposes.
- **If you are an employer**, you must have policies and procedures in place to manage the risks of employees driving for work. This includes ensuring vehicles are road safety compliant and promoting safe driving behaviour.

5.13 Anti-Bullying & Harassment Policy

Table Tennis Ireland supports every person's right to work in an environment free from harassment and bullying. Accordingly, we undertake to deal seriously, expeditiously, fairly, confidentially (to the extent possible), and sensitively with allegations of harassment and bullying.

Bullying

The Health & Safety Authority of Ireland defines bullying as: -

"Workplace 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 place of work and in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described may be an affront to dignity at work, but as a once-off incident, it is not considered bullying."

Policy on Prevention

We have adopted the "Dignity in the Workplace Charter". (H.S.A.2001)

"Table Tennis Ireland commits itself to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All who work here are expected to respect everyone's right to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any form is unacceptable and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this Charter. All individuals must uphold the Dignity at Work Charter, whether directly employed by us or contracted through us."

Procedure for dealing with allegations of bullying and harassment

All employees are advised to familiarise themselves with the Employee Handbook – Dignity & Respect Policy, which provides additional information.

Northern Ireland Bullying & Harassment,

In Northern Ireland, workplace bullying is not a single legal term but is addressed through multiple sections of law, primarily the [Protection from Harassment \(NI\) Order 1997](#) and anti-discrimination laws like the [Equality Act 2010](#), which prohibits harassment related to protected characteristics. Additionally, the [Health and Safety at Work \(NI\) Order 1978](#) imposes a general duty on employers to provide a safe workplace, including protection against bullying.

Key legal provisions

- **Protection from Harassment (NI) Order 1997:** This legislation can be used to address a "course of conduct" amounting to harassment, including many forms of bullying that are not linked to a protected characteristic.

- **Equality Act 2010:** This act makes it illegal to harass someone in relation to a protected characteristic, such as sex, race, disability, age, sexual orientation, religion or belief, or political opinion. Harassment is defined as unwanted conduct that violates dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- **Health and Safety at Work (NI) Order 1978:** This law requires employers to ensure the health, safety, and welfare of their employees at work, which extends to protecting them from bullying and harassment.

5.14 Violence & Aggression in the Workplace Policy

Violence at work occurs when people are verbally abused, threatened, or physically assaulted in circumstances related to their work. Our policy is that no form of violence, the threat of violence in any way, physical, verbal or otherwise, will be tolerated. We operate a "Zero Tolerance Policy" for all on-site incidents of violence and aggression.



If it is reported that an employee engages in any act of violence or aggression, we will investigate the matter. If it is determined that an incident of violence or aggression has occurred, we reserve the right to apply disciplinary procedures, up to and including dismissal, where warranted.

All offices implement appropriate security measures, and all employees are briefed on these procedures as part of their induction and orientation programme.

Procedure for Reporting Incidents

Our policy is to minimise the likelihood of workplace violence through all available means. However, in the event of such an occurrence, an employee must:

- Report the incident to the CEO as soon as possible after the incident.
- The most senior person available will contact the police and seek medical treatment.
- In compliance with our Accident/Incident Reporting Policy, an Accident/Incident Report must be completed immediately after the incident.
- Support and counselling will be made available to any employees who require them. Support and counselling can be informal from colleagues or more formalised counselling from appropriately trained professionals.

Violence & Aggression in the Workplace Policy In Northern Ireland.

The risks from workplace violence are addressed through general health and safety legislation, such as the [Health and Safety at Work \(Northern Ireland\) Order 1978](#), which makes employers responsible for protecting their employees from risks, including violence and aggression.

Additionally, **anti-discrimination legislation** covers harassment, while the [Domestic Abuse \(Safe Leave\) Act \(NI\) 2022](#) provides specific support for victims of domestic violence. Employers must conduct risk assessments, implement preventative measures, support employees who are victims, and have clear policies in place.

Legislation

- [Health and Safety at Work \(Northern Ireland\) Order 1978](#): This is the primary legislation that requires employers to ensure the health and safety of their employees, including protecting them from the risk of violence and aggression.

- **Anti-discrimination legislation:** Legislation such as the [Fair Employment and Treatment \(Northern Ireland\) Order 1998](#) and the [Sex Discrimination \(Northern Ireland\) Order 1976](#) prohibits harassment and discrimination based on protected characteristics, which can include certain forms of workplace violence.
- **Domestic Abuse (Safe Leave) Act (NI) 2022:** This law provides paid time off for employees experiencing domestic violence, helping to prevent them from facing financial hardship or stress related to taking leave.
- **Equality Act 2010 (Great Britain):** While not directly applicable in Northern Ireland, the Equality Commission for Northern Ireland's guidance is often influenced by legislation in Great Britain, including the Equality Act 2010, which prohibits harassment related to certain protected characteristics.

5.15 Safety Observation Reporting Policy

Table Tennis Ireland recognises the part that our employees must play in managing workplace health and safety.

A **"Safety Observation"** is where you observe an unsafe act/task/equipment deficiency that could cause an accident, e.g., damaged equipment or an unsafe working environment.

What may appear minor may lead to an Accident or Incident, so we encourage the reporting of safety observations. If you spot something, please report it!

If no one is available, then click on this link: [TTI Safety Observation Report Form](#) or scan this QR Code:



5.16 Adverse Weather Policy

Employees may face difficulties attending work and returning home during adverse weather conditions such as heavy snowfall, storms, or severe flooding. While we are committed to protecting the health and safety of all our employees, we must strike a balance to minimise disruptions to our operations.

Employees are advised that once we reopen and resume operations, they must attend work in accordance with their employment contract. Management is within its rights to refuse to pay an employee who cannot make it to work due to adverse weather conditions. However, all situations are case-dependent, and management reserves the right to make decisions on a case-by-case basis.

Background Information

In the Republic of Ireland, the National Emergency Coordination Group (NECG) brings together government agencies and organisations to guide actions during adverse weather conditions. The Actions are based on information from all government agencies, including the Irish Meteorological Service (Met Éireann), which may issue three categories of Weather Warnings.

Status	Summary	Explanatory Notes
Yellow	Be Aware	A YELLOW level alert will notify those at risk because of their location and/or activity, and take preventative action. It is implicit that YELLOW-level weather alerts do not pose an immediate threat to the general population but only to those exposed to risk by location and/or activity.
Orange	Be Prepared	ORANGE-level alerts are for weather conditions that can significantly affect people. Therefore, an ORANGE-level weather warning indicates that all recipients in affected areas should prepare appropriately for the anticipated conditions.
Red	Severe Weather Warning – Act	The issue of RED-level severe weather warnings should be a comparatively rare event and implies that recipients take action to protect themselves and/or their properties; this could be by moving personnel out of the danger zone temporarily, by staying indoors, or by other specific actions aimed at mitigating the effects of the weather conditions.

Management Action in the event of an Adverse Weather Condition

Our policy is to dynamically assess the risk of warning notifications. We will consider all factors and communicate this with employees before any weather event. We reserve the right to make a decision based on the information available to us.

Upon the declaration of a "Status Red" warning by Met Éireann/NI Met Office, we will close all operations on a localised basis. Please note that only official publications will invoke this action – no other sources, such as social media sites, are acceptable.

Resumption of Work.

Following the expiration of the "Status Red" warning, it is envisaged that all effective operations will resume in line with standard procedures. However, management will review the situation and advise employees of any deviation, e.g., staggered starting time.

5.17 Drug and Alcohol Control Policy

We are committed to providing a workplace free of health and safety risks. Our policy is to promote the well-being of everyone, including their physical and mental health.



Drugs, intoxicants, and alcohol affect concentration, coordination, and performance. It is recognised that the effects of the above may spill over from one's private life into the workplace, resulting in inefficiency, accidents, and absenteeism. Abuse of the above may lead to personal and work-related problems. We recognise the importance of promoting personnel's health and well-being by encouraging healthy lifestyle choices.

Definition

Drugs, intoxicants, or alcohol problems will incorporate various behaviours caused by the misuse of such substances, which may be problematic to the individual or the organisation. The definition of 'drugs, intoxicants or alcohol' is any substance, legal or otherwise, that may affect your behaviour or ability to carry out your everyday activities.

Our policy on managing "Intoxicants" is detailed in our Employee Handbook – Policy on Drugs & Alcohol in the Workplace. As an employer, the following pieces of legislation outline your legal responsibilities regarding alcohol and drug misuse at work.

Drugs & Alcohol in Northern Ireland

Health and Safety at Work (Northern Ireland) Order 1978

You have a general duty under the Health and Safety at Work (Northern Ireland) Order 1978 Act to ensure, as far as is reasonably practicable, the health, safety and welfare at work of your employees.

Management of Health and Safety at Work Regulations (Northern Ireland) 2000

You also have a duty under the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 to assess the risks to the health and safety of your employees. If you knowingly allow an employee under the influence of drug misuse or excess alcohol to continue working and his or her behaviour places the employee or others at risk, you could be prosecuted. Your employees are also required to take reasonable care of themselves and of others who could be affected by their actions at work.

Transport and Works Act 1992

The Transport and Works Act 1992 makes it a criminal offence for certain workers to be unfit through drugs and/or drink while working on railways, tramways and other guided transport systems. The operators of the transport system would also be guilty of an offence unless they had shown all due diligence in attempting to prevent such an offence.

Road Traffic Act 1988

The Road Traffic Act 1988 states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.

Misuse of Drugs Act 1971

The principal legislation in the UK for controlling the misuse of drugs is the Misuse of Drugs Act 1971. Nearly all medications with misuse and/or dependence liability are covered by it. The Act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances (for example, when a doctor has prescribed them). If you knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on your premises, you could be committing an offence.

5.18 Employee Training Policy



To comply with Section 8(g), Section 10 and Section 13 of the Safety, Health & Welfare at Work Act 2005, it is our policy to provide training for employees in the following circumstances:

- On commencement of employment
- Introducing new work equipment, work systems, or modifying existing equipment or systems.

All training courses are divided into two specific categories: "Mandatory" and "Elective". A "Mandatory" Course is deemed necessary for a person to conduct a task safely or in a prescribed manner. An "Elective" Course is designed to enhance the specific skill sets required to complete a task safely and in the prescribed manner.

The following Training Courses are deemed "Mandatory":

- Induction & Orientation
- Health & Safety Induction
- Manual Handling
- Ergonomic Assessment – Job Specific

The following courses are deemed "Elective":

- Fire Warden Training
- First Aid Responder

This is a non-exhaustive list and will be amended as required. Training Records will be maintained and kept on file by Table Tennis Ireland.

5.19 Radon Protection Policy

Radon is a naturally occurring radioactive gas that originates from the decay of uranium in rocks and soils. It is colourless, odourless, and tasteless and can only be measured using specialised equipment. Radon in the open air quickly dilutes to harmless levels. However, entering an enclosed space, such as a house or other building, can accumulate unacceptably high levels.



As a known carcinogen, in the same category as tobacco smoke and asbestos, radon is a cause of lung cancer. Every year, up to 300 lung cancer cases in Ireland can be linked to radon. These lung cancer cases are principally associated with exposure to radon in the home. However, workplace exposure is also a contributor.

Certain areas of the country are more likely to have a high number of premises with excessive radon levels. These areas are known as "High Radon Areas" and can be found on the EPA Radon Map of Ireland⁵ and the UK Health Security Agency⁶.

"High Radon Area" is one in which more than 10% of buildings are predicted to have radon levels more than the 200Bq/m³ level. The EPA and the Radiological Protection Institute of Ireland (RPII) have produced a national map of these areas. In the UK, the United Kingdom Health Security Agency defines Radon Affected Areas as those with 1% chance or more of a house having a radon concentration at or above the Action Level of 200 Bq m⁻³.

We have consulted the Radon Maps for Workplaces, at this link: and the following table indicates the location and action required:

Location	Radon Level	Action Required
Table Tennis Ireland Head Office	Medium	None
Table Tennis Ireland (Lisburn)	Low	None

Our policy is to review information provided by the EPA and the Radiological Protection Institute in the ROI, and by the UK Health Security Agency, on a 5-year cycle or as advised, and to update this policy as required.

⁵ <http://www.epa.ie/radiation/radonmap/>

⁶ <https://www.ukradon.org/information/ukmaps>

Radon Policy for Northern Ireland

Radon policy in Northern Ireland, the primary legislation for radon protection in the workplace is the [Health and Safety at Work \(Northern Ireland\) Order 1978](#), which requires employers to assess and control workplace hazards. While there is no specific Northern Ireland legislation for radon, the Health and Safety Executive Northern Ireland (HSENI) mandates compliance with broader radiation safety rules under the [Ionising Radiation Regulations \(Northern Ireland\) 2019](#), which are based on the European Ionising Radiation Directive. The Health and Safety at Work (Northern Ireland) Order 1978 requires employers to ensure employees' health and safety, including protection from hazards such as radon exposure, while the Ionising Radiation Regulations (Northern Ireland) 2019 provide the specific framework for ionising radiation, including radon.

Relevant Legislation

- **Health and Safety at Work (Northern Ireland) Order 1978:** This is the primary legislation covering general health and safety at work and requires employers to identify and control all workplace hazards.
- **Ionising Radiation Regulations (Northern Ireland) 2019:** These regulations apply to all ionising radiation, including radon, and impose specific requirements on employers to protect workers from its harmful effects.

5.20 First Aid Policy



The General Application Regulations (SI No. 299 of 2007) require employers to "designate" (to select someone for a duty/appoint) First Aid Responders (FAR) as necessary to render first aid at the place of work. It also requires the employers to "ensure that the number of first aiders, their training and the equipment available to them is adequate", considering the size or hazards (or both) of the undertaking or establishment.

Definition of First Aid

First Aid is treatment in life-threatening situations (e.g., heart attack or severe bleeding) pending medical help, as well as for minor injuries (cuts, bruises, etc.). First aid does not cover the administration of drugs or medications unless you are suitably qualified.

We advise all personnel to be familiar with the Health & Safety Authority's Guidance Document on First Aid in the Workplace. See:

https://www.hsa.ie/eng/publications_and_forms/publications/occupational_health/guidelines_on_first-aid_at_places_of_work.pdf

Procedure in the event of an incident

First Aid should be administered according to protocols using the first aid kits available in designated locations on site, as advised in the Site Specific First Aid Risk Assessment.

1. Emergency procedures will be activated if there is any doubt about the severity of an illness or injury.
2. Please contact our nominated First Aid Responder(s) for assistance.
3. If required, contact Emergency Services at 999 or 112.
4. All accidents and incidents should be reported in accordance with our Accident Incident Reporting Policy.

First Aid Equipment

The Safety, Health and Welfare at Work Act (General Applications) Regulations 2007 require adequate and appropriate First Aid facilities for each workplace.

The Health and Safety Authority has issued guidelines for the recommended contents of a First Aid Kit. Our Health & Safety Coordinator is responsible for checking and replenishing all stock every 3 months. Records of Inspection must be maintained on-site.

A template for First Aid Stock management is available in the Appendices of this document.

Table 1: H.S.A. Recommended Contents of First-Aid Kits (i)

The following are the recommended contents of First Aid Boxes and Kits, as per the Health and Safety Authority (H.S.A.). Please note that pro rata supplies must be aligned with the site's risk assessment.

Please refer to the following link: [H.S.A. Guidance on First Aid in the Workplace \(2025\)](#) for further information.

Please refer to the footnotes detailed below for explanatory notes:

MATERIALS	FIRST TRAVEL KIT CONTENTS	FIRST-AID BOX CONTENTS		
		1-5 Persons	6-25 Persons	26-50 Persons(ii)
Individually wrapped sterile plasters of assorted sizes	20	20	20	40
Sterile Eye Pads (No. 16 Bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandage	2	2	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No.9) (13 x 9cms)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No.3) (28 x 17.5cms)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Disposable Examination Gloves Pair (<i>Latex-free gloves should be worn where possible, as some people are allergic to latex.</i>)	3	5	10	10
Sterile water where there is no clear running water (iii)	2 x 20mls	1x500mls	2 x 500mls	2 x 500mls
Water-Based Burns Dressing (Small) (10 x 10cm)	1	1	1	1
Water-Based Burns Dressing (Large) (iv)	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3
Foil Blanket (v)	1	1	1	1
Vomit bag	2	2	2	2
Hazardous waste bag	1	1	1	1
Mouth shield for CPR (CPR pocket mask or flat face shield).	1	1	1	1
Pen torch (vi)	1	1	1	1

- i. Table 1 provides a general guide to the recommended contents of occupational first-aid boxes and kits based on the number of employees. The quantities indicated in Table 1 are minimums and can be increased.
- ii. Occasionally, the quantities indicated in Table 1 may be insufficient; therefore, the actual amounts required should be determined through a risk assessment. An obvious example is that for drivers of dangerous goods vehicles, it is recommended that a quantity of 2 x 500ml of sterile water for eye irrigation be included in their travel kits due to the risk of contact with hazardous chemicals, and this is mandatory in certain types of dangerous goods vehicles (ADR 8.1.5).
- iii. Where more than 50 persons are employed, a pro rata provision should be made. Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye baths, eye cups, and refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE-marked.
- iv. In situations where mains tap water is not readily available for cooling burnt areas. The container should be CE-marked.
- v. To accompany the First Aid Kit, a standard blanket should be made available where possible.
- vi. Any site with ATEX (Explosive Atmospheres at Work) zoned areas must be aware of the requirement for intrinsically safe or ATEX-rated torches for use in these areas.

First Aid requirements for Northern Ireland

The primary legislation is the **Health and Safety (First-Aid) Regulations (Northern Ireland) 1982**.

There are no specific "sections" in the provided sources that constitute a first aid *policy*. Still, the 1982 regulations, as amended, require employers to provide adequate first-aid provisions and competent staff. The overall requirement for a first aid policy stems from the broader duties under the **Health and Safety at Work (Northern Ireland) Order 1978**, which mandates employers to ensure the safety of their employees.

Legislation and Regulations

- **Health and Safety (First-Aid) Regulations (Northern Ireland) 1982**: This is the core legislation for first aid at work in Northern Ireland.
 - These regulations were amended in 2017, removing the requirement for the Health and Safety Executive Northern Ireland (HSENI) to approve training and qualifications. However, employers still have to ensure adequate first-aid provision and training.
- **Health and Safety at Work (Northern Ireland) Order 1978**: This is the overarching legislation that places a general duty on employers to ensure the health, safety, and welfare of their employees. This general duty requires employers to have a first aid policy in place.

5.21 Occupational Health Policy

Management must be aware of any medical conditions employees suffer from, such as epilepsy, which may need to be considered when organising work. In addition, any employee under medical supervision or taking prescribed medication who has been certified fit for work should notify us of any known side effects or temporary physical disabilities that could affect their work performance and may pose a risk to themselves or their colleagues. This information will be considered when assigning work activities.



As part of our Occupational Health Policy, employees may be requested to undergo a medical evaluation if a suspected work-related issue arises.

In compliance with Section 22 of the Safety, Health and Welfare at Work Act 2005, we are required to:

- Ensure that health surveillance is made available to all employees, taking into account workplace health and safety risks and any state-provided health surveillance.
- Ensure that this health surveillance is available at regular intervals.

Health surveillance means "the periodic review (for protecting the health and preventing occupationally related diseases) of employees' health, so that any adverse variations in their health, which may be related to working conditions, are identified as early as possible."

Health Promotion

It is our policy to promote the health benefits of healthy living. The following are examples of initiatives that we recommend to employees for further information:

"Healthy Ireland" is a government-led initiative to create an Irish society where everyone can enjoy **physical** and **mental health** and well-being, valued and supported at every level of society. It provides a range of information to help make good choices in health and lifestyle – for example, "Healthy Eating Guidelines". Further information is available at www.healthyiireland.ie

We strongly advise that anyone who feels their physical or mental health is an issue should discuss any concerns with us in the strictest confidence. We will provide the necessary guidance and assistance within our resources.

Mental Health Awareness

Everyone is aware of their physical health, as evidenced daily. As crucial as your Mental Health! Our policy is to create an environment where employees proactively address mental health issues. Consider your mental health as you would your physical health – remember that it takes courage to talk about your mental health, which is why we encourage employees to speak openly about issues.

If you need help, get help – do not suffer in silence. Approach a colleague or Manager and tell them how you feel – don't be afraid! Please don't hesitate to ask us if you have any concerns. We will direct you to the most appropriate service or provide support from within our own resources.

Support & Advice

If you require any support or advice, don't hesitate to contact your Manager.

5.22 Lone Working Policy

We are aware of the risks employees face when working alone. Working alone on-site does occur due to the nature of our business. While we recognise that employees may occasionally work alone, we expect a high level of personal responsibility from individuals. Therefore, our policy promotes safe working practices and heightens employees' awareness regarding safety issues when working alone.



The policy also applies to employees when conducting known higher-risk activities, including:

- Lone working out of hours.
- When employees carry high-value equipment, e.g., laptops.
- Times when employees are travelling.

The following security measures will be in place when an employee finds themselves working alone.

- If an employee is lone working, they should notify at least one other person so that regular checks can be made, if possible. Employees are prohibited from working alone unless their Manager has discussed and approved it.
- Irish Sports Head Office Campus Security should be advised if working alone. Contact Campus Security when leaving the premises. Please contact ISHQ Campus Security on 086 1916 403 and notify them of your status.
- No person other than another Table Tennis Ireland employee should be granted access to the premises.
- Employees are expected to exercise reasonable common sense when working alone and not expose themselves to foreseeable risks.
- Communication is essential, and a lone worker should have easy access to a mobile phone or a telephone, as well as emergency contact numbers.

Lone Working Guidance Northern Ireland

The primary legislation is the Health and Safety at Work (Northern Ireland) Order 1978, and the Management of Health and Safety at Work Regulations (Northern Ireland) 2000. The main principles for lone working are found in the general duties of employers to ensure the health and safety of employees, which involves conducting a risk assessment to determine and mitigate risks. While specific "lone working" sections are absent, these general duties are what form the basis of a lone working policy.

Key legislation and regulations

- [Health and Safety at Work \(Northern Ireland\) Order 1978](#): This is the foundational law in Northern Ireland, which sets out general duties for employers to ensure the health, safety, and welfare of their employees.

- [Management of Health and Safety at Work Regulations \(Northern Ireland\) 2000](#): This legislation requires employers to carry out risk assessments and implement appropriate control measures to manage risks.

5.23 Welfare Facilities Safety Policy

Our welfare facilities policy is designed to maintain employees' well-being and health and prevent illness. This policy should be self-policing, as individual employees are required to exercise a significant degree of personal responsibility.



The following general hygiene rules should be applied in your welfare facilities:

- All personnel are expected to uphold our housekeeping standards and keep their workstation areas clean and tidy.
- Food should be stored in suitable containers under suitable conditions, depending on the type of food.
- After use, all waste material should be disposed of in a designated waste receptacle.
- Food should not be stored at your workstation. Use the ISHQ Kitchen facilities provided.
- Hand washing is a simple yet essential hygiene precaution that should be encouraged.
- Any person found to be noncompliant with our welfare standards may face disciplinary action if they fail to cooperate with this policy.

In Northern Ireland, the primary legislation for workplace welfare facilities is the [Health and Safety at Work \(Northern Ireland\) Order 1978](#), and the specific requirements are detailed within the [Workplace \(Health, Safety and Welfare\) Regulations \(Northern Ireland\) 1993](#), according to the Health and Safety Executive Northern Ireland (HSE NI). The regulations specify that employers must provide adequate, clean, and well-lit facilities, including sufficient toilets, washbasins with hot and cold water, and drinking water.

Relevant legislation and regulations

Health and Safety at Work (Northern Ireland) Order 1978: This is the overarching legislation that sets the general duties for employers and employees in Northern Ireland regarding health and safety.

Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993: This is the specific legislation that details the requirements for workplace welfare facilities.

5.24 Display Screen Equipment Policy

For our office-based employees, it is our policy to comply with the requirements of the *Safety, Health and Welfare at Work Act: Display Screen Equipment Regulations 2007* and associated regulations regarding the protection of employees from ill health arising because of inadequate workstation design, repetitive tasks, extremes of temperature, vibration, and other ergonomic-related stressors.



Our policy is to conduct a Display Screen Equipment Assessment on nominated employees.

An employee will require a Display Screen Equipment (DSE) Assessment based on the following criteria (Regulation 70 of the Safety, Health & Welfare at Work General Applications Regulations – Chapter 5: Part 2)

- If the employee has no choice but to use DSE to carry out their work
- If the employee usually uses DSE for continuous periods of more than one hour
- If the employee generally uses the DSE daily.

In Northern Ireland, Display Screen Equipment (DSE) is covered by the [Health and Safety at Work \(Northern Ireland\) Order 1978](#) and the **Management of Health and Safety at Work Regulations (Northern Ireland) 2000**. While a specific section solely dedicated to DSE isn't called out as in some other jurisdictions, these overarching laws mandate that employers assess risks and provide suitable and sufficient information, instruction, and training to ensure employee safety, including DSE workstation management. Our policy is to purchase and provide appropriate equipment (hardware) and processing systems (software), as well as a working environment suitable for display screen work, in accordance with current legislation and best practices.

Responsibilities of Table Tennis Ireland

As part of the compliance requirement with the DSE Regulations 2007, we must evaluate the health and safety of workstations.

- Eyesight
- Physical difficulties
- Mental stress

The workstation analysis must account for the minimum requirements of the General Application Regulations 2007. The results must be shared with the employee. Records of such inspections are maintained.

Rights of an employee under DSE Regulations

Under the legislation:

- Employees are entitled to have their workstations assessed in line with Regulation 72.
- Employees must be trained to use the workstation and provided with information on health and safety factors.
- Employees must also have periodic breaks or changes of routine away from the DSE.
- Employees must be informed by their employer that they are entitled to an appropriate eye or eyesight test (or may opt for either) before working with DSE, and at regular intervals thereafter.

If individual corrective appliances (spectacles) are required **solely for use with a display screen, they must be provided at no cost to** employees. However, if the glasses are used for other purposes, the employer must cover only the correction required for working with display screens.

Definition of a Workstation

The definition of "Workstation" is all-encompassing and includes DSE, as well as the individual equipment, chairs, desks, and work environment that constitute a workstation. Therefore, one of the most critical factors affecting employees' health is the design and layout of the workstation. A poorly designed or arranged workstation may lead to a poor working posture, increasing the risk of Work-Related Upper Limb Disorders (WRULD).

Workstations must be laid out and kept tidy to avoid employees slipping, tripping, or falling. Therefore, we operate a "Clean & Clear Desk Policy," which employees must comply with.

Workflow of DSE Users

The workflow for a DSE user should be designed to allow natural breaks. Alternatively, combining DSE and non-DSE work can change the work pattern. DSE breaks are good practice and a habit to get into. In an ideal situation, the length of the rest period should reflect the intensity of the specific job. The rule for taking a break to relax your eyes is 20:20:20. Work for 20 minutes, then glance at an object 20 feet away for 20 seconds.

Procedures for the Management of Display Screen Equipment

The following procedures will apply for the management of Display Screen Equipment:

- After completing their probationary period, a DSE workstation assessment will be conducted with all new employees who require it.
- We recommend that employees who wear corrective lenses inform their opticians about the need for display screen work.

- Activities should be planned to include periodic breaks or changes to interrupt daily work on display screens.
- Individual corrective appliances tailored to the employee's needs, such as footrests and wrist rests, will be provided.

5.25 Waste Management Policy

Waste is legally defined as "any substance or object that is discarded, intended, or required to be discarded." There is a statutory duty of care under the Waste Management Act 1996 and the Waste Management (Amendment) Act 2001 to properly deal with all waste.

Waste handling typically represents three key hazards:

- Manual handling: Those responsible for gathering the waste and transporting it to central collection points are exposed to risks associated with the weight and bulk of the material.
- Fire: As waste accumulates, it represents a fire hazard.
- Contamination: Certain types of waste, such as food debris and materials generated during first aid treatment, can be potential sources of personal contamination.

The "Waste Hierarchy" evaluates the waste management process from the most favourable to the least beneficial action. The waste hierarchy aims to extract the maximum practical benefits from products and generate the minimum waste.



The Waste Hierarchy advocates the three R's (3Rs) principles – Reduce, Reuse and Recycle.

Our policy is to apply the principles of the 3Rs to reduce waste. A range of measures may be used to ensure that the 3Rs are practised, and we will apply such actions that are reasonable and practical.

Various waste bins are provided on-site for waste disposal. Employees are responsible for keeping their work area clean to reduce slipping and tripping hazards and prevent rodent infestations.

The policy is "If you see it, sort it!" The overall standard of housekeeping on our premises reflects our organisation and the individuals employed within it. We maintain a very high standard of housekeeping and strive to uphold it. We acknowledge our employees' efforts and continue to

improve overall waste management and housekeeping standards. The Maintenance Team at Sports Ireland manages on-site waste.

Waste Management in Northern Ireland

In Northern Ireland, workplaces are primarily governed by the [Health and Safety at Work \(Northern Ireland\) Order 1978](#) and its associated regulations, including the **Management of Health and Safety at Work Regulations (Northern Ireland) 2000** and the **Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993**. These laws mandate a safe environment, which includes proper waste handling, to prevent harm to employees and the public. A key aspect is the duty of care employers have to manage risks, including waste and its potential to cause pollution.

Primary legislation

- [Health and Safety at Work \(Northern Ireland\) Order 1978](#): This is the primary legislation for workplace health and safety, outlining the general duties of employers to ensure the health and safety of their employees.
- [Management of Health and Safety at Work Regulations \(Northern Ireland\) 2000](#): These regulations expand on the Order, requiring employers to conduct risk assessments and implement necessary measures to manage those risks, including those from waste.
- [Workplace \(Health, Safety and Welfare\) Regulations \(Northern Ireland\) 1993](#): These regulations cover the physical environment of the workplace, which includes provisions for waste collection and disposal to ensure the workplace is safe and not a source of harm or pollution.
- [Provision and Use of Work Equipment Regulations \(Northern Ireland\) 1999](#): This legislation is relevant for machinery and equipment used in waste handling and disposal.

5.26 Manual Handling Policy

Our policy is to maintain a safe working environment to minimise the risk of injuries resulting from improper manual handling techniques and to eliminate hazardous manual handling where it is reasonably practicable to do so. Our policy is to assess and mitigate the risk of injury arising from manual handling operations.



The hazards associated with manual handling are known as T.I.L.E., which stands for task, individual, load, and environment. Our policy requires employees to conduct Specific Risk Assessments for moving and handling operations. These risk assessments are described as "Dynamic"⁷ as they occur when the task is to be performed – a formal risk assessment is not required.

Where moving and handling operations cannot be immediately eliminated, the hierarchy of risk/principles of prevention will be used:

- Eliminate
- Substitute
- Engineering controls
- Administrative

The Institute of Occupational Medicine (UCD-Dublin) provides the following information as a guide for safe moving and handling operations:

- **Assess the Load and Plan the lift** – always use mechanical help if possible.
- **Broad, stable base** to increase stability and maintain a good posture.
- **Create a firm, safe grip** using handles, if possible.
- **Do flex your back, hips, and knees slightly** to spread the load factor.
- **Ensure the load is close to your body** to keep it near your centre of gravity.
- **Further Flexion of your back** is to be avoided.
- **Guard against twisting** due to disc damage—turn using your feet.
- **Head up** to reduce the risk of injury in the neck and shoulders – look up!
- **In motion** – move smoothly to reduce strain on soft tissue and joints, and be careful not to
- **Jerk** – leave the load down smoothly.

⁷ Dynamic Risk Assessment is like crossing the road – "Stop, Look, Think and Act".

Training

All employees are required to complete Manual Handling Training. Manual Handling Training is repeatable every 3 years. We reserve the right to request an employee to retrain in Manual Handling if they have been absent for an extended period.

Requirement for Northern Ireland – Manual Handling

In Northern Ireland, manual handling in the workplace is primarily governed by the [Manual Handling Operations Regulations \(Northern Ireland\) 1992](#) and the [Health and Safety at Work \(Northern Ireland\) Order 1978](#). The 1978 Order establishes general duties for employers to ensure the health and safety of their employees, while the 1992 Regulations provide specific responsibilities for managing manual handling risks, including the requirement to avoid hazardous handling, assess risks, and reduce the risk of injury.

Key legislation

- [Manual Handling Operations Regulations \(Northern Ireland\) 1992](#): This is the core legislation for manual handling and places a duty on employers to manage the risks involved.
- [Health and Safety at Work \(Northern Ireland\) Order 1978](#): This provides the general framework for workplace health and safety, with Article 3 requiring employers to ensure, so far as is reasonably practicable, the safety, health, and welfare of their employees.
- [Management of Health and Safety at Work Regulations \(Northern Ireland\) 2000](#): These regulations require employers to conduct risk assessments for all hazardous manual handling operations.

5.27 Stress Management Policy

We recognise workplace stress as a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. Workplace stress arises when a person's demands exceed their capacity to meet them.



Definition

Stress has been defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition distinguishes between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health. The main stressors include poor working relationships, poor communication, a lack of control, ill-defined work roles, tedious and repetitive work, demanding tasks, and violent situations.

While we have no control over external factors, we are committed to identifying workplace stressors and will act to reduce or, where possible, eliminate those within our control.

We encourage employees to balance their business, social and personal lives. However, if employees feel stress has become an issue, they should consult their Manager for advice and support.

For further information on the support available, please refer to the Employee Handbook. Counselling may be facilitated for employees who require additional support beyond that already provided within the organisation.

Stress Management – Northern Ireland

Stress Management in Northern Ireland is covered by the primary legislation on workplace stress management is the Health and Safety at Work (Northern Ireland) Order 1978, particularly Article 4, which requires employers to conduct risk assessments, including those for mental health. This is further supported by [The Management of Health and Safety at Work Regulations \(Northern Ireland\) 2000](#), which mandate risk assessments to identify and control health and safety risks, including stress.

Key legislation

- **The Health and Safety at Work (Northern Ireland) Order 1978:** This is the primary law employers must follow to ensure the health, safety, and welfare of their employees.
 - **Article 4:** Requires employers to carry out a suitable and sufficient risk assessment, which includes assessing risks to mental health.
 - **Article 4(1):** States that employers have a general duty to ensure, so far as is reasonably practicable, the health and safety of their employees at work.

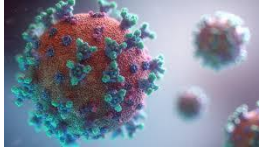
- **The Management of Health and Safety at Work Regulations (Northern Ireland)**

2000: These regulations expand on the duties in the 1978 Order.

- **Mandate for risk assessments:** Employers are required to identify hazards and assess the risks to their employees' health and safety, and stress is a risk that must be included.

5.28 Pandemic Response Policy

We are fully committed to the safety, health, and well-being of all our employees, volunteers, members, contractors, and business visitors who interact with us.



The Management Team will continually monitor government advice and public health regarding any pandemic threat. Lessons learnt during the COVID-19 pandemic will help determine our Response Level.

It is our policy to

- Monitor government and HSE Guidance and Advice on potential pandemics.
- To cooperate with all Public Health Guidelines issued by Sport Ireland
- Communicate clearly with all parties the most up-to-date information from approved sources.
- To encourage active participation in practical methods of Infection Control, such as appropriate handwashing and sanitisation techniques, touchpoint cleaning, and respiratory etiquette.
- To meet our obligations under the Safety, Health & Welfare at Work Act 2005, we ensure a safe and healthy workplace.
- To assess and develop Risk Control Strategies to address the impact of any pandemic on all our operations fairly and equitably.

The above measures are designed to protect every person connected with us. We accept the added responsibility placed on everyone in our organisation. We must maintain standards to ensure everyone's safety, health, and well-being.

We will activate our Pandemic Response Team upon receiving information from approved sources. All employees are advised that the Pandemic Response Team can recommend measures and actions to address the pandemic. Failure to comply with Advice/Action requests from the Pandemic Response Team will result in disciplinary action being taken.

A Pandemic Response Plan will be prepared, where required, using our COVID-19 Response Plan Template.

5.30 Hybrid Working Policy

Table Tennis Ireland may permit specific individuals to work from home on an occasional basis. In such cases, the same health and safety responsibilities apply to employees based at our offices. This responsibility includes conducting a health and safety risk assessment, ensuring equipment is fit for its purpose and is safely operated and maintained, ensuring computers can be used comfortably, and providing sufficient lighting, workspace, and heat.



An employee is responsible for ensuring that working hours comply with the requirements and maintaining records of any serious accidents, illnesses, or injuries that occur at work.

Home-workers must take reasonable care of their own health and safety, as well as that of other people, such as family members, neighbours, and visitors. They must also ensure they use work equipment correctly.

Home working should be formalised by agreement with the relevant line manager, and a checklist should be used to assess the home working area. Please consult your Manager for further advice.

Northern Ireland legislative requirements

The [Work Life Balance and Miscellaneous Provisions Act 2023](#) (enacted in April 2023 and commenced in March 2024) provides the right for employees in the Republic of Ireland to request remote working, and a written agreement is now required for approved remote work arrangements. For health and safety, [the Health and Safety at Work \(Northern Ireland\) Order 1978](#) is the primary legislation, which places duties of care on employers, including for employees working remotely.

5.31 Visitor's & Security Policy

We are responsible for ensuring, as far as is reasonably possible, the safety of employees, members, volunteers, contractors, and business visitors who attend our premises. To that end, the following policies will apply:

- Everyone (irrespective of their role) must check in at the Irish Sports HQ Reception, sign in on arrival, and sign out on departure. If the Reception Desk is unmanned, the Visitor's Book is available at the counter. The Sign-In/Out is required to account for all personnel in the event of any emergency.
- All Visitors must obey TTI safety rules and Sports Ireland HQ emergency procedures at all times.

Security

The Verkada Pass app controls employee access to Irish Sport HQ through the automated doors at reception. Any issues with access to the building must be brought to the attention of the Receptionist at Irish Sport HQ.

A lockable office door controls employee access to the TTI Head Office. It is the responsibility of each employee to ensure the door is closed on entry and exit from the office. If an employee is the last person to leave the office, they must lock the door behind them.

Any volunteers, contractors or visitors must request access to the Head Office via reception at Irish Sport HQ or by planning with a TTI employee in advance.

6: Measuring Performance

6.1 Introduction

Table Tennis Ireland has adopted a programme to measure, monitor, and evaluate its safety, health, and welfare management system, ensuring it is robust. Performance can be measured against agreed standards such as:

- Legislative requirements or changes in the same.
- Advice and guidance issued by Corporate Policies
- The Safety, Health and Welfare Policy and the written risk assessments for each location
- Safety, Health, and Welfare Objectives.
- Accident / Incident Rates.
- External Agency Reports, e.g., External Audits
- Any issues raised formally by employees.

This evaluation will identify when and where improvements are needed and assess the effectiveness of our Safety Management System. Additionally, we will establish procedures to monitor the services performed, promoting safety, health, and welfare.

The Management Team will ensure the Safety Statement is implemented and note any issues that arise. Additionally, active self-monitoring ensures that any changes in operating conditions, equipment, or legislation are accounted for.

As the Safety Management System grows, the tools for measuring performance become more defined. Definitive Key Performance Indicators can be agreed upon, such as the Annual Review of the Health and Safety Statement, Accident Statistics, Reviews of Risk Assessments, and Employee Training Courses completed.

7: Audit and Review

7.1 Introduction

Auditing and reviewing the Safety Management System is a best practice in health and safety management.

The audit and review process enables us to maintain and develop our ability to reduce risks and ensure the system's effectiveness. Review and auditing help achieve the "Continuous Process" objective, which is vital to our operations.

We will evaluate the impact of the safety, health, and welfare plan at a predetermined time (typically annually), taking into account employee and other stakeholder feedback, significant accidents or incidents, legislative requirements, and other relevant developments.

Information gathered through ongoing monitoring can be used to review current policies and procedures, thereby improving performance.

7.2 Policy

An annual safety, health, and welfare review/audit will take place in September each year. This review can be conducted in consultation with our Health & Safety Advisors, EMS & Associates.

Audit results can be combined with performance measurement to enhance our safety, health, and welfare management approach. Therefore, considering the review and evaluation process, the Safety Statement will be revised as necessary.

8: Risk Management

8.1 System Overview

Our policy is to identify workplace hazards, assess the risks to safety and health, and control these risks as far as reasonably practicable.

Under Section 19 of the Safety, Health & Welfare at Work Act 2005, all employees are legally obliged to follow the general principles of risk assessment. Accordingly, all employees are encouraged to participate in safety, health, and welfare issues by identifying potential hazards and, where required, ensuring a risk assessment.

Ongoing hazard inspections will be conducted periodically to ensure the information is up to date, controls are adequate, and risks are reassessed as necessary.

Table Tennis will maintain an up-to-date Risk Assessment Register. The CEO & Health & Safety Coordinator is responsible for ensuring all Risk Assessments are in place.

8.2 Definitions

A "**hazard**" is "any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees or participants".

Hazards may be classified as:

- Physical
- Chemical
- Biological
- Environmental
- Ergonomic
- Human Factors

"**Risk**" measures the probability of the event occurring and the impact /extent of the injury, ill-health, or damage it may cause if it did happen.

8.3 Risk Matrix System

It is our policy to operate a "**5 x 5 Risk Matrix**" Scoring System based on the "**Likelihood**" of an event/accident or incident occurring and then the "**Severity**" of the event/accident/incident on our operations. The **Risk Formula** is expressed as Likelihood (L) x Severity (S) = Risk Rating. (L x S = R)

A **Risk Calculator** determines the Risk Level associated with a Task, Activity or Process.

Risks may now be classified as Unacceptable/High, Medium, or Low/Very Low. A RAG (Red, Amber, Green) colour assignment helps determine the risk management approach.

RED	The task, activity or process has inherent dangers, and risk controls are critical.						
AMBER	Proceed with caution, but risk controls are mandatory.						
GREEN	Proceed, but adhere to the advised risk controls.						
Likelihood							
		Very likely It could happen at any time due to the factors involved.	Likely It could sometimes happen due to these factors.	Unlikely It could happen, but variable factors indicate it is infrequent.	Very Unlikely It's possible, but the available factors suggest otherwise.	Extremely Unlikely. It could happen, but the available factors suggest it won't.	
		5	4	3	2	1	
Severity	Death / permanent disability/Closure of Operations	5	Unacceptable 25	Unacceptable 20	High 15	Medium 10	Low 5
	Severe injury / Major Disruptions to Services	4	Unacceptable 20	High 16	Medium 12	Low 8	Very Low 4
	Medical Care & >3 days absence	3	High 15	Medium 12	Medium 9	Low 6	Very Low 3
	First aid treatment is required	2	Medium 10	Low 8	Low 6	Very Low 4	Very Low 2
	No First Aid Treatment is needed	1	Low 5	Very Low 4	Very Low 3	Very Low 2	Very Low 1

An Initial Assessment will indicate the **"Initial Risk Rating" with no control measures in place**. You must then document the appropriate Risk Control Measures to reduce the risk to an acceptable level, referred to as the **"Residual Risk Rating"**.

8.4 Risk Control Measures

Control measures include actions to reduce the potential of exposure to the hazard. For example, a simple control measure would be to secure moving machinery parts, eliminating the possibility of contact.

Action is required for hazards assessed as High or Unacceptable Risk. The steps required may include:

Instructions for the immediate end of the work, process, activity, etc

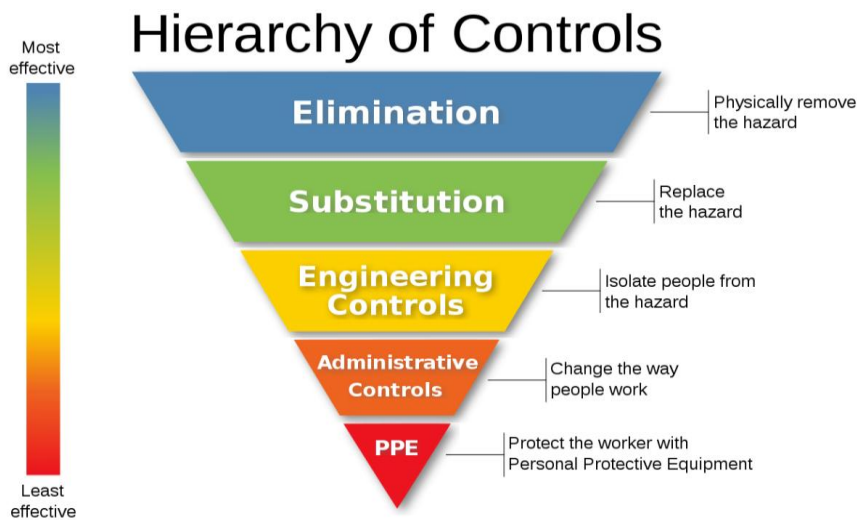
Isolation of the hazard until more permanent measures can be implemented.

Generally, control measures will seek to eliminate any risk classified as unacceptable or high and reduce the potential of risks classified as medium or low.

When examining control measures, we often refer to the **hierarchy of control measures**.

8.5 Hierarchy of Control Measures

The Hierarchy of Control Systems minimises or eliminates exposure to hazards.



Elimination	Elimination of the hazard is not always achievable. However, it removes the hazard and eliminates the risk of exposure.
Substitution	Substituting the hazard may not eliminate all hazards associated with the process or activity. Instead, it may introduce different risks, but the overall harm or health effects will be lessened.

Engineering	Isolating the hazard is achieved by restricting access to plant and equipment or locking them away under strict controls in the case of substances.
Administrative	Administrative controls include adopting standard operating procedures or safe work practices, or providing appropriate training, instruction or information to reduce potential harm and/or adverse health effects to person(s). Isolation and permit-to-work procedures are examples of administrative controls.
Personal Protective Equipment (PPE)	Personal protective equipment (PPE) includes gloves, glasses, ear defenders, aprons, safety footwear, and dust masks designed to reduce exposure to the hazard. PPE is usually considered the last line of defence and is generally used in conjunction with one or more other control measures.

9: Appendix

The following documents are provided for illustration only and form part of our Safety Statement.

A1: First Aid Stock Sheet – Sample Only

The following are the recommended contents of First Aid Kits in accordance with the Health and Safety Authority for 1-5 Persons in the workplace. Please note that pro rata supplies must be aligned with the Risk Assessment on Site.

Product Description	Stock to be Held	Date Stock/Order		Date Stock / Date		Date Stock / Date	
Individually wrapped sterile plasters of assorted sizes	20						
Sterile Eye Pads (No. 16 Bandage attached)	2						
Individually Wrapped Triangular Bandage	2						
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	2						
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No.9) (13 x 9cms)	2						
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No.3) (28 x 17.5cms)	2						
Individually Wrapped Disinfectant Wipes	10						
Paramedic Shears	1						
Disposable Examination Gloves Pair (Latex-free gloves should be worn where possible, as some people are allergic to latex).	5						
Sterile water where there is no clear running water	1 x 500 mL						
Water-Based Burns Dressing (Small) (10 x 10cm)	1						
Water-Based Burns Dressing (Large)	1						
Crepe Bandage (7cm)	1						
Foil Blanket	1						
Vomit bag	2						
Hazardous waste bag	1						
Mouth shield for CPR (CPR pocket mask or flat face shield).	1						
Pen torch	1						

A2: Guidelines for New and Expectant Mothers - Sample

Introduction

This guide provides an overview of the legal requirements in place to ensure the protection of those who:

- Are pregnant
- Have recently given birth
- Are breastfeeding

And to ensure the protection of the developing child.

Pregnancy is part of everyday life and is not an illness. Many women work during pregnancy, and many return to work while breastfeeding. Some workplace hazards may affect the health of the woman or her developing child; the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2007 provide specific protection during this period.

The requirements of the Pregnancy Regulations are in addition to the more general provisions of:

- The Safety, Health and Welfare at Work Act 2005.
- The Safety, Health and Welfare at Work (General Application) Regulations 2007.

These are required at all places of work without exception:

- Identification of Hazards
- Risk assessment (in writing)
- Putting in place adequate safeguards
- Consultation with employees.

To prevent damage to the foetus during the early stages of pregnancy, the potential risks during pregnancy must be part of the routine risk assessment at each workplace. This risk assessment is not left until pregnancy is notified, and these specific regulations apply.

Specific Requirements

There are more specific requirements included in the General Application Regulations, covering:

- Workplace (especially welfare arrangements)
- Work equipment.
- Personal protective equipment.
- Manual handling of loads.
- Working with Display Screen Regulations.

The Chemical Agents Regulations, the Carcinogen Regulations, the Biological Agents Regulations, and the Lead Regulations require specific consideration during pregnancy.

A3: Display Screen Equipment Users

Specific requirements of your workplace

The specific requirements for your screen are that it display well-defined characters, maintain adequate line spacing, show stable, non-flickering images, and support user-adjustable brightness and contrast. Additionally, the screen should be swivel- and tilt-adjustable and free of reflective glare.

The specific requirement for the keyboard is that it is tiltable, separable from the screen, and comfortably positioned so that hands and arms can be supported. Additionally, it should have a matte surface to minimise glare, and the symbols should be clearly legible.

The specific requirement for your desk is that it is large enough to accommodate the flow of work, has a low-reflective surface, and provides enough space to find a comfortable position.

The specific requirement for a chair is that it be stable, adjustable in height and tilt, and, where necessary, that a footrest be provided.

An employee is not permitted to carry out any repairs on computer equipment.

How to use a workstation effectively

Correct Posture

- Sit up straight at your keyboard and screen.
- Do not sit with your feet or legs crossed. Your feet should be flat on the ground, and there should be enough space under the desk/table to move your legs freely.
- Lower arms and thighs should be parallel to the ground. If possible, adjust your chair.
- Using the keyboard
- Unless required, ensure that the keyboard is not tilted on its back legs.
- Your wrists and fingers should align directly with your lower arms, not bent, as you type. This is important in preventing work-related upper limb disorders (WRULDs).
- Do not hammer at the keyboard when typing; do not overstretch your fingers.

Using the mouse

- Keep your mouse within easy reach. Wrists should not be bent or strained. An appropriate mouse mat should support the heel of the hand.
- Flex your hands and fingers to prevent cramps and aches.
- Take frequent short pauses, take your hand off the mouse, and let your mouse arm hang straight down your shoulder.
- Use alternative keyboard actions to avoid continually using the mouse.

- Try occasionally switching your mouse from right-handed to left-handed (or vice versa) to see if it makes a difference.

Avoiding eye and neck strain

- Avoid prolonged work periods, as they can cause tired eyes and discomfort.
- Adjust your screen angle to minimise reflections and use blinds or curtains at the windows.
- If you notice an eyesight problem after viewing the screen, have an optician check your eyes. You may need a pair of glasses to work on your computer.
- Adjust the screen angle and height to prevent neck strain. If you continually strain your neck, you will develop discomfort in your shoulders and back.

Take a break!

- We recommend that no work session exceed 90 minutes without a break or a change of work activity of at least 5 minutes.
- If you experience any aches or pains, they should be investigated, and the work session should be reduced to 30 minutes, followed by a 5-minute break to attend to other work duties.
- The rule for taking a break is called the 20:20:20 rule. Work for 20 minutes and then glance at an object for 20 seconds at a distance of 20 feet.

Using Laptops and Other Portable Computers

- Please do not use it for long periods.
- Ensure the keyboard is placed on a firm, stable surface.
- Ensure the computer is at the correct height for typing and screen viewing.
- Individuals who use laptops for over 3 hours a day should consider purchasing a mouse, monitor, docking station, and a laptop riser.

Problems

You should see your doctor if you have aches and pains, tingling in your fingers, or headaches.

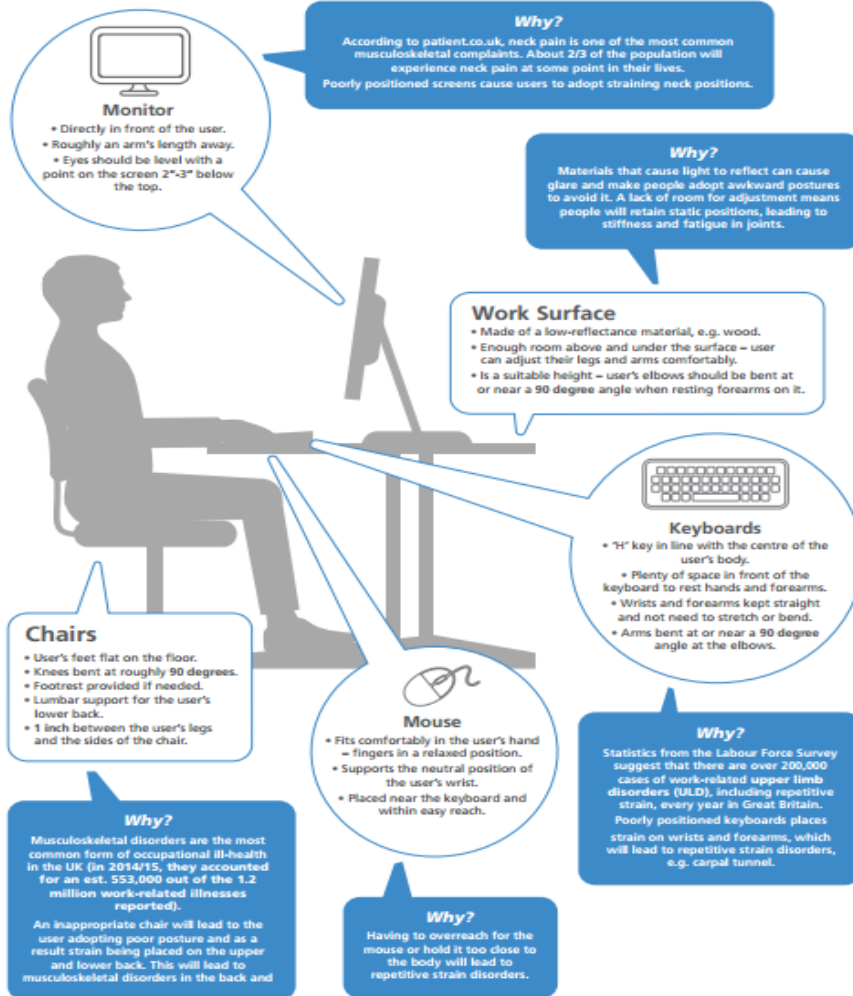
If you are experiencing eye problems, it is recommended that you have your eyes checked.

Please see the infographic below for further details.....

Desk Ergonomics

Preventing Musculoskeletal Disorders

Do you know what the risks are when working at a desk for prolonged periods? Do you know how display screen equipment should be arranged so users can work without experiencing strain whilst at their workstation?



Stretching and breaks

- DSE users should get up at least once an hour so to stretch and change their position.
- DSE users should carry out small exercises at or away from their desk to prevent prolonged strain.
- Users should take their designated breaks and break up long periods of DSE work with other tasks.

Why?

Regular stretching will relieve tension and strain, while breaks will give their body a chance to relax and recuperate after intense work periods.



A4: Table Tennis Ireland Risk Assessment Template

Risk Assessment Title:			Site:			Risk Register:		00	
Assessment Date:		Click or tap to enter a date.		Review Date:		Click or tap to enter a date.		Version No: 1.0	
Name of Assessor(s):				Persons at Risk:					
Risk Assessment Classification:		Choose an item.		Reference(s):					
Hazard	Risk	Initial Risk Rating			Control Measure Applicable	Residual Risk Rating			
		L	S	R		L	S	R	
					•				
					•				
					•				
					•				
					•				
					•				

A4.1 Risk Assessment – Completion Process

Risk Assessment Title:		Site:	
Assessment Date:	Click or tap to enter a date.	Review Date:	Click or tap to enter a date.
Name of Assessor(s):		Persons at Risk	Choose an item.
Risk Assessment Classification	Choose an item.	Reference	Minimum Period of review is 24 months.

Give the full title of the Risk Assessment

Insert the next number to be assigned based on the Risk Assessment Register

Version Number Format 01 and then if updated 001.1

Choose from the Drop-Down Menu

Hazard	Risk	Initial Risk			Control Measures Applicable	Residual Risk		
		L	S	R		L	S	R

Choose from the Drop-Down Menu

Insert the Hazard identified

Insert the known risk e.g. Electrocutation

L and S = Insert the Likelihood and Severity 1-5

R = Risk Rating (L X S = R)

L and S = Insert the Likelihood - 1-5 After the Control Measures

R = Risk Rating (L X S = R)