



## Limerick Racecourse

### **Safety Statement December 2023** (Safety, Health and Welfare at Work Act 2005)

**Note:** for this Safety Statement to be effective all those at work must be aware of the Statement's contents, must ensure that the controls and requirements are adopted into normal working practice and that controls and requirements reflect the working practices and processes 'on the ground'

-----  
Tom Rudd

Date: 21st December 2023

Review: December 2024

## Policy Statement

Limerick Racecourse recognises it has a duty and civil obligation to those who have a lawful right to access property over which Limerick Racecourse has control.

Limerick Racecourse will take appropriate measures to ensure that the public and its customers are, in so far as it is reasonable, not be exposed to undue dangers and hazards as the result of Limerick Racecourse's various work undertakings and will ensure that that the property it controls is, in so far as is reasonably practicable, safe.

Some parts of Limerick Racecourse are held by Limerick Racecourse under licence, this reduces Limerick racecourse's ability to control safety, however Limerick Racecourse will do its utmost to ensure that safety is, in so far as is reasonably practicable, preserved to an extent to which it has control given the provisions of the licence.

Members of the public are reminded that when accessing property under the control of Limerick Racecourse, extreme caution is required. Members of the public must be alert to dangers and hazards created by horses, agricultural equipment and moving traffic.

Contractors are reminded that, as employers and self-employed persons, they have duties and civil obligation to ensure that their working practices are safe and do not pose an undue risk or danger to 'others' who may be using the facilities under Limerick Racecourse's control.

Employers and self-employed persons are also reminded of their Duty to cooperate with the Limerick Racecourse over matters of health and safety and to abide by Limerick Racecourse's local safety rules when using its facilities.

**Signed:**

**Date:**                   **22/12/23**

## Document Control

<b>Document Name</b>	Limerick Racecourse Safety Statement
<b>Document Owner</b>	Colin Kehoe
<b>Document Developed by</b>	Colin Kehoe and John Lane
<b>Document Approved by</b>	Limerick Management & Colin Kehoe
<b>Responsibility for Implementation</b>	Managers and Employees at all levels
<b>Responsibility for review and audit</b>	Limerick Racecourse Manager & Health and Safety Personnel
<b>Last Updated</b>	December 2023
<b>Status</b>	Issued

# Contents

Policy Statement.....	2
Document Control .....	3
Executive Summary .....	6
1.0 Introduction .....	7
2.0 Organisational Roles and Responsibilities .....	8
2.1.Consultation with Employees .....	8
2.2 Roles and Responsibilities .....	9
2.3 Organisational Flow Chart .....	11
2.4 Limerick Staff Contacts .....	12
3.0 Risk Assessments.....	13
3.1 Determining Health and Safety Risk.....	13
3.2 Review and Monitoring.....	14
4.0 Organisational Arrangements.....	14
4.1 Essential Information for Employees .....	14
4.2 Safe Systems of Work. ....	14
4.3 Accident Reporting .....	14
4.4 Injured Horse Procedure .....	15
4.5 Fire Precautions.....	15
4.6 Emergency Plans.....	15
4.7 Occupational Health .....	15
4.8 Protecting Pregnant Workers .....	16
4.9 Management and Control of Asbestos.....	16
4.10 Training and Instruction .....	16
4.11 Young Workers and Children .....	16
4.12 Workplace Bullying and Harassment.....	17
5.0 Contractors .....	17
6.0 Management of Construction.....	17
7.0 Pandemic Response.....	18
8.0 Consultation with Employees .....	18
Appendix 1 - Risk Assessments .....	19
Appendix 2 .....	46
Health and Safety at Work; Essential Information for Employees. ....	46
Appendix 3 .....	62
Safe Systems of Work .....	62

**Appendix 4 .....77**  
**Incident Reporting Form ..... 77**

**Appendix 5 .....85**  
**Fire Precautions..... 85**  
**Raising the Alarm ..... 85**  
**Means of Escape..... 85**  
**Fire Fighting Equipment ..... 85**  
**Possible Sources of Combustion ..... 85**  
**Training and Information ..... 86**  
**Definitions..... 86**  
**Fire Extinguisher Actions..... 87**

**Appendix 6 .....89**  
**Occupational Health ..... 89**

**Appendix 7 .....93**  
**Protecting Pregnant Workers ..... 93**

**Appendix 8 .....94**  
**Young Worker Parental Consent Letter ..... 94**

**Appendix 9 .....95**  
**Contractor’s Health and Safety Agreement..... 95**

**Appendix 10 .....96**  
**Working Close to Equine Activities; Advice to Contractors ..... 96**

**Appendix 11 .....99**  
**Management of Construction ..... 99**  
**Criteria for ‘In house’ Construction Work ..... 101**

## Executive Summary

In accordance with the requirements of the Safety, Health and Welfare at Work Act 2005, Limerick Racecourse has prepared the following Safety Statement. This statement is based on risk assessments of hazards across all aspects of the workplace.

The purpose of the Safety Statement is to assist in the planning and control of work practices in so far as reasonably possible in order to reduce any risks identified to an acceptable level. The Safety Statement is applicable to all Managers and employees across Limerick Racecourse.

**Section 2** of this document outlines the Organisational Roles and Responsibilities. **It clearly states the responsibilities of the Racecourse Manager, Operations Manager, Health and Safety Business partner and Officer, Facilities Maintenance.** It also outlines and notes the roles of all Supervisors and Employees.

Following on from the Organisational Roles and Responsibilities, **Section 3** notes how risk is determined. It also outlines how the risk assessments enable appropriate management of the identified hazards.

**Section 4** of the Safety Statement establishes the arrangements in place by Limerick Racecourse to ensure that all statutory duties are adhered to. This is exemplified through various sub-headings including Safe Systems of Work, Accident and Incident Reporting, Fire Safety and Occupational Health.

**Section 5** outlines the **expectations of Limerick Racecourse** of its **contractors**. It notes the information which is available to assist contractors with ensuring safe work process while carrying out work on Limerick Racecourse property.

**Section 6** refers to the management of construction on Limerick Racecourse Property.

**Section 7** is in relation to pandemic procedures that may be implemented from time to time in response to Government or Statutory bodies' guidelines and instructions.

**Section 8** Outlines the process of **consultation with employees**

## 1.0 Introduction

Under the Safety, Health and Welfare at Work Act 2005, Limerick Racecourse has an obligation to prepare a **Safety Statement**. This is defined by the HSA as a ***“written action programme for safeguarding the health and safety of those at work”***([www.hsa.ie](http://www.hsa.ie)).

The aim of this document is to identify those responsible for implementing this programme. The Safety Statement also outlines what practices are in place to identify potential operational hazards and the safeguards in place to eliminate or minimise those hazards as best as reasonably possible.

The Safety Statement is in place to plan and control operations in the workplace in order to reduce the risk of injury or ill health to employees, contractors, visitors, or others by activities taking place on Limerick Racecourse property.

Limerick Racecourse is committed to providing a safe workplace for all stakeholders. In doing so this document will be audited on an annual basis as will all associated documentation.

## 2.0 Organisational Roles and Responsibilities

### 2.1. Consultation with Employees

Limerick Racecourse welcomes open and free discussion on matters of health and safety from all its employees.

The **Health and Safety officer**, who is responsible for health and safety management, operates an 'open door' policy, which allows employees to openly discuss health and safety issues without fear of reprisals. If the **health and safety officer** feels that the issue raised needs attention or further investigation the manager will instigate actions appropriate to the issue raised.

The confidentiality of the employee will be maintained by the **health and safety officer**, so far as it is reasonably practical. The employee will be kept informed by the manager of progress or actions taken.

**Limerick Racecourse's health and safety committee is drawn from all sections of the operation and at all levels of employment.**

The aim of the committee is to promote discussion on matters of health and safety and to provide a forum for consultation when new measures or controls are to be introduced.

It is the **responsibility of the health and safety officer to chair the meetings at least quarterly** between staff and management where safety issues, training requirements and any other Health and Safety related business can be discussed.

Committee members are allowed reasonable time off during their normal work hours to discuss matters with other employees and to take comment on issues raised at the committee. Committee minutes/presentation will be made available to all employees.

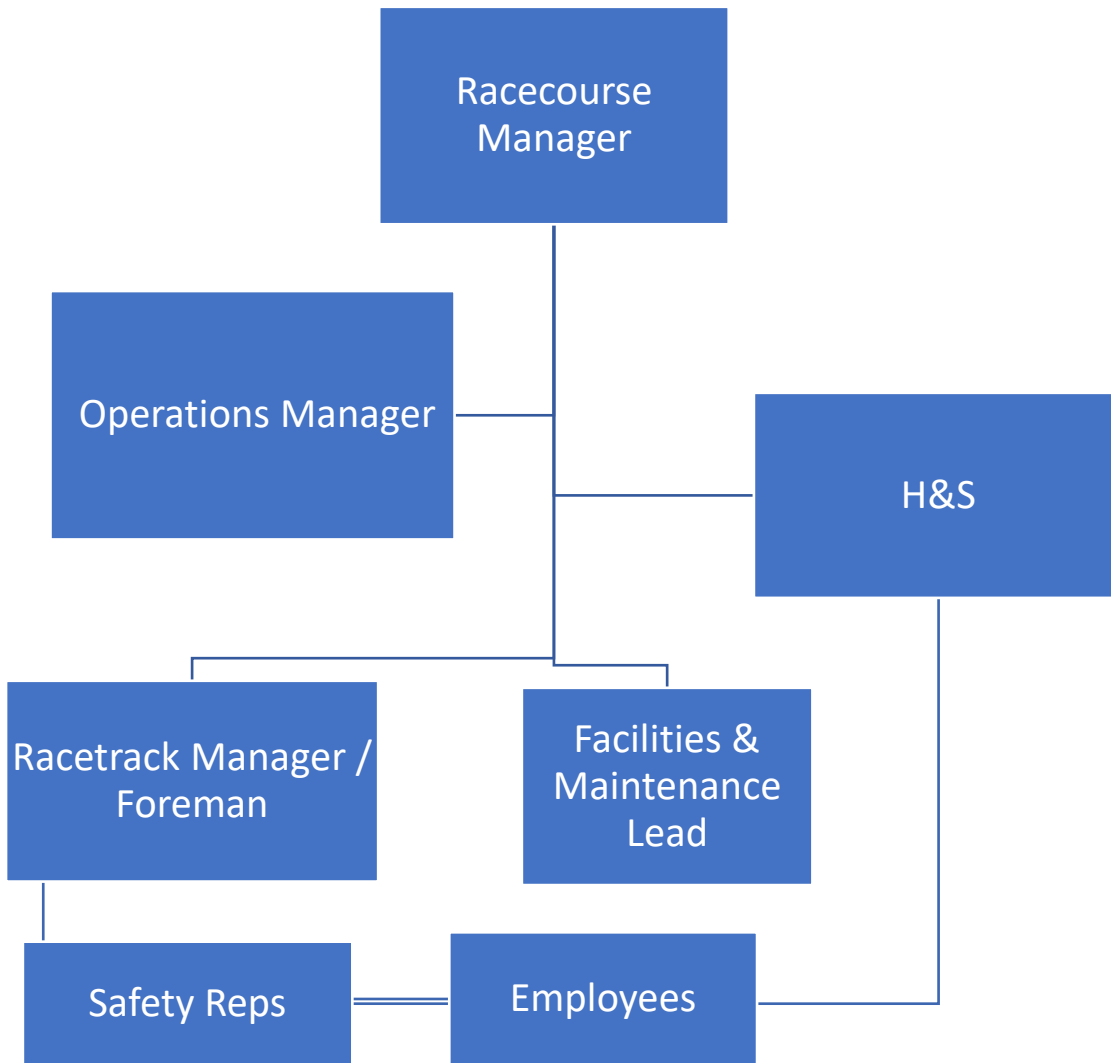


## 2.2 Roles and Responsibilities

<p><b>Racecourse Manager</b></p> <p><b>Tom Rudd</b></p>	<ul style="list-style-type: none"> <li>• Ultimate Duty for Health, Safety &amp; Fire Compliance at Limerick</li> <li>• Final Decision Maker</li> <li>• Approves and signs the Safety Statement.</li> <li>• Seeks advice from and liaises closely with the Health and Safety health and safety officer and other associated experts</li> </ul>
<p><b>Operations Manager</b></p>	<ul style="list-style-type: none"> <li>• First line of responsibility and duty for Health, Safety and Fire Control across the whole Company</li> <li>• Prepares and publishes Limerick Racecourse Safety Statement</li> <li>• First line of responsibility and duty for ensuring compliance with Limerick Racecourse Ltd. Safety Statement</li> <li>• Ensures that Contractors are managed at a strategic level.</li> <li>• Seeks advice from and liaises closely with the Health and Safety health and safety officer and other associated experts</li> <li>• Attends Health and Safety Committee meetings</li> </ul>
<p><b>Health &amp; Safety Officer</b></p>	<ul style="list-style-type: none"> <li>• Advises on all aspects of health, safety and fire compliance</li> <li>• Recommends solutions to health, safety and fire issues</li> <li>• Consults on health, safety and fire arrangements</li> <li>• Advises on health and safety at a strategic level</li> <li>• Facilitates Occupational Health practices and systems</li> <li>• Facilitates and advises on accident reporting and accident investigation</li> <li>• Assists Limerick Racecourse to remain compliant with new and changing legislation and standards</li> <li>• Liaises with and seeks competent advice from other health, safety, fire and associated experts and professionals</li> <li>• Chairs Health and Safety Committee</li> </ul>
<p><b>Racetrack Manager / Foreman</b></p>	<ul style="list-style-type: none"> <li>• Responsibility for ensuring Limerick Racecourse Safety Statement is applied to working activities within their area of responsibility</li> <li>• Reports accidents and dangerous occurrences to the Health and Safety health and safety officer</li> <li>• The observation and safety control of Contractors working within their area of responsibility.</li> <li>• Identifies, reacts to and reports newly identified hazards or unsafe conditions to the Health and Safety health and safety officer</li> <li>• Only assign staff to duties for which they have been trained</li> <li>• Carry out inductions with all new staff</li> <li>• Seeks advice and liaises closely with the Health and Safety advisor</li> <li>• Attends Health and Safety Committee</li> <li>• Convenes safety committee meetings</li> </ul>

<b>Facilities Maintenance &amp; Technical Lead</b>	<ul style="list-style-type: none"> <li>• Ensures that all construction projects comply with health and safety law</li> <li>• Ensures that equipment and machinery are regularly serviced, repaired, and inspected to comply with statutory duty</li> <li>• Ensures that electrical power, lines, and equipment is maintained and inspected to comply with statutory duty</li> <li>• Facilitates legionella testing</li> <li>• Ensures the control of Asbestos</li> <li>• Seeks advice and liaises closely with the Health and Safety health and safety officer</li> <li>• Attends Health and Safety Committee</li> </ul>
<b>Employees (Applies to all employees)</b>	<ul style="list-style-type: none"> <li>• Ensure that their working follows safety rules, safe systems, and procedures</li> <li>• That they do not work beyond their competency or ability</li> <li>• Wear provided and identified PPE</li> <li>• Identify, react to and report new hazards or unsafe conditions and assist with risk assessment process</li> <li>• Report accidents and dangerous occurrences</li> <li>• Attend for identified occupation health screening and assessments</li> <li>• Attend for necessary training</li> </ul>
<b>Clerk of the Course (IHRB)</b>	<ul style="list-style-type: none"> <li>• Responsible for racecourse H&amp;S on race day</li> </ul>

### 2.3 Organisational Flow Chart



## 2.4 Limerick Staff Contacts

<b>Limerick Staff Contact Numbers</b>		
<b>Name</b>	<b>Role</b>	<b>Contact Number</b>
<b>Tom Rudd</b>	<b>Racecourse Manager</b>	<b>087 9096836</b>
<b>Peter English</b>	<b>Operations Lead</b>	<b>086 2498774</b>
<b>Dave Buston</b>	<b>Track Manager / Facilities &amp; Maintenance Lead</b>	<b>085 7407878</b>
<b>Dave Buston</b>	<b>Health and Safety Business Partner</b>	
<b>Dave Buston</b>	<b>Health and Safety Officer</b>	
<b>Craig Power</b>	<b>Sales and Marketing</b>	<b>085 2540516</b>
	<b>Health and Safety Representative</b>	
<b>Paul Moloney</b>	<b>Clerk of the Course (IHRB)</b>	<b>087 9085945</b>

### 3.0 Risk Assessments

Safety, Health and Welfare at Work Act 2005 requires employers and those who control workplaces to any extent to identify the hazards in the workplaces under their control and assess the risks to safety and health at work presented by these hazards

#### 3.1 Determining Health and Safety Risk

The Health and Safety advisor, on behalf of Limerick Racecourse, carried out a comprehensive written risk assessment in order to establish any hazardous practices. The risk assessments were carried out with using the below guidelines and risk rating strategies.

- Hazard**      **A circumstance which has the potential to cause harm or injury**
  
- Risks**        **The likelihood that harm or injury will occur as a result of exposure to the Hazard**
  
- Control**      **The means imposed to remove or reduce the risk associated to its lowest practical level**

Understanding the level of Risk is essential to the Risk Assessment Process

Determining Risk requires the rationalisation of the **likelihood** and **severity** of harm, injury or ill health being caused by the Hazard(s). This enables appropriate management of the Hazard by implementing necessary controls to ensure that the workplace and working practices remain as safe as is reasonably practical.

<b>Likelihood</b>	<b>Very High</b>	5	10	15	20	25
	<b>High</b>	4	8	12	16	20
	<b>Moderate</b>	3	6	9	12	15
	<b>Low</b>	2	4	6	8	10
	<b>Very Low</b>	1	2	3	4	5
		<b>Minimal</b>	<b>Minor</b>	<b>Major</b>	<b>Serious</b>	<b>Life Critical</b>
<b>Severity</b>						

**Risk Rating:**

**1 to 5 Low Risk**

**6 to 11 Medium Risk**

**12 to 16 High Risk**

**17 to 25 Extreme Risk**

The full list of Risk Assessments is available in **Appendix 1** of this documents.

### 3.2 Review and Monitoring

In order to ensure the continuous improvement of work practices, risk assessments will be monitored on an annual basis. However, should there be any changes in work practices or procedures, changes to legislation or the introduction of new technology the review may take place earlier. This is also applicable should there be a requirement to review an incident.

## 4.0 Organisational Arrangements

Section 4 of the Safety Statement establishes the arrangements in place by Limerick Racecourse in order to ensure that all statutory duties are adhered to. Practices and documentation referred to in the following section are also in place to reduce the risk of injury or ill health to employees, contractors, visitors, or others by activities taking place on Limerick Racecourse property.

### 4.1 Essential Information for Employees

An essential information booklet which offers guidance on key safety issues has been created by the health and safety officer. A copy of this booklet is available to all employees and can also be viewed in **Appendix 2** of this document.

### 4.2 Safe Systems of Work

**As per HSA specifications a Safe System of Work must be implemented where hazards cannot be eliminated, and some risk still exists.** Safe Systems of Work can reduce or eliminate exposures to hazards; however, it is necessary that they are strictly adhered to. The Health and Safety health and safety officer on behalf of Limerick Racecourse carried out an evaluation of systems of work at Limerick Racecourse. A comprehensive document of the Safe Systems of Work is available in **Appendix 3**.

In order to ensure relevance and that risks are minimised as best as possible all Safe Systems of Works will be reviewed on a regular basis by the health and safety officer and the appropriate manager. All employees carrying out tasks where Safe Systems of Work are in place will be asked to review the recommended procedure on a regular basis.

### 4.3 Accident Reporting

Limerick Racecourse has a duty to investigate quickly and report all accidents which occur at work. This will include all accidents which occur as the result of work undertaking on the premises it controls and which fall within the scope of **prescribed criteria to the Health and Safety Authority (HSA)**. Limerick Racecourse has a civil duty to investigate and report to its insurers all accidents occurring to an employee, contractor, customer, or member of the public which could result in a claim against Limerick Racecourse.

It is also important to investigate accidents which occur at work so that lessons can be learnt, and actions put in place to prevent like accidents occurring in the future. It is **the responsibility of all employees to immediately report an accident or near miss accident to their Manager or Supervisor**. The accident/near miss should be reported if the employee is a witness, if it occurs directly to them, or if they become aware of later. The procedure on reporting Accidents and Near Misses is available in **Appendix 4** of this report.

#### 4.4 Injured Horse Procedure

Limerick Racecourse has a procedure in place to deal with injured animals and the treatment of same. This procedure is shared amongst the track staff and track foremen have a clear plan around how to deal with injured animals.

#### 4.5 Fire Precautions

Limerick Racecourse recognises its responsibilities regarding **Fire Safety Management**, the potential risk of fire to Limerick Racecourse, its employees, Bloodstock, and operations. When applicable, Limerick Racecourse shall ensure that the requirements of a Building's Fire Certificate are applied in full. Limerick Racecourse will also apply for an amendment to a Fire Certificate should a building undergoes significant alterations or use. Limerick Racecourse will, when applicable, apply for a Fire Certificate for any new Building under its control. The comprehensive list of considerations when carrying out the required Fire Risk Assessments is outlined in **Appendix 5** of this document.

#### 4.6 Emergency Plans

**Under the Safety, Health and Welfare at Work Act 2005, Limerick Racecourse is required to have in place adequate plans and procedures which should be adhered to in case of an emergency.**

As part of race day planning, Limerick Racecourse shall prepare a comprehensive Event Management and Safety plan which includes a detailed Emergency Evacuation procedure. **This procedure was prepared in conjunction with Fire Services, Ambulance Services and An Gardaí.** A copy of the Event Management and Safety Plan for any race day is available on request from the Operations Manager. Emergency Procedures will be communicated to all staff in advance of each race day. Limerick's Grand National and Hilly Way meetings attracts the largest attendances and prior to these meetings a briefing is held to outline the agreed emergency procedures with the relevant stakeholders. The attendance and content of this meeting is recorded in the safety file.

On non race days an adequate number of employees in each building will be designated responsibility for emergency plans, procedures, and measures. The emergency plans will be tested periodically in order to ensure best practice is maintained.

#### 4.7 Occupational Health

The aim of Occupational Health is to ensure that the health of those at work is preserved and working activities or processes do not unduly lead to an employee's ill health. It also ensures that those returning to work following ill health or injury do so safely and with minimal risk. **Occupational Health interventions are indicated either by risk assessments or as a primary statutory duty.** Limerick Racecourse will seek to meet its duties and obligations for occupational health when interventions are indicated. **Appendix 6** outlines key legislation, examples of health screening interventions, notes on light duties and controls advised by the health and safety officer.

## 4.8 Protecting Pregnant Workers

**Health and safety law require employers to assess the potential risks in the workplace which may have a detrimental effect on both female workers and their unborn child when they are pregnant.** The legislation requires safety management for all pregnant workers, but those at the greater risk are those working outside and, in the equine,/agricultural setting. **Appendix 7** of this document notes the main workplace risk factors for pregnant employees and general control measures in place.

## 4.9 Management and Control of Asbestos

**Limerick Racecourse is aware of its duties to manage asbestos deposits located in buildings and on any premises it controls.** A number of asbestos surveys have been carried out and where asbestos was identified, it has been removed safely as per HSE Guidelines. The Facilities Maintenance and Technical Lead is responsible for the management of Asbestos on Limerick Racecourse's property.

## 4.10 Training and Instruction

All new employees including temporary employees will receive a safety induction.

On an annual basis and throughout the year all employees may be asked to attend short, updated training sessions covering:

- Fire
- Manual Handling
- General Safety

Statutory legislation or risk assessments will indicate specialist training which may be required for identified employees. Limerick Racecourse will ensure that in such circumstances training will be provided and, if needed, refreshed Specialist training may include:

- First Aid
- Chain-saw operation
- Tractor Driver Training
- Pesticide use
- Accident Investigation
- Manual Handling

## 4.11 Young Workers and Children

Limerick Racecourse is committed to maintaining the **health and safety of young workers** (those under the age of 18 years) whom it may employ and to children who may visit workplaces under its control. Limerick Racecourse will apply the **HSA's Code of Practice *Children & Young People in Agriculture*** to all its work and associated activities. Limerick Racecourse has a primary duty, so far as is reasonably practicable, to keep



children (generally speaking, those under the age of 16 years) safe from hazards which can be found in the agricultural setting; this includes when visiting premises under the control of Limerick Racecourse. The Young Worker Parental Consent form will be issued to the parents of any employees under the age of 18. A copy of this document is available in **Appendix 8**.

#### 4.12 Workplace Bullying and Harassment

**Workplace Bullying and Harassment is strictly prohibited**, and all members of staff are asked to report any such conduct that they either are victims of, or witness to. All such reports will be fully investigated, and appropriate action taken. **HRI has a separate workplace and bullying policy** that outlines the protocols that would be taken if such a case were to arise.

## 5.0 Contractors

Limerick Racecourse instructs a variety of contractors to undertake works on its behalf. **Limerick racecourse expects all contractors it instructs to have regard for duties placed upon them by current safety, fire, and environmental legislation.** Limerick Racecourse expects Contractors to cooperate with Limerick Racecourse in order to ensure that safety is maintained for all those who work for or are affected by Limerick Racecourse work activities.

Contractors will be required to familiarise themselves with any pandemic policies in place and provide Health and Safety information if required. Work, which in the manager's opinion seems unsafe, should be stopped and will recommence until any safety issues have been resolved.

If there are any queries regarding what is determined to be "unsafe" advice should be sought from Limerick Racecourse's Health and Safety officer.

Limerick Racecourse main working operations involves providing facilities for thoroughbred racehorses to be raced and schooled. **An information sheet will be made available for Contractors working close to Equine Activities.** A copy of this information sheet can be found in **Appendix 9**.

## 6.0 Management of Construction

**Limerick Racecourse recognizes the primary legislation covering construction safety is the Safety, Health and Welfare at Work (Construction) Regulations 2013 (As amended), with technical standards for construction** as set out in the **Building Regulations 2012 (As amended)**. Both laws must be applied to all and any construction projects which meet the definition of the 2013 Regulation's(As amended), including major structural refurbishment.

Construction is:

- Any building, civil engineering, or engineering work
- All demolition or dismantling work of all or part of a structure

To include:

Further details regarding the Management of Construction at Limerick Racecourse and regulations are available in **Appendix 11**. This includes a competency questionnaire which must be submitted by the contractor to Limerick Racecourse.

## 7.0 Pandemic Response

In the event of a pandemic such as Covid-19 being declared by the Government, Limerick Racecourse will follow all guidelines issued by the Government or Government Departments, the relevant Authorities such as the Health Service Executive, and the Health and Safety Authority or any other body set up by the Government to manage and control such a pandemic.

**Management will consult with and inform all Limerick employees of any risks involved to their health, safety, or welfare** as a result of such a pandemic being declared by conducting risk assessments and implementing controls where necessary, based on the most up to date guidelines and advice from the relevant authorities.

## 8.0 Consultation with Employees

Limerick Racecourse welcomes open and free discussion on matters of health and safety from all its employees.

**The health and safety officer who is responsible for health and safety management, operates an 'open door' policy**, which allows employees to openly discuss health and safety issues without fear of reprisals. If the health and safety officer feels that the issue raised needs attention or further investigation the manager will instigate actions appropriate to the issue raised.

**The health and safety officer will maintain the confidentiality of the employee**, so far as it is reasonably practical. The employee will be kept informed by the manager of progress or actions taken.

**Limerick Racecourse's Health and Safety Committee** is drawn from all sections of the operation and at all levels of employment.

The aim of the committee is to promote discussion on matters of health and safety and to provide a forum for consultation when new measures or controls are to be introduced.

The committee is chaired by the health and safety officer and meets on a quarterly basis through the year. Committee members are allowed reasonable time during their normal work to discuss matters with other employees and to take down comments on issues raised at the committee.

Committee minutes/presentation will be made available to all employees.

## Appendix 1 - Risk Assessments

### Limerick Racecourse Risk Assessments Determining Health and Safety Risk

<b>Hazard</b>	<b>A circumstance which has the potential to cause harm or injury</b>
<b>Risk</b>	<b>The likelihood that harm or injury will occur as a result of exposure to the Hazard</b>
<b>Control</b>	<b>The means imposed to remove or reduce the Risk associated to its lowest practical level</b>

Understanding the level of Risk is essential to the Risk Assessment Process.

Determining Risk requires the rationalisation of the **likelihood** and **severity** of harm, injury or ill health being caused by the Hazard(s). This enables appropriate management of the Hazard by implementing necessary controls to ensure that the workplace and working practices remain as safe as is reasonably practical.

<b>Likelihood</b>	<b>Very High</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>High</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>Moderate</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>Low</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>Very Low</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>Minimal</b>	<b>Minor</b>	<b>Major</b>	<b>Serious</b>	<b>Life Critical</b>
<b>Severity</b>						

#### Risk Rating:

**1 to 5 Low Risk**

**6 to 11 Medium Risk**

**12 to 16 High Risk**

**17 to 25 Extreme Risk**

## Limerick Racecourse

### Working Practice and Process Risk Assessment

Identified Hazard	Page Number	Risk Rating
Human Effect	21	High
Equipment	22	High
Exposure to Extremes of Weather	23	Low
Stacks	24	Moderate
Biological Risks	25	High
Harmful Chemicals	26	High
Roadside Working	27	Moderate
Musculoskeletal Injury	28	Moderate
Lone Working	29	Moderate
Impact or Entrapment when Working with Pedestrians	30	High
Hand Arm / Whole Body Vibration	31	Low
Noise	32	Low
Electric Injury	33	Moderate to High
Overhead Power Lines	34	High
Vehicle and Heavy Plant Movements	35	High
Static and Driven Plant	36	High
Hand Operated or Portable Equipment	38	High
Slips, Trips and Falls	39	High
Working at Height	40	Moderate
Visitors and Contractors	41	Moderate
Horse Handling	42	High
Steam Cleaning Stables	43	Moderate
Event & Crowd Management	44	High
Hot Works (Welding, Grinding, Flames, etc)	45	High

**Limerick Racecourse Risk Assessment**

Identified Hazard	Control Measures
<p><b>Human Effect</b>  Workers are working with high powered and high-risk equipment which require significant levels of competency and skill to operate:  Tractors over 100 Horsepower  Rough Terrain Forklift Vehicles  Trailers  Sprayers  Hedge Cutters</p> <p><b>Those affected:</b>  Company Employees  Contractors</p> <p><b>Risk Rating</b>  High</p> <p><b>Responsible Person(s):</b>  Peter English</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all workers are correctly trained in the use of the equipment they will use and that training records are maintained</li> <li>• Ensure that before being allowed to use the equipment an operator is deemed competent by Limerick racecourse.</li> <li>• Require all operators to advise Limerick racecourse if they have been advised not to drive or operate machinery on medical grounds or are disqualified from driving due to a traffic offence</li> <li>• Ensure that operators are aware they are prohibited from driving if under the influence of alcohol or illegal drugs</li> <li>• Ensure that all operators are watched and directed during new or difficult operations or movements</li> <li>• Empower operators not to undertake operations for which they do not feel competent, or they feel are too hazardous at that time, such issues must be reported to the responsible Manager</li> <li>• Prohibit the use of mobile telephones while operating equipment or driving on a highway (except 'hands free') Require operators to read and to work to the H.S.A's Code of Practice for Agriculture</li> </ul>

<b>Limerick Racecourse Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Equipment</b> Equipment operators use and operate high powered and technical items of work equipment which require service and maintenance to enable the equipment to work to its optimum.</p> <p><b>Those affected:</b> Company Employees Contractors</p>	<ul style="list-style-type: none"> <li>• Ensure that all work equipment is inspected (and maintained) by a competent engineer who will ensure that the equipment is maintained to current regulatory standards.</li> <li>• Require operators to check the work equipment they are about to use for defects, report all defects.</li> <li>• Hydraulic line should be safely checked for leaks – operators must not run their hands over pressurised hydraulic lines</li> </ul>
<p><b>Risk Rating</b> High</p> <p><b>Responsible Person(s):</b> Peter English</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Do not use defective equipment which compromises safety.</li> <li>• Ensure that equipment requiring lubrication is lubricated as appropriate.</li> <li>• Ensure that dirt or deposits of mud and waste is washed off the equipment after use.</li> <li>• Ensure that couplings and connections are correctly made before towing with a tractor.</li> <li>• Ensure that PTO (Power Take Off) guards are correctly positioned and are without defect before the tractor power take off shaft is used</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Exposure to Extremes of Weather</b> Workers is expected to work out of doors; this requires some work in extremes of hot and cold or wet conditions.</p> <p><b>Those affected:</b> Employees Contractors</p> <p><b>Risk Rating</b> Low</p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Provide foul weather clothing.</li> <li>• Ensure that in cold weather drivers have a warm, dry place to take breaks and to dry wet or damp clothing</li> <li>• Ensure that in hot weather and direct sunlight, workers torsos remain covered and when appropriate sunscreen is used</li> <li>• Provide sun hats</li> <li>• Provide facilities for drivers to take frequent oral fluids to reduce dehydration in hot weather.</li> <li>• Prohibit outside working during electrical storms.</li> <li>• Warn workers of the risks of exposure to extremes of weather and to over exposure to the sun</li> </ul>

**Limerick Risk Assessment**

Identified Hazard	Control Measures
<p><b>Stacks: Falls or collapse when making or moving.</b> Tractor drivers make stacks from bales of wood chips. The stacks can also be of fencing and construction products.</p> <p><b>Those affected:</b> Company Employees Contractors</p> <p><b>Risk Rating</b> Moderate</p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that stacks are made on even and stable ground which can withstand the weight of the stack.</li> <li>• Ensure that pedestrians are kept clear from the area of operation – workers walking in operational areas should wear high visibility jackets</li> <li>• Pedestrians must always be in line of sight with the tractor driver</li> <li>• Ensure that operators reject bales which are damaged or are not correctly bound by twine or plastic</li> <li>• Ensure that if pallets are used, that the pallets are not damaged and able to withstand the load.</li> <li>• Ensure that the stack is not made so high that it becomes unstable.</li> <li>• Monitor stacks for movement or instability – remake unstable stacks.</li> <li>• Ensure that those making stacks are trained in task and how to make the stack safely</li> </ul>



<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Biological Risks</b>  Workers are working with materials which have the potential to harbour tetanus and other biological hazards. There is also the potential for Weil's Disease to be contracted via contact with rodent and small animal urine or stagnant water. Drivers undertake muck and compost handling and come into contact with animal waste products.</p> <p><b>Those affected:</b>  Company Employees  Contractors</p> <p><b>Risk Rating</b>  High</p> <p><b>Responsible Person(s):</b>  Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that Workers are aware of the risks posed by contact with biological hazards (see Safety Statement)</li> <li>• Provide washing facilities for drivers to wash their hands before consuming food, drinks or smoking and at the end of a working session.</li> <li>• Recommend that drivers maintain their Tetanus immunisation status.</li> <li>• Warn Drivers about Weil's and Lyme's Disease (see Safety Statement)</li> <li>• Ensure that open cuts are covered with waterproof plasters</li> <li>• Thoroughly clean wounds before dressing, deep cuts should be seen by a medical professional as tetanus immunisation may be required.</li> <li>• Ensure that first aid kits are kept in all tractor cabs or are close at hand.</li> <li>• Clean tractors and equipment after use to remove residues of soil or manure</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Exposure to Harmful Chemicals</b> Workers use insecticides, herbicides and fertilisers which are harmful if there is significant exposure. There are also risks to the environment if used incorrectly or if there is a spill or inadvertent release.</p> <p><b>Those affected:</b> Company Employees Contractors</p> <p><b>Risk Rating</b> <b>High</b></p> <p><b>Responsible Person(s):</b> Dave Buston</p>	<ul style="list-style-type: none"> <li>• Ensure that all chemicals are stored in correct containers which indicate the contents and that the lids or caps are sealed when not in use.</li> <li>• Ensure that those who handle pesticides are correctly trained and hold current certificates of competence.</li> <li>• Store containers in a suitable chemical store which indicates that the contents are harmful, ensure that the store can withstand a leak or spill</li> <li>• Ensure that chemicals are used in accordance with the manufacturer’s instructions and that indicated Personal Protective Equipment is worn to prepare and use the chemical.</li> <li>• Provide suitable facilities to change clothing and to wash before consuming food, drink or smoking and going home.</li> <li>• Ensure that users and first aiders are aware of the potential symptoms over exposure may cause - urgently report potential symptoms and seek medical help.</li> <li>• Ensure that those who may be pregnant report their condition and do not use chemicals until assessed by the Health and Safety health and safety officer</li> <li>• Have equipment to deal with an inadvertent spill or leak and ensure all users are aware of actions to take.</li> <li>• Occupational Health Screening is indicated</li> </ul>

**Limerick Risk Assessment**

Identified Hazard	Control Measures
<p><b>Roadside Working</b> Some working activities require work on or close to the roads which border the Workplaces, this poses risks of impacts and collision.</p> <p><b>Those affected:</b> Employees Contractors</p> <p><b>Risk Rating</b> Moderate</p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all those working on the sides of public roads are aware of the risks and that a plan of work is in place and understood by all before work commences.</li> <li>• Prohibit working in wet, icy or foggy conditions or during the hours of darkness or twilight</li> <li>• Ensure that tractors are fitted with flashing beacons and that when operating on roads, that the beacons and headlamps are used</li> <li>• Train or instruct employees to protect working safely</li> <li>• Ensure that all road workers wear high. visibility clothing</li> <li>• Place road warning signs to indicate the work to other drivers.</li> <li>• Safely divert pedestrian walking routes</li> <li>• When there is a conflict between working and potential risks to drivers and other road users, consult with the Local Authority before commencing work.</li> <li>• Empower employees to withdraw if they consider conditions too hazardous</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Musculo-skeletal Injury</b></p> <p>Some work requires an amount of lifting, bending, and twisting; sometimes the work is undertaken in cold or damp conditions and after long periods of sitting while operating the work equipment.</p> <p><b>Those affected:</b> Employees Contractors</p> <p><b>Risk Rating</b> Moderate</p> <p><b>Responsible Person(s):</b>  Peter English</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that those undertaking manual handling tasks are physically able to undertake the tasks set</li> <li>• Provide basic manual handling instruction, ensure the instruction is applied</li> <li>• Allow handlers to work within their own capability and do not allow working outside that capability</li> <li>• Allow handlers to report Musculo-skeletal injury, no matter how caused and have employees assessed before handling tasks are resumed</li> <li>• Team handling should be planned; all team members must be aware of the plan before</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Lone Working</b> Workers do work alone and can do so for significant parts of the working day</p> <p><b>Those affected:</b> Employees Contractors</p> <p><b>Risk Rating</b> Moderate</p> <p><b>Responsible Person(s):</b> Peter English</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Provide facilities for tractor drivers to be provided with access communication facilities i.e.: two-way radios, mobile or land line telephones</li> <li>• Hands free telephone kits should be fitted to all tractors used on the public highway</li> <li>• Ensure that supervising staff are aware of the contact details for each driver</li> <li>• Ensure that supervisors are aware of which parts of the workplace individual operators will be working during the working day</li> <li>• Have a reporting in procedure for workers to report into the Supervisor at lunch time and at the end of each day and investigate if a driver does not report in</li> </ul>

**Limerick Risk Assessment**

Identified Hazard	Control Measures
<p><b>Impact or Entrapment when Working with Pedestrians</b></p> <p>Drivers are sometimes required to work with/near persons on foot when undertaking operations or tasks</p> <p><b>Those affected:</b>                      Employees                      Pedestrians                      Contractors</p> <p><b>Risk Rating</b>  <span style="color: red;">High</span></p> <p><b>Responsible Person(s):</b>                      Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that only essential pedestrian activity occurs around tractors</li> <li>• Prevent access to unauthorised people</li> <li>• Stop working if unauthorised people enter the working area</li> <li>• the work will be done Ensure that pedestrians and drivers discuss the work to be undertaken and that both understand how</li> <li>• Ensure that pedestrians remain in a 'line of sight' with the driver, drivers should stop if they cannot see the worker on foot</li> <li>• Ensure that pedestrians who work with plant wear high visibility clothing</li> <li>• Ensure that driving operations are kept at walking speed</li> </ul>

**Limerick Risk Assessment**

Identified Hazard	Control Measures																		
<p><b>Hand/Arm and Whole-Body Vibration</b> Workers use work equipment, which has the potential to cause medical conditions associated with exposure to vibration</p> <p><b>Equipment Identified:</b></p> <table border="1"> <thead> <tr> <th align="center">Hand/Arm</th> <th align="center">Whole Body</th> </tr> </thead> <tbody> <tr> <td>Chainsaws</td> <td>Small tractors</td> </tr> <tr> <td>Bush Cutters</td> <td>Larger tractors</td> </tr> <tr> <td>Hedge Cutters</td> <td>Machinery dept plant and machinery</td> </tr> <tr> <td>Lawn mowers</td> <td>'Ride On' Lawn mowers</td> </tr> <tr> <td>Pressure washers</td> <td>Grinders</td> </tr> <tr> <td>Leaf blowers</td> <td>Billy Goat Cleaners</td> </tr> <tr> <td>Hand Drills</td> <td></td> </tr> <tr> <td>Handheld grinders</td> <td></td> </tr> </tbody> </table> <p><b>Those affected:</b> Employees Contractors</p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Risk Rating</b> <b>High</b></p> <p><b>Implemented</b></p>	Hand/Arm	Whole Body	Chainsaws	Small tractors	Bush Cutters	Larger tractors	Hedge Cutters	Machinery dept plant and machinery	Lawn mowers	'Ride On' Lawn mowers	Pressure washers	Grinders	Leaf blowers	Billy Goat Cleaners	Hand Drills		Handheld grinders		<ul style="list-style-type: none"> <li>Line Managers to ensure that time/exposure limits are not exceeded</li> <li>Ensure that equipment is correctly lubricated and regularly maintained at all times</li> <li>Have employees check the equipment for defects before use – don't use defective equipment</li> <li>Ensure that the equipment is used in accordance with the manufacturer's instructions manual and that operating limits are not exceeded</li> <li>Prevent use of the equipment in excessively wet or cold conditions</li> <li>Ensure that employees are made aware of the risks and harmful symptoms</li> <li>Require employees to report symptoms they experience to the Health and Safety health and safety officer</li> <li>Prohibit use of the equipment by those under 16 years</li> <li>Require employees to wear protective gloves when operating the equipment</li> <li>Ensure that controls, seats, pedals, etc are adjusted for individual users</li> </ul>
Hand/Arm	Whole Body																		
Chainsaws	Small tractors																		
Bush Cutters	Larger tractors																		
Hedge Cutters	Machinery dept plant and machinery																		
Lawn mowers	'Ride On' Lawn mowers																		
Pressure washers	Grinders																		
Leaf blowers	Billy Goat Cleaners																		
Hand Drills																			
Handheld grinders																			

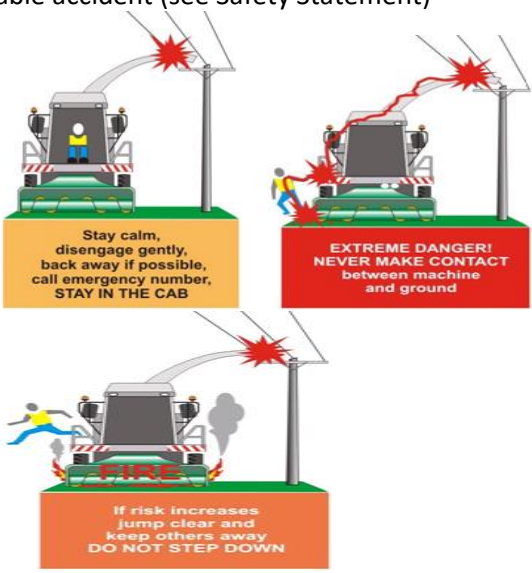
**Limerick Risk Assessment**

Identified Hazard	Control Measures										
<p><b>Noise - Mobile &amp; Portable Work Equipment</b></p> <p>A significant number of items of work equipment are used on the Workplaces; most generate noise which is above a threshold of (80dB)</p> <p>Some items of equipment are only used in the summer, whereas others are used all the year round</p> <p><b>Identified Equipment</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Workplace Farm Tractors (with cabs)</td> <td style="width: 50%;">Hedge cutters</td> </tr> <tr> <td>Small Tractors (without cabs)</td> <td>Lawn mowers</td> </tr> <tr> <td>Ride on Mowers</td> <td>Leaf blowers</td> </tr> <tr> <td>Strimmer's</td> <td>Grinders</td> </tr> <tr> <td>Chain Saws</td> <td></td> </tr> </table> <p><b>Those affected:</b> Employees Contractors</p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Risk Rating</b> Moderate</p> <p><b>Implemented</b></p>	Workplace Farm Tractors (with cabs)	Hedge cutters	Small Tractors (without cabs)	Lawn mowers	Ride on Mowers	Leaf blowers	Strimmer's	Grinders	Chain Saws		<ul style="list-style-type: none"> <li>• Ensure that equipment is correctly maintained</li> <li>• Check the equipment prior to use for defects</li> <li>• Do not use defective equipment</li> <li>• Lubricate all moving parts</li> <li>• Ensure that housings, covers and guards are correctly in position and secure</li> <li>• Do not allow the equipment to be used continually by the same individual for more than 6 hours/day</li> <li>• Prohibit use of the equipment to those below 18 years of age</li> <li>• Hearing protection to be worn correctly when using the equipment.</li> <li>• Hearing protector to have a value of at least: <b>SNR 30</b></li> <li>• Health Surveillance is Indicated</li> </ul>
Workplace Farm Tractors (with cabs)	Hedge cutters										
Small Tractors (without cabs)	Lawn mowers										
Ride on Mowers	Leaf blowers										
Strimmer's	Grinders										
Chain Saws											



<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Electric Injury</b> Associated injury and harm from the use of electrical equipment, electrical line and supply</p> <p>Poorly maintained, defective equipment, damp conditions or proximity to combustible items can increase the likelihood of an electric injury occurring</p> <p><b>Those affected:</b> Company Employees Contractors</p> <p><b>Limerick Racecourse</b> seeks to comply with the Safety, Health and Welfare (General Applications) Regulations with regard to all working associated with electricity</p> <p><b>Responsible Person(s):</b> Padraig Gleeson</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all equipment purchased or leased and used by Limerick Racecourse is correct for purpose and meets minimum Irish electrical standards</li> <li>• Ensure that all equipment, line and supply is inspected and maintained by a competent person(s) who are aware of current electrical legislation and standards</li> <li>• Require contractors who use their own electrical equipment to meet the above standards</li> <li>• Maintain records of inspections and significant maintenance</li> <li>• Ensure that electrical equipment used in damp or flammable conditions is correctly insulated or protected against these conditions</li> <li>• Protect electric line and supply against vermin</li> <li>• Ensure that when extension or long power lines are used the line is connected to an RCD</li> <li>• Require all users of electrical equipment to 'check' the equipment for defects before use</li> <li>• Prohibit the use of defective equipment</li> <li>• Ensure that first aiders and the users of equipment with significant risk i.e., power line, damp or flammable conditions, high-powered equipment are trained in correct actions for electric shock</li> <li>• Ensure that all exterior points/sockets have protective guards and are waterproof</li> </ul>

**Limerick Risk Assessment**

Identified Hazard	Control Measures
<p><b>Overhead Power Lines</b>            There are a small number of overhead power cables which cross Company land. There is the potential of plant to strike or become entangled in power lines, which in turn can cause electrocution</p> <p><b>Those affected:</b>            Company Employees            Contractors</p> <p><b>Risk Rating</b>            Moderate to High</p> <p><b>Responsible Person(s):</b>            Dave Buston</p> <p><b>Emergency Procedure</b>  <b>Contact with or Arching From Overhead Electric Cable</b></p> <p><b>Keep Clear</b>  <b>Keep Others Clear</b></p> <p>Phone ESB 1850 327 999            If possible and it is Safe to do so, try to Isolate the Electrical Supply            Inform the Workplace Manager</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>Identify all overhead power cables on Limerick racecourse's property</li> <li>Mark with warning signs at the entrances to paddocks etc when power cables are present</li> <li>Warn employees and contractors of the potential risk</li> <li>Ensure that booms or extendable arms are lowered to ground level</li> <li>Prohibit the use of mobile elevating platforms, cherry pickers, ladders etc below overhead power cables</li> <li>Prohibit spraying or slurry spreading directly under power cables</li> <li>Prohibit entry into a paddock etc if a power line has been down</li> <li>Ensure that all workers are aware of the Emergency Procedure in the event of an electrical cable accident (see Safety Statement)</li> </ul> 

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Vehicle &amp; Heavy Plant Movements</b> Collision, impact and entrapment with vehicles, heavy plant, pedestrians, and animals moving on Company property</p> <p><b>Those affected.</b> Company Employees Contractors Pedestrians</p> <p><b>Risk Rating High</b></p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Impose a speed limit of 50kph on Company property</li> <li>• Ensure that drivers are made aware upon arrival that pedestrians, children, and animals are moving on site</li> <li>• Ensure that pedestrians, children, and animal handlers are made aware of likely traffic movements on site</li> <li>• Ensure drivers are aware of blind corners, adverse cambers, dangerous crossroads, and blind entrances</li> <li>• Instruct pedestrians to follow the Rules of the Road when walking along roadways (i.e., face on-coming traffic)</li> <li>• Require pedestrians to wear light coloured clothing at night or in poor visibility</li> <li>• Re-route walking and riding routes away from areas where heavy plant and lorries may be working or operating</li> <li>• Have inexperienced or new drivers supervised when undertaking difficult movements</li> <li>• Supervise all reversing movements when the route of travel cannot be clearly seen</li> <li>• Require visiting drivers to apply the above standards</li> <li>• Drivers must stop when approaching horses</li> <li>• Position speed ramps at relevant locations on internal roadways</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Driven Plant and Static Equipment</b> Entrapment, collision and impacts from the operation and use of driven plant on Company property.</p> <p>Tractors (and associated attachments) Forklift trucks Lorries</p> <p><b>Those affected.</b> Company Employees Contractors</p> <p><b>Risk Rating</b> <b>High</b></p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that all heavy plant owned, leased, or rented by Limerick racecourse meets minimum EU Safety Standards and is correct for its intended use.</li> <li>• Require suppliers to supply plant which meets statutory requirements.</li> <li>• Ensure that all operators are correctly trained on the safe operation of the plant and associated equipment.</li> <li>• Maintain records of training.</li> <li>• Supervise newly trained staff or difficult operations.</li> <li>• Operators to satisfy the workplace managers that they are competent in the operation of plant and equipment.</li> <li>• Audit all equipment with significant risk – assess working risks separately.</li> <li>• Ensure all heavy plant is inspected and maintained by competent engineers?</li> <li>• Have operators check plant and associated equipment for defects prior to operation. Test emergency stops</li> <li>• Prohibit the use of defective equipment.</li> <li>• Ensure that the plant can be prevented from working and is prevented from working when not in use.</li> <li>• Ensure that roll bars fitted to plant are properly positioned at all times when their use does not pose a greater risk i.e., working under low trees</li> <li>• Ensure that power take offs are correctly guarded</li> </ul>

<p><b>Driven Plant and Static Equipment</b> <i>(continued)</i> Entrapment, collision and impacts from the operation and use of driven plant on the estate.</p> <p>Tractors (and associated attachments) Forklift trucks Lorries</p> <p><b>Those affected</b> Company Employees Contractors</p> <p><b>Risk Rating</b> High</p> <p><i>See Safe Systems of Work.</i></p>	<ul style="list-style-type: none"> <li>• Ensure that livestock or unauthorised people are kept away from the area of operation.</li> <li>• Individuals who are over-tired or sick should not be allowed to drive.</li> <li>• Ear protection should be worn in plant which do not have Q cabs.</li> <li>• Passengers should not be carried in vehicles unless the vehicle has the capacity to seat and belt that passenger.</li> <li>• Ensure contractors work to the same standards as listed above</li> </ul>
---	--

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Hand Operated Power Tools</b> Entrapment and associated injuries from the use of hand operated powered plant and tools.</p> <p><b>Those affected</b> Company employees Contractors</p> <p><b>Risk Rating</b> <b>High</b></p> <p><b>Responsible Person(s):</b> Peter English</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that equipment owned, leased, or rented by Limerick racecourse is suitable for the purpose and is supplied to meet current Irish legislation</li> <li>• Ensure that those using equipment are correctly trained and can satisfy Limerick racecourse of their competence.</li> <li>• Maintain records of training</li> <li>• Ensure that instruction manuals are made available to Operatives</li> <li>• Ensure that equipment is inspected and maintained by competent engineers, maintain records of maintenance</li> <li>• Ensure that Personal Protective Equipment identified is provided by Limerick racecourse and worn by the operators.</li> <li>• Do not use defective equipment</li> <li>• Ensure that equipment is operated safely in an area which prevents access to the work area by unauthorised people or livestock.</li> <li>• Ensure that contractors follow the same recommendations when operating equipment or machinery</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Slips, Trips and Falls</b> Hazards associated with slips, trips and falls both within buildings and externally</p> <p><b>Those affected.</b> Company Employees Contractors</p> <p><b>Responsible Person(s):</b>  <b>All Employees</b></p> <p><b>Risk Rating</b> <b>High</b></p>	<ul style="list-style-type: none"> <li>• Mark all raised steps, lips and edges with defined or high visibility material</li> <li>• Repair or replace damaged steps or edges</li> <li>• Ensure that walking routes are kept free of obstruction, including vegetation</li> <li>• Require walking routes which are obstructed to be correctly marked, barriered or re-routed</li> <li>• Ensure that walking and working routes are correctly lit and that emergency lighting is adequate to provide safe access in a power failure</li> <li>• Test emergency lighting as required by current standards</li> <li>• Ensure that Company employees are provided with and wear protective footwear, which is non-slip and has protection for toes and soles (EN 345)</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Working at Height</b>  Falls or associated hazards from working at height  For example:  Falls from ladders or steps  Using cherry pickers incorrectly  Working on stacks  Ladders Collapsing  Trapped in a harness while hanging in mid-air</p> <p><b>Those affected:</b>  Company Employees  Contractors</p> <p><b>Responsible Person(s):</b>  Dave Buston  Padraig Gleeson</p> <p><b>Risk Rating</b>  Moderate</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that ladders and cherry pickers are regularly inspected and maintained by a competent person</li> <li>• Ensure that those using ladders and pickers check them prior to use for defects; defective equipment should not be used</li> <li>• Ensure that a harness is worn and attached to the anchor point when using cherry pickers and that those using cherry pickers and harnesses have relevant training</li> <li>• Cherry Pickers should not be used as a means of access</li> <li>• Ensure a rescue plan is in place in case a fall from height results in a person being suspended in mid-air from their harness</li> <li>• Require working on stacks to be supervised, with stacks checked for stability. Stacks must not be worked on if not considered stable</li> <li>• Work from the ground if possible, Ladders should only be used where necessary and for no longer than 30 minutes at a time. Ladders should be set on a firm level base and footed at the base or tied off at base and head</li> <li>• The area of work and fall out area should be protected to prevent unauthorised access or access by livestock</li> <li>• Use Fall Arrest Systems as indicated. Hard hats must be worn if head injury is a possibility</li> </ul>



<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Contractors and Visitors</b>  Hazards associated with contractors and visitors who may be unused to working or visiting property, which has areas of high risk; or when the work to be undertaken by contractors may be high risk.</p> <p><b>Those affected:</b>  Contractors  Visitors  Company Employees</p> <p><b>Responsible Person(s):</b>  Peter English</p> <p><b>Risk Rating</b>  Moderate</p> <p><b>Implemented</b></p>	<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• Require contractors to submit documentation detailing their competency to undertake work safely at the pre-contract stage</li> <li>• Have requirements of safe work to be made part of the contract</li> <li>• Require contractors to consult with Limerick racecourse prior to work, starting on joint H&amp;S issues</li> <li>• Require contractors to prepare safe systems of work before the work is to be undertaken</li> <li>• Use the contractor’s safe systems of work to monitor contractor’s work. Stop unsafe working</li> <li>• Provide contractors with information in relation to working on Company property, actions in the event of an emergency and Company safety rules</li> <li>• Require contractors to ensure that sub-contractors abide with the above</li> <li>• Ensure that all construction and demolition contractors apply current standards of legislation and best practice</li> <li>• Monitor contractor working to ensure that it’s being undertaken reasonably safely</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Require all visitors to report to the Workplace office</li> <li>• Advise all visitors of site safety rules</li> <li>• Ensure that children are not allowed to enter high-risk areas</li> <li>• Ensure that visitors are accompanied at all times</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Horse Handling</b> Hazards associated with the handling or riding of horses, some of which may be violent or unknown to those required to handle them</p> <p><b>Those affected:</b> HRI Employees Contractors</p> <p><b>Responsible Person(s):</b> Dave Buston</p> <p><b>Risk Rating</b> <b>High</b></p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that tasks are undertaken by experienced employees or by less experienced employees under close supervision</li> <li>• Handling is not to be undertaken by those who may have a significant medical condition which prevents or restricts handling or who may be pregnant, until individually assessed by an occupational health practitioner</li> <li>• Ensure that all tack and associated equipment is checked for defects before commencing – Don't use defective equipment</li> <li>• Those handling horses must wear appropriate PPE, provided by Limerick Racecourse</li> <li>• Consultation should take place between the usual handler of the horse and 'new' handlers so that particular traits which may pose a known hazard are passed on</li> <li>• Ensure that those managing, handling, or working with horses are aware of the correct first aid treatment for head, chest and spinal injury</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Steam Cleaning Stables (pressure washing or fogging)</b>  Stables are steam cleaned with a water-based steam solution using an electrical steam cleaner</p> <p>The task takes place following stable use or after an equine infection or illness</p> <p>Identified Hazards:  Biological – inhalation/ingestion of contaminated steam  Eye Injuries  Clothing contamination</p> <p><b>Those affected:</b>  Workplace Workers</p> <p><b>Responsible Person(s):</b>  Padraig Gleeson</p> <p><b>Risk Rating</b>  Moderate</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure workers are correctly trained.</li> <li>• Provide and ensure that waterproof overalls, gloves, boots and eye protection are worn</li> <li>• Require that vapour masks be worn</li> <li>• Have facilities for washing and drying overalls and boots after use</li> <li>• Wash down and clear residues of waste</li> <li>• Provide washing facilities for workers to wash and change before breaks, at the end of work and before eating, drinking or smoking.</li> <li>• Warn workers about the effects of Weil’s Disease and to report symptoms</li> <li>• Cover all cuts and lacerations with waterproof dressings before the start of work. Recommend Tetanus immunisation</li> <li>• Ensure that manufactures instructions are followed if detergent, disinfectants or other chemicals are applied during pressure washing</li> </ul>

<b>Limerick Risk Assessment</b>	
Identified Hazard	Control Measures
<p><b>Crowd management Entering/Leaving Racecourse Pre and Post Racing Events:</b>            Danger of panic, crush injuries or death in the case of an emergency on the racecourse property.</p> <p><b>Those Affected:</b>            Patrons, Public, Event Staff, Participants,</p> <p><b>Risk Rating:</b>  <b>High</b></p> <p><b>Responsible Person(s):</b>            Limerick Key Staff and            Casual Staff            Medical Staff            Security Staff            Car Park Staff            Gardai            Catering Staff            Cleaning Staff</p>	<ul style="list-style-type: none"> <li>• Competent / dedicated team of PSA Licenced security staff on site</li> <li>• Dedicated team of car park attendants on site</li> <li>• Limerick 's key staff members on site</li> <li>• Casual staff members on event days</li> <li>• Dedicated Garda team and use of office on site</li> <li>• IHRB and Order of Malta medical teams available to public during running of the race meeting</li> <li>• Crowd monitoring /assessment during the event</li> <li>• Dedicated team of cleaners on site</li> <li>• Dedicated team of catering and bar staff</li> <li>• An event management plan in place and planning meetings held before all events clearly outlining roles and responsibilities at the event</li> <li>• Briefings for all staff and management are held before the start of each event</li> <li>• Ticket sales indicate a clear audience profile and what numbers may be expected to attend the event. This information enables any special measures, extra staff or crowd management and security measures to be put in place</li> <li>• Limerick management will take the lead from any advice from the Garda and Security teams on site in terms of managing crowd safety at the event</li> <li>• Barriers are strategically placed to protect the stage and high-risk areas during events</li> <li>• When necessary, barriers are used for car park control, ingress and egress and crowd management during events particularly where crowds may form. e.g. turnstiles</li> <li>• There are clear start and finish times events so that people can plan their arrival and departure</li> <li>• Cut off times for bars and restaurants to stop serving patrons before the event finishes</li> </ul>

**Limerick Risk Assessment**

Identified Hazard	Control Measures
<p><b>Hot Works: Welding and Grinding etc</b></p> <p>On occasion, to repair machinery or equipment, a machine operator may need to undertake electric arc welding or grinding</p> <p><b>Those affected:</b> Company Employees and Contractors</p> <p><b>Risk Rating</b> High</p> <p><b>Responsible Person:</b>  Dave Buston</p> <p><b>Implemented</b></p>	<ul style="list-style-type: none"> <li>• Ensure that employees are correctly trained and competent in the type of welding or grinding to be undertaken</li> <li>• Do not require employees to work beyond their capability</li> <li>• Ensure that the Hot Work Checklist is complete and followed correctly (<i>See Appendix 2 page 61</i>)</li> <li>• Ensure that the equipment is well maintained, electrically tested on an annual basis and checked for defects by the operator before use</li> <li>• Defective equipment must not be used</li> <li>• Ensure that an employee has <i>and</i> wears appropriate Personal Protective Equipment: Fire Retardant Overalls, Gloves, Boots and Hat. Full Face and Eye Protection, Fume/Dust Mask</li> <li>• Ensure that the Welder understands the risks associated with “arc eye” and of the need to report symptoms if they occur</li> <li>• Provide a first aid kit and eyewash</li> <li>• Hot work permits should be used (see Safety Statement)</li> <li>• Ensure that an appropriate fire extinguisher and/ or fire blanket is close at hand to the area of work</li> <li>• Ensure that welding and grinding is protected from others who may be in proximity to the work, consider welding curtains</li> <li>• Ensure that flame arrestors are fitted to gas welders</li> <li>• Use suitable LEV Extraction</li> <li>• Use Welding Curtains</li> </ul>

## Appendix 2

### Health and Safety at Work; Essential Information for Employees

#### Limerick Racecourse



#### Contents:

1. Basic Safety
2. Fire Safety
3. Emergency Actions
4. Contact with Overhead Power Lines
5. Electrical Safety
6. Driven Plant and Vehicles
7. Static Plant and Work Equipment
8. Working at Height
9. Musculoskeletal injury (Manual Handling)
10. Chemicals and Substances
11. Biological Hazards
12. Noise
13. Vibration
14. Hot Work Check List

Safety Essential  
Basic Safety



- **Think First** – don't act until it is safe to do so!
- Only attempt work tasks which you are confident to undertake safely
- Think – does the work task require special training?
- Read and follow Limerick Racecourse's Safety Procedures, Safe Systems & Rules
- Don't smoke inside or near to flammable or combustible materials and substances
- Take notice of all safety warning signs
- Stop work if you feel that the task is dangerous to yourself and others – report the safety concern to your line manager
- Stop work if unauthorised people enters the work area
- Advise the Management about any medical condition you may have which may have an adverse effect on your work
- Report, to a Manager all accidents and near-miss events to your line manager

Personal Protective Equipment to be worn when indicated



Hearing



Eye



Face



Hands



Body



Head



Feet



Breathing

Safety Essential **Fire Safety**



- Smoking is prohibited in all buildings and near to flammable or combustible materials
- Do not discard matches or other methods of combustion
- Ensure that all cooling ports, air intakes etc. are always kept clean
- Ensure that petrol is stored, transported and used in accordance with Safe Systems and make sure containers are closed tight and are upright

Safety Essential  
**Fire Action**



**If You Discover A Fire:**

- Raise the alarm by shouting 'Fire' and by dialling 999

**When You Hear the Alarm or Notice the Fire:**

- Leave the building and/or dismount and turn off machinery
- Move to a safe distance
- Report missing persons to the Fire Service
- When it is safe to do so, contact your Manager/Supervisor

**Do Not:**

- Stop to collect belongings
- Re-enter the building or machinery



Safety Essential  
Emergency Actions



**What you Need to Do**

**Ambulance, Fire Service, or Garda**

**Dial 999 or 112**

**Eircode; D18 C9V6**

**Tell the Operator:**

- Who you are
- What the problem is
- What service you require and where you want them to be sent
- Make sure there is someone to meet the emergency services on their arrival

When it is safe to do so, contact your Manager / Supervisor

Safety Essential  
Contact with Overhead Power Lines



Take care when driving under overhead power cables, **Do Not** raise trailers, booms or extend telescopic arms.

**Emergency Procedure**

- **Keep Clear - Keep Others Clear**
- ☎ 999 or 112 and then a Manager
- **Do not** approach any injured persons at the scene until it is confirmed that it is safe to do so

Safety Essential  
Electrical Safety



- **Think First** – don't act until it is safe to do so!
- Check electrical equipment, line, plugs and switches for defects before use – **Don't** use if defective
- Check that electrical equipment used in damp or flammable conditions is correctly insulated
- When using an extension or long power line, make sure that the line is connected to an RCD. Extension leads should be fully, and safety unwound before use

Personal Protective Equipment to be worn



Rubber-soled boots

Safety Essential  
Driven Plant and Vehicles



**Think First**

- Drive to take account of the road or terrain conditions
- Take notice of road and warning signs
- Be aware that pedestrians, children, and animals are moving on site
- Check the vehicle for defects before driving – don't drive defective vehicles. Follow tractor check
- **Do not** drive or operate vehicles if you are not correctly trained
- Ensure that roll bars fitted to plant are properly positioned
- Ensure that power take-offs are undamaged and correctly guarded
- Make sure that the vehicle is locked when not in use
- Ensure that front end loaders /machinery attached to the rear is dropped to the ground when tractor is not being operated

Safety Essential  
Static Work Equipment & Plant



- **Think First** – don't act until it is safe to do so!
- Only operate equipment if you are correctly trained in the safe operation of the plant and associated equipment
- Newly trained staff must be supervised – *until your Manager / Supervisor advises differently*
- Check plant and equipment for defects prior to operation
- Test emergency stops and the safety guards are in place, including PTOs with chains attached
- **Do not** use defective equipment
- Grease, lubricate, check coolant etc before use
- Ensure that the plant is prevented from working when not in use
- Ensure that unauthorised people are kept away from the area of operation

Personal Protective Equipment which may need to be worn



Hearing



Eye



Hands



Body



Head



Feet



Breathing



Face

## Examples of Work Equipment

								
	Ears	Eyes	Face	Hands	Overalls	Head	Feet	Breathing
Strimmer's	Yes	Yes	Yes	Yes			Yes	
Chain Saws	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Chippers	Yes	Yes		Yes		Yes	Yes	
Hedge Cutters	Yes	Yes			Yes		Yes	
Pressure Washers	Yes	Yes		Yes	Yes		Yes	Yes
Woodwork Tools	Yes	Yes		Yes	Yes		Yes	Yes
Lawn Mowers	Yes			Yes			Yes	
Leaf Blowers	Yes	Yes		Yes			Yes	
Quad Bikes				Yes		Yes	Yes	
Grinders	Yes	Yes		Yes			Yes	
Pillar Drills		Yes		Yes			Yes	
Welding equipment	Yes	Yes	Yes	Yes	Yes		Yes	Yes
Cherry Pickers				Yes	Safety Harness	Yes	Yes	
Woodwork Tools	Yes	Yes	Eye	Yes	Yes		Yes	Yes

**Do Not** wear audio earphones with or instead of hearing protection



Safety Essential  
Working at Height



- **Think First** – Do you need to work at height, or can the job be done another way?
- Check that ladders, including on to vehicles, scaffolds and cherry pickers are in a good state of repair and not defective – **don't** use if defective
- Those working with cherry pickers or on any form of mechanical platform must be correctly trained and hold a certificate
- Ladders should not be used for working from – **for access only**. Ladders should be set on a firm level base and footed at the base and/or tied off at the head. **don't** over extend away from the ladder
- Exclusion zone in place to protect area of work and fall out area
- Prevent unauthorised access or access by livestock
- Check all fixed ladders and gangways, **do not** use if defective or obstructed
- Work on roofs or in unprotected loft spaces requires special permission and a safe method of work before work commences issued by the Health and Safety advisor

**Personal Protective Equipment which must be worn when working at height:**  
Harness, Hard Hat



Safety Essential  
**Musculoskeletal Injury (Manual Handling)**



- **Think First** – don't act until it is safe to do so!
- Use mechanical means whenever possible
- Plan your work and consider if the weight is beyond your individual means - Get help if you need it
- Do not lift or handle if you have an injury, seek advice from your Manager / Supervisor first
- Follow the basic method for lifting and handling (see below)
- Use the controls for manual handling listed in the health and safety file
- If you do sustain an injury advise your Manager or Supervisor as soon as possible



**Stop and Think**  
 Is handling necessary?

How am I going to lift it?

What will make it easier?

Do I need help?

Can I lift it?



**Position Feet**  
 Feet apart

Get balanced

Face the direction of Travel



**Adopt a Good Posture**  
 Close to the load

Straight back

Shoulders and hips facing the same way



**Take a Firm Grip**  
 Don't over balance

Don't jerk  
 Move feet - avoid twisting

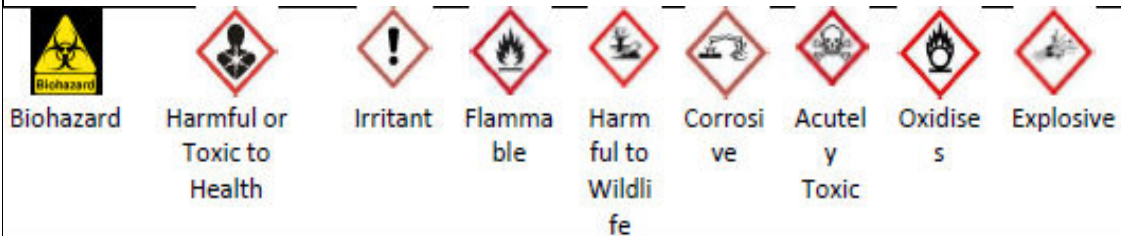


**Put down –**  
 As you picked up!

Stop when you are tired

Pace yourself during prolonged tasks

**Safety Essential**  
**Chemicals & Substances including Biological Risks**



***Think First***

Follow manufacturer's instructions for use: and refer to the Chemical's Material Safety Data Sheet (MSDS) which should be made available in the chemical storage area

- Make sure that Personal Protective Equipment required by the manufacturer's instructions is provided and worn
- Make sure that when you use harmful substances, including pesticides, you are authorized to do so, and that unprotected people do not enter the area of work
- Discard safely any chemicals / substances that are kept in unlabelled containers
- Make sure that humans or livestock cannot be adversely affected by the chemical or substance
- Ensure those who are pregnant are not exposed to harmful substances (see manufacturer's notes)
- Be aware about the signs and symptoms of dermatitis, Weil's Disease, tetanus, and Lyme's Disease.
- Maintain your immunisation against tetanus
- Wash your hands after handling chemicals, substances and animal waste materials and before eating, drinking, or smoking
- Attend for health screening when requested



Chemicals & Substances							
	Mask	Gloves	Eye	Overalls	Wash Hands	Read Instructions	No Smoking
Bactericide Cleaner		Yes			Yes	Yes	
Creosote or Creosote Substitute		Yes	Yes	Yes	Yes	Yes	Yes
Disinfectants					Yes	Yes	
Dusts	Yes				Yes		
Domestic Cleaning Products					Yes	Yes	Yes
Mineral Oils and Greases		Yes			Yes		Yes
Muck		Yes			Yes		Yes
Paints and Solvents		Yes			Yes	Yes	Yes
Pesticides and Herbicides	Yes	Yes	Yes	Yes	Yes	Yes	
Commercial (Dry)Fertilizer	Yes	Yes	Yes	Yes	Yes	Yes	Yes

The personal protection worn must be correct to protect against the chemical used, if unsure, seek advice from your manager

All those working with Pesticides, in whatever capacity must be over 18 years of age and correctly trained, training must be refreshed every year. Workers must hold a current Certificate of Competence. Storage, Use and Disposal must be in accordance with current regulatory standards



## Notes & Actions to Take if Contaminated with Biological Hazards

### Tetanus

Ensure that your immunisation is up to date

Dirty wounds, the incubation period for the disease can be between 4 and 14 days

The disease causes muscle stiffness, commonly starting in the mouth, making it difficult to open and close the mouth (Lockjaw). Other symptoms include; Temperature, Raised heart rate, Profuse sweating, Generalised muscle spasm

Dirty laceration, cut, graze, puncture, or *Needle Stick* 'type' wounds:

- Clean the wound with soap and water
- Cover the wound with a dressing
- Seek the assistance of the First Aider
- Inform your line manager
- See your GP or go to A&E if advised by the First Aider

### Weil's

Transmitted to humans by infected animal urine, commonly but not exclusively rat urine. The bacteria which causes the condition is detected in stagnant or standing water and in damp conditions.

Symptoms include: "Flu" like symptoms, Fever, Jaundice, Headache, Rashes, Coughing up Blood.

- **Cover all open cuts and grazes before starting work.**
- Seek urgent medical assistance from your GP or a Local A&E Hospital. Advise your line manager as soon as possible.

**Lyme's** disease is transmitted to humans by ticks which are normally found on sheep or deer; the ticks transfer to humans by biting the skin and can take up to 24 hours after transmission by the tick to the human host before symptoms are noticed. First symptoms include: Fatigue, Chills and Fever, Headache, Muscle and Joint Pain, Swollen Glands. The above symptoms are often mistaken for the flu or a bad cold. Patients can also develop a painless disk-shaped rash which appears between 1 day and 1 month post bite. The rash can be hot to the touch and have a 'bull's eye' appearance.

If you think that you have been exposed, have symptoms and/or find a tick, seek advice from your GP and advise your line manager.

Safety Essential  
**Noise**



- Wear hearing protection when operating noisy equipment or when indicated by signs or risk assessment
- Take account of signs indicating hazardous noise and wear protection
- Change hearing protection when dirty or damaged
- Report any hearing loss or distortion in hearing to the managing agent
- Attend for hearing tests when required to do so

**Personal Protective Equipment to be worn**



Hearing

**Examples of Noise Hazards**

- Generators
- Extraction units
- Brush Cutters
- Chain Saws
- Chippers
- Leaf blowers
- Drills
- Workshop Equipment
- Lawn mowers
- Tractors without cabs
- Tractors with cabs over 5 years old

**Safety Essential  
Vibration**



- Wear hearing protection when operating vibrating equipment or when indicated by signs or risk assessment
- Take account of signs indicating hazardous vibration and wear protection
- Change protection when dirty or damaged
- Report any symptoms associated with working with vibrating equipment to the managing agent
- Do not use equipment which is defective or is vibrating to an excessive level
- Attend for health screening when required to do so

**Personal Protective Equipment to be worn**



Gloves

**Examples of Vibrating Hazards**

- Brush Cutters
- Chain Saws
- Leaf Blowers
- Small Tractors
- Workshop Machinery
- Tractors over 6 years old

## Hot Work Check List

Hot Work is **any** cutting, grinding, welding, soldering etc. which may generate heat, flame or sparks.

This document **must be** completed before hot work commences and **must** be signed off by the person carrying out the hot work once the work is finished. The document should then be passed to the responsible line manager for filing.

Hot work **must not** proceed until all the questions below can be answered 'Yes'

<b>Name</b>	<b>Date</b>	<b>Start time</b>
<b>Location</b>		
		Yes (✓)
Have all other methods of work been considered and rejected before Hot Work is decided upon?		
Is the Hot Work equipment safe for use and free from defects?		
Is the operator wearing suitable (and when necessary, flame retardant) PPE? (see manufactures instructions)		
Have all flammable or combustible materials been removed from the area in which the hot work will take place? Have all gas or fuel supplies been shut off?		
Is the 'fall out' zone free from combustible or flammable material?		
Have all fuel and flammable containers been closed and moved to a safe distance?		
Is the atmosphere free from dust or the smell of flammable gasses or vapours?		
When necessary, have welding curtains or spark guards been employed?		
Is there an appropriate fire extinguisher or fire hose in easy reach of the hot work?		
Was the hot work area inspected at least 10 minutes after the hot work was completed for signs of fire or smoulder?		
<b>Signed</b>	<b>Date</b>	<b>Finish Time</b>


## Appendix 3

### Safe Systems of Work


Contents	Risk Rating
Catching Loose Horses on the Racecourse	High
Dealing with Intruders and Trespassers	Moderate to High
Working under Overhead Power Lines	High
Tractor Checks	High
Hydraulic Leaks	High
Portable Jacks	High
Working Under Motor Vehicles and Plant	Extreme
Petrol – Transport and Storage	High
LPG & Butane Gas	High
Tractor Mounted Hedge Cutting	Moderate
Live Electrical Working	High
Working in Close Proximity to Horses	High
Tractors Working on the racecourse	Moderate
Safe Use of Leaf Blowers	Moderate

#### Safe System of Work Catching Loose Horses on the Racecourse

---


<p><b>Date:</b> December 2023</p>	<p><b>Location:</b> Limerick Racecourse</p>	<p><b>Those Responsible:</b> Managers and Employees</p>	
<p><b>Rationale:</b> It is inevitable that racehorses will, during race days and schooling days, part from their rider or handler and become loose.</p> <p>It is necessary to catch a loose horse as soon as possible as loose horses can travel long distances and can become hazardous to other riders, visitors, racecourse staff and to traffic using adjacent public roads.</p> <p>Catching a horse is not without risk, even to those experienced in handling horses. Employees are not expected, at any time, to put themselves at undue risk when attempting to catch a loose horse.</p> <p><b>Risk Rating: High</b></p> <p><b>Note: Public Roads</b></p> <p>No attempt should be made to catch a loose horse which is about to cross a public highway. <b>If a loose horse is likely to escape onto a public road, all exit gates should be closed until the horse is caught.</b></p> <p>The Gardai <b>must</b> be called immediately if a horse gets loose onto a <b>public</b> road by the Manager in charge of the incident.</p>	<p><b>Safe System</b></p> <ul style="list-style-type: none"> <li>• When it is identified that a horse is loose a Manager or Supervisor should be contacted and notified by the employee first identifying that a horse is loose, and they should notify the IHRB Clerk of the Course immediately</li> <li>• Key Limerick personnel, racecourse staff and IHRB staff are in two-way radio or mobile phone contact in case of a loose horse incident taking place anywhere on the racecourse premises</li> <li>• The Manager or Supervisor should take steps to ensure that the fallen rider/handler is unharmed and if not, to ensure that an ambulance has been called and that all exits off the racecourse or horsebox park are closed</li> <li>• The Manager or Supervisor should also take steps to ensure that any lone employees who are attempting to catch the horse are 'backed up'</li> <li>• <b>No</b> attempt should be made to catch a loose horse which is at a gallop or fast canter</li> <li>• A horse which appears to be returning to its horse box or stable should be allowed to do so. Steps should be taken, when possible, to warn other riders, those on foot or drivers when it appears that the horse is about to cross a road</li> <li>• Horses who appear <b>not to</b> be returning to their horsebox or stable should be, as calmly as possible, moved to a remote area of the racecourse, ideally as far as possible away from public roads. The horse should be allowed to slow and stop before attempting to take hold of its head collar or reins</li> <li>• Those who are less competent in handling horses should hand over the horse as soon as possible</li> <li>• Every attempt should be made to locate the owner/trainer/handler so that the horse can be returned</li> <li>• Only those who are experienced in handling horses may attempt to lead the horse back to a stable or box</li> <li>• When the loose horse is under control, the Manager or Supervisor will ensure that all lone workers are accounted for</li> <li>• The incident should be reported to the line manager / Supervisor as per the incident reporting procedure</li> </ul>		

## Safe System of Work – Dealing with Intruders and Trespassers

<p><b>Date:</b> December 2023</p>	<p><b>Location:</b> Limerick Racecourse</p>	<p><b>Those Responsible:</b> Managers and Employees</p>	
<p><b>Scope</b></p> <p>Intruders or trespassers (those with no lawful reason for being on the property) have the potential to be at large in a building or property under Limerick Racecourse's control (Limerick Racecourse)</p> <p>Initially, this may only be a suspicion or an unconfirmed report, it is therefore reasonable to suggest that action should be taken by Limerick Racecourse to confirm any suspicion raised</p> <p><b>Risk Rating – Moderate to High</b></p>		<p><b>Safe System</b></p> <ul style="list-style-type: none"> <li>• When reasonably satisfied that an intruder(s) may be present at the property call the <b>Gardai using 999 or 112</b></li> <li>• <b>No</b> attempt should be made to confront or to apprehend an intruder if he or she attempts to leave a building, compound, or training grounds</li> <li>• When the Gardai arrive, they should be shown to the area where the intruder may be located</li> <li>• Intruders should only be removed from the building or property by the Gardai (although if no criminal act has occurred or is suspected it may be reasonable for a member of staff to ask the intruder to leave)</li> <li>• Once the intruder has been removed, a Gardai crime number should be obtained, or a note made of the Garda's number and name</li> <li>• A check (if indicated) should be made to ensure that no one has been injured or is distressed and that any damage is left in a safe or reasonably safe condition</li> <li>• Ensure that a senior member of staff is advised, and a report is written up as soon after the event as possible</li> </ul>	



## Safe System of Work – Overhead High Voltage Power Lines

<p><b>Date:</b> December 2023</p>	<p><b>Location:</b> Limerick Racecourse</p>	<p><b>Those Responsible:</b> Managers and Employees</p> 
<p><b>Rationale:</b> There are several overhead power cables which cross the Limerick Facility or run along Limericks boundaries. There is the potential for plant to strike or become entangled in power lines, which in turn can cause electrocution. <b>Risk Rating – High</b></p> <p><b>Emergency Procedure for:</b></p> <p><b>Contact with or Arcing from Overhead Electric Cables</b></p> <p><b>Keep Clear Keep Others Clear</b></p> <p>Phone ESB 1850 327 999</p>		<p><b>Safe System</b></p> <ul style="list-style-type: none"> <li>• Identify all overhead or rising power cables before commencing work</li> <li>• Ensure that booms or extendable arms are lowered to ground level</li> <li>• <b>Do not</b> use mobile elevating platforms, cherry pickers, ladders etc. below overhead power cables</li> <li>• <b>Do not</b> carry out spraying or slurry spreading under power cables</li> <li>• <b>Do not</b> enter a paddock etc. if a power line has been downed</li> <li>• Before cutting in the tree or hedge lines check to ensure that cables are not caught up hanging low – <b>Do not</b> work near caught up or low hanging cables</li> <li>• Do not spray liquids or spread slurry under power lines</li> <li>• <b>←</b> Be aware of the Emergency Procedure in the event of an electrical cable accident</li> </ul>

If possible and it is safe to do so, try to isolate the electrical supply Inform your Manager / Supervisor


If a person has been injured:

**Do Not Approach - Dial 999 for the Emergency Services**

**Do Not Approach** any injured persons at the scene until it is confirmed that it is safe to do so




## Safe System of work – Tractor Checks

<p><b>Date:</b> December 2023</p>	<p><b>Location:</b> Limerick Racecourse</p>	<p><b>Those Responsible:</b> Managers and Employees</p>	
<p>If the answer to any of the questions below is <b>NO</b> action must be taken before the tractor is used. If there are any defects the Manager or Supervisor must be notified immediately, and the tractor should not be moved. <b>Risk Rating : High</b></p>			
<p><b>Initial Checks</b></p> <ul style="list-style-type: none"> <li>• Is the tractor sitting level on the ground?</li> <li>• Are there any obvious oil or fluid leaks?</li> <li>• Are the number plates visible?</li> </ul> <p><b>External Checks</b></p> <ul style="list-style-type: none"> <li>• Are all fluid levels correct?</li> <li>• Is there sufficient fuel and is the fuel cap secure?</li> <li>• Are hydraulic hoses and attachments in good order?</li> <li>• Are the steps undamaged and clean?</li> <li>• Are the doors working properly?</li> <li>• Is the PTO guarded with a “U” guard?</li> </ul>	<p><b>Mirrors, Lights, and Indicators</b></p> <ul style="list-style-type: none"> <li>• Are all mirrors in place, clean and correctly adjusted?</li> <li>• Are all lights and indicators clean undamaged and working?</li> <li>• Is the flashing beacon working?</li> </ul> <p><b>In the Cab</b></p> <ul style="list-style-type: none"> <li>• Are all controls working correctly?</li> <li>• Is the seat in good condition and correctly adjusted?</li> <li>• Is the seatbelt in good condition and working?</li> <li>• Do warning lights, the horn, windscreen washers and wipers work correctly?</li> <li>• Is the handbrake working?</li> <li>• Is the split brake linked and working?</li> </ul>	<p><b>Wheels &amp; Tyres</b></p> <ul style="list-style-type: none"> <li>• Are the tyres correctly inflated?</li> <li>• Do the tyres have adequate tread?</li> <li>• Are the tyres without obvious defects and are all wheel nuts in place and tight?</li> </ul> <p><b>Safe Parking</b></p> <ul style="list-style-type: none"> <li>• Apply the brake</li> <li>• Place in correct parking gear</li> <li>• Lower all attachments to the ground</li> <li>• Turn off engine and remove key</li> <li>• Dismount facing the tractor</li> </ul> <p><b>PROHIBITIONS</b></p> <ul style="list-style-type: none"> <li>• No Smoking</li> <li>• No carrying of passengers unless a passenger seat is fitted</li> <li>• The tractor must not be used by those who are not competent or by under 18’s.</li> </ul>	

<ul style="list-style-type: none"> <li>• Is the hitching equipment in good order?</li> <li>• Is the roll bar correctly positioned (If applicable)?</li> </ul>		
---	--	--

**Safe System of Work – Hydraulic Leaks**

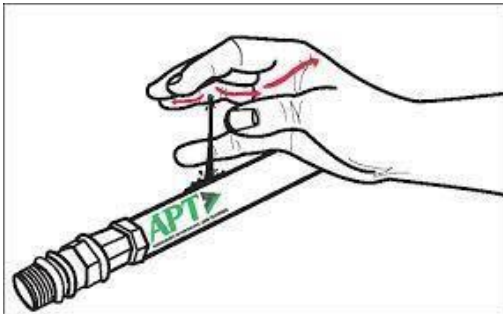
<b>Date:</b> December 2023	<b>Location:</b> Limerick Racecourse	<b>Those Responsible:</b> Managers and Employees	
----------------------------	--------------------------------------	--	---

**Scope**

An uncontrolled release of hydraulic fluid, when under pressure, during maintenance or as the result of a leaking line or coupling can cause a major injury if it comes into contact with the skin.

The injury occurs because the pressured fluid is injected under the skin. If left untreated the injected oil will cause infection and gangrene.

**Risk Rating: High**




**Safe System:**

- All those working on hydraulic lines and systems must be competent
- When possible, hydraulic lines and systems should not be worked on under pressure
- Eye protection and all relevant PPE should be worn when working on pressurised lines and systems
- Hydraulic leaks should **not** be searched for using bare hands
- Card or paper should be run over a hydraulic line to identify a leak
- If, or there is a suspicion hydraulic fluid has injected under the skin, urgent and emergency medical assistance should be sought


		
Gloves	Eye Protection	Overalls

**PPE Requirement**


**Safe System of Work – Portable Jacks - Motor Vehicles and Plant**

<p><b>Date:</b> December 2023</p>	<p><b>Location:</b> Limerick Racecourse</p>	<p><b>Those Responsible:</b> Managers and Employees</p>	
<p><b>Rationale:</b></p> <p>Portable jacks used to raise vehicles and plant. This may be to facilitate access to the underside of a vehicle/machine or to assist in, for example, changing wheels, tracks or tyres.</p> <p>The portable jacks used are items of work and lifting equipment. The use of the equipment is not without risk; work must be justified and planned.</p> <p>The use of portable jacks to gain access to the underside of a motor vehicle or plant must be avoided whenever practical. It is preferable to use a suitable vehicle lift or Inspection pit for this type of work.</p> <p><b>Risk Rating - High</b></p>	<p><b>Safe System</b></p> <p>In accordance with statutory provision, a competent engineer must inspect jacks annually and may only be used if the Jack holds a valid certificate of inspection.</p> <ul style="list-style-type: none"> <li>• Those using the equipment must have received training and be deemed competent by the employer</li> <li>• Users must check the jack for defects prior to use and must not use equipment which is in any way defective</li> <li>• Competent engineers must only repair defective jacks</li> <li>• Jacks must only be used in a lifting position which has been identified by the vehicle or plant manufacturer</li> <li>• The vehicle or plant’s brakes should be applied if this is indicated in the vehicle or plant manufacturer’s instructions for lifting the equipment</li> <li>• The vehicle or plant must have a suitable centre of gravity during the lifting operation, any load held within the vehicle or plant must be unloaded first</li> <li>• The jack’s lifting weight limit must not be exceeded</li> <li>• The jack must be located on firm and even ground which has adequate strength to take the combined weight of the jack and its load</li> <li>• The jack should not be used to support the weight of a vehicle or plant during work; suitable and well- maintained props or axel stands must be used in addition to the jack</li> <li>• The jack must not be left unsupervised during use or when it is holding a load</li> <li>• The operator must check that during lifting and lowering there are no obstructions or persons who may become trapped by the lifting or lowering operation</li> </ul>		

## Safe System of Work – Working Under Motor Vehicles and Plant

<p><b>Date:</b> December 2023</p>	<p><b>Location:</b> Limerick Racecourse</p>	<p><b>Those Responsible:</b> Managers and Employees</p>	
<p><b>Rationale:</b> Ground access to the underside of Motor Vehicles or plant <b>must be</b> avoided whenever practical. It is preferable to use a suitable Vehicle Lift or Inspection Pit for this type of work.</p> <p><b>All work under vehicles or plant must follow a safe system of work, be planned and directly supervised (within Line of Sight of another worker) at ALL times.</b></p> <p><b>Risk Rating - Extreme</b></p>	<p><b>Safe System:</b></p> <ul style="list-style-type: none"> <li>• Those undertaking the work must have received training and be deemed competent by the employer</li> <li>• The work must be directly supervised</li> <li>• Work must take place on firm and even ground</li> <li>• All power to the vehicle or plant must be turned off and/or disengaged before work commences and at all times when someone is under the vehicle or plant</li> <li>• Brakes and/or suitable chocks must be applied to the vehicle or plant</li> <li>• <b>The person working under the vehicle or plant must retain the ignition key for the duration of the work</b></li> <li>• The vehicle or plant must be supported by suitable axle stands and / or props</li> <li>• A jack must not support the vehicle or plant alone</li> <li>• The ground on which work will take place must be checked for obstructions and other hazards, including chemical contamination</li> <li>• An inspection trolley board must be used when practical</li> <li>• Smoking, hot work and grinding is prohibited</li> <li>• The work is prohibited for those under 18 years of age</li> </ul> <p><b>Work must stop immediately, and the worker removed from under the vehicle or plant if there is any movement, signs of instability or conditions become hazardous</b></p>		

## Safe System of Work – Petrol: Storage and Transportation

<b>Date:</b> December 2023	<b>Location:</b> Limerick Racecourse	<b>Those Responsible:</b> Managers and Employees	
----------------------------	--------------------------------------	--	---



### Scope

Petrol is used for power blowers, lawn mowers, chain saws etc. Petrol is stored in plastic or metal containers; the petrol is purchased from a local garage and transported in the back of light vans or trucks.

### Associated Hazards

- Fire or explosion

**Risk Rating – High**

### Note:

**Maximum amounts which can be carried in a vehicle: 3 x 5 litre containers**



### Transportation




- Use a suitable petrol can which is without defects and has a secure lid
- Transport only justifiable amounts, taking into account the amount required for use
- Containers must be secured in an upright position and lids firmly secure
- Do not transport petrol in the passenger compartment
- Petrol cans **must not** be carried on seats
- If enclosed vans are used, the containers should be held as close to the rear doors as possible.
- Smoking is prohibited when petrol is being transported
- The outside rear of the vehicle should carry a red hazard warning sign 'Flammable Liquid' (see above)
- Vehicles must carry a powder or Foam Fire Extinguisher

### Storage and On-Site Use

- Smoking and Naked Lights are **Prohibited**
- Petrol must be stored in suitable containers with the lids securely closed when not in direct use.
- Petrol containers must be stored in a secure suitable metal locker
- Keep containers out of direct sunlight.
- Allow the exhausts to cool before filling.
- Decant using a funnel or pouring spout, in well ventilated conditions & away from direct sunlight.
- Secure the lid and the container after filling.
- Protect skin by wearing protective gloves when handling petrol.
- Spills should be contained using sand or a commercial disposable bund – **not** saw dust.


Ref: Information Note: Handling Petrol Safely (H.S.A)

## Safe System of Work - LPG/Butane Gas - Cylinder Storage/Use & Disposal Protocol


<b>Date:</b> December 2023	<b>Location:</b> Limerick Racecourse	<b>Those Responsible:</b> Managers and Employees			
<p>RPG or Butane gas is highly flammable. There is a high risk of fire and explosion if the gas or the compressed cylinders in which the gas is contained is incorrectly stored, used or incorrectly disposed of. There is also a significant risk if any attachments are damaged or incorrectly fitted.</p>					
<p><b>Risk Rating:</b> High                      <b>No smoking during use, storage or disposal.</b></p>					
<p><b>Storage</b></p> <ul style="list-style-type: none"> <li>• All cylinders should be correctly stored as indicated by the Manufactures written instructions and chained or caged to prevent falling over</li> <li>• Cylinders must not be stored near to combustive materials or close to extremes of heat.</li> <li>• Cylinders should be stored in plain sight and should not be ‘hidden up’</li> <li>• Empty or damaged cylinders must not be stored on site and must be disposed of correctly.</li> <li>• Stores should display signage to indicate a flammable store and that naked lights and smoking is prohibited.</li> </ul>	<p><b>Use</b></p> <ul style="list-style-type: none"> <li>• Those using cylinders and attachments should be considered competent by Limerick racecourse.</li> <li>• All cylinders and attachments should be checked for defects before use – Defective equipment and cylinders must not be used.</li> <li>• The manufactures instructions should be followed at all times.</li> <li>• The guidance contained in the information sheet (above) should be applied when indicated.</li> <li>• Only tools and attachments designed for use with the cylinders may be used.</li> <li>• The gas supply must be turned off at the cylinder head when not in direct use</li> </ul>	<p><b>Disposal</b></p> <ul style="list-style-type: none"> <li>• The gas supply must be turned off at the cylinder head during transport.</li> <li>• Cylinders may only be transported in open topped trucks or vans where the cab is separate from the van compartment.</li> <li>• Cylinders must be secured during transport and the vehicle should display the appropriate warning signs.</li> <li>• Used or damaged cylinders must be disposed of via a licensed supplier or contractor and <b>must not</b> be disposed of in general waste, land fill or sent for scrap</li> </ul>			

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"><li>• Cylinders must not be allowed to corrode or become damaged</li></ul> |  |  |
|--|--|--|



## Safe System of Work – Live Electrical Working

<p><b>Date:</b> December 2023</p> <p><b>Risk Rating - High</b></p>	<p><b>Location:</b></p> <p>Limerick Racecourse</p>	<p><b>Those Responsible:</b></p> <p>Managers, Employees and Electrical Contractors</p>	
<p><b>Live Working</b></p> <p style="text-align: center;"><b>Live Working is Prohibited:</b></p> <p style="text-align: center;">Under normal conditions.</p> <p><b>If under exceptional circumstances live working is essential:</b></p> <p><b>Consent from the Facilities Manager is first required.</b></p> <ul style="list-style-type: none"> <li>• Before live working can commence, a safe plan of work must first be agreed between those undertaking the work and the Facilities &amp; Procurement Manager</li> <li>• The safe plan must be in writing and both parties must sign to say that they will comply with the plan.</li> </ul> <p>The Limerick Racecourse (Electrical) Competent Person must supervise all live working to ensure the safe working plan is observed</p>		<p><b>Dead Working</b></p> <p>Prior notification must be made to all those who will be affected by a disturbance in electrical power.</p> <p>The Facilities Manager and the Racecourse (Electrical) Competent Person must isolate and lock off the identified electrical power supply i.e., <b>Lock Out Tag Out</b></p> <p>The <b>Electrical Competent Person</b> will retain the key to the lock off.</p> <p>Written authorization will be issued by the Facilities Manager to the Electrical Competent Person allowing work to proceed. On completion of work, the Electrical Competent Person working on the circuit will issue written confirmation to the Facilities Manager that the work is complete and that the circuit(s) are safe to be re-energised.</p> <p>The Electrical Competent Person must be satisfied, as far as is reasonable, that the circuit(s) are safe before closing the isolator and re-energising the circuit(s) The Facilities Manager must then sign off the work as complete.</p> <p>Any further live testing that may be required, must be undertaken by an Electrical Competent Person.</p>	

### Safe System of Work – Close Proximity to Working Around Horses







<b>Date:</b> December 2023	<b>Location:</b> Yards, Stables, Paddocks, Horse Walking Routes, Parade Rings, Saddling Stalls, Starting Stalls and Starting Posts.	<b>Risk Rating:</b> High	

### Safe System of Work – Tractors Working on The Racecourse

<b>Date:</b> December 2023 <b>Risk Rating:</b> Moderate	<b>Location:</b> Limerick Racecourse	<b>Those Responsible:</b> All Tractor Drivers Supervisors and Mangers		
--	---	---	---	---

<p><b>Scope:</b></p> <p>Tractors operating on and near to Limerick Racecourse.</p> <p>Horses are known to spook when they pass close to tractors, the risk of a spook and resultant rider fall is greater if the tractor is operating, has its engine running or its beacons flashing.</p>	<p><b>Safe System</b></p> <p>Tractors should stop and turn off their engines and beacons when close by racehorses on Limerick Racecourse. Unless there is a need for a tractor to be in close proximity to racehorses, tractors should remain at least 25m apart from racehorses.</p> <p><b>If a horse is spooked and the rider thrown or seen to be out of control, the Tractor Driver should immediately contact his manager or supervisor to advise of the accident and so that emergency measures can be taken and, if a race day, the IHRB Clerk of the Course must be informed.</b></p> <p>If a <b>Tractor becomes stuck</b> on the racecourse, it should remain in position with its beacons flashing. <b>The Driver should contact his line manager or Supervisor immediately to ensure that the racecourse remains closed to racehorses and their riders and (if a race day) the IHRB Clerk of the Course should be informed so that trainers and riders can be warned by Limerick Racecourse of the hazard</b></p> <p>When working on the public highway (where the risk of a road traffic collision is greater) tractors should have beacons flashing on at all times</p>
--	--

## Safe System of Work – Leaf Blowers

<p><b>Date:</b> December 2023</p>	<p><b>Location:</b></p>	<p><b>Those Responsible:</b></p>	
<p><b>Risk Rating:</b> <b>Moderate</b></p>	<p>Limerick Racecourse</p>	<p><b>All Leaf Blower users</b></p>	
<p><b>Scope:</b> Employees use backpack petrol powered leaf blowers to remove lightweight debris from stables and hard standings there are risk associated with:</p> <ul style="list-style-type: none"> <li>• Noise</li> <li>• Vibration</li> <li>• Blown debris.</li> <li>• Hot engines</li> </ul>		<p><b>Before Use:</b></p> <ul style="list-style-type: none"> <li><b>Do</b> check for defects.</li> <li><b>Do</b> Check for fuel Leaks.</li> <li><b>Do not</b> use if defective or there is a fuel leak.</li> <li><b>Do</b> Follow Manufactures instructions manuals for use.</li> </ul> <p><b>During Use:</b></p> <ul style="list-style-type: none"> <li><b>Do not</b> blow into the wind.</li> <li><b>Do</b> stop if pedestrians or horses' approach.</li> <li><b>Do</b> be mindful of sharp debris which may be blown up with leaves, straw or grass etc.</li> <li><b>Do</b> be aware that a blower's exhaust will be hot.</li> </ul> <div style="display: flex; align-items: center; margin-top: 20px;">     <div style="margin-left: 10px;"> <p><b>PPE Required</b></p> </div> </div>	
<div style="display: flex; justify-content: space-around;">   </div>			

## Appendix 4

### Incident Reporting Form

#### *Introduction*

This procedure provides information on how to achieve the minimum standards to ensure Health, Safety & Environmental (HS&E) incidents, near misses, hazards and regulatory issues are identified, reported, and investigated in a consistent and effective manner.

#### *Event Types*

**For the purpose of this procedure, all HS&E incidents, near misses or hazards are referred to as Events.**

The three overarching Event Types associated with this procedure are as follows:

1. Health and Safety
2. Environment
3. Regulatory

CLASS	TYPE	DEFINITION
<b>Incident (INC)</b>	Health & Safety	An event that resulted in the injury or illness of a person requiring medical treatment, first aid and or lost time
<b>Near Miss (NM)</b>	Health and Safety	An unplanned Event or error that did not result in injury, illness but had the potential to do so.
<b>Hazard (HZ)</b>	Health and Safety	An observation or workplace situation or source that has the potential to harm the health and safety of people or damage fixed/mobile plant and equipment if not controlled.



CLASS	TYPE	DEFINITION
<b>Regulatory Visit</b>	Regulatory	A visit arranged or un-announced, by a Regulatory Authority such as the Health and Safety Authority (HSA)
<b>Improvement / Prohibition Notice</b>	Regulatory	Improvement notices – Written directions requiring a person to fix an issue within a specified time. The inspector will include information on the notice about what must be done to comply with the law. The person who receives the notice is responsible for achieving compliance with legislation or dealing with immediate risk
<b>Infringement/ Fine or Prosecution</b>	Regulatory	An infringement, fine or prosecution that has been handed to HRI by a Regulatory Authority in relation to an event
<b>Prohibition Notices</b>	Regulatory	Written directions prohibiting any activity that will, or is likely to involve an immediate risk to the health and safety of any individual or the environment. If a prohibition notice has been issued, the prohibit activity cannot recommence until an inspector certifies in writing that the risk has been remedied.

CLASS	TYPE	DEFINITION
<b>Incident (INC)</b>	Environmental	An event that resulted in an uncontrolled or discharge that caused an environmental impact or potential damage (e.g. a spill to the ground or into a watercourse or river)
<b>Near Miss (NM)</b>	Environmental	An event where no actual regulatory breach or unauthorised environmental impact occurred but there was potential for a regulatory breach or unauthorised environmental impact to occur, i.e., the event was a close call and could result in an incident in the future unless improvement actions are implemented
<b>Hazard (HZ)</b>	Environmental	An observation, task, process, or equipment that has the potential to be a source of future environmental harm if not controlled

## Incident, Near Miss & Hazard Management Process

### Immediate Response

Following an Event, immediate actions must be taken by personnel at the scene of the Event (e.g., first aid, firefighting, spill containment) only if safe and practicable to do so. This may include:

- Ceasing the operations or tasks directly related to the Event
- Providing first aid to injured persons (only by a suitably trained and competent person).
- Contacting Emergency Services if required; and
- Taking steps, if safe to do so, to make safe and preserve scene

### If the Event poses an imminent threat to people and/or the environment:

- All injured or potentially affected personnel should be removed from the area (if possible and safe to do so)
- The hazard should be rectified (only if possible and safe to do so).
- If the hazard cannot be rectified, the area should be made safe to prevent further harm.
- Other relevant HRI personnel and Contractors must be informed of the Event and any imminent threats
- Take steps, if safe to do so, to make safe and preserve scene

The responsible Line Manager or most senior person at the scene must, in consultation with the relevant health and safety officer and HR representative, assess if the Event has the potential to be a Regulatory Reportable Event and ensure that:

- The scene of the Event is preserved (if safe to do so)
- Witness statements are collected (where practicable); and
- Photographic evidence is collected (where practicable or permissible)

### Notification

It is the responsibility of the person involved in the Event to immediately notify their Line Manager, or do so as soon as practicable, following the immediate response. If the person involved is not capable of notifying their Line Manager due to injury or illness, then the person who is administering the assistance must contact the Line manager responsible for the person involved.

As soon as practical, after the incident, it is the responsibility of the Line Manager to complete the incident notification form (**See form below.**) and submit this to the HRI Health and Safety officer, HR representative and cc the manager of Limerick Racecourse (**contact details 2.4**).

If the incident involves a horse down/falling rider the notification form in **appendix 3** (See 4.4, page 15 above) should be completed and the same reporting process followed.

### *Classification*

Upon receiving notification of the Event, the responsible Line Manager must liaise directly with the health and safety officer to classify the Event and to determine if it is:

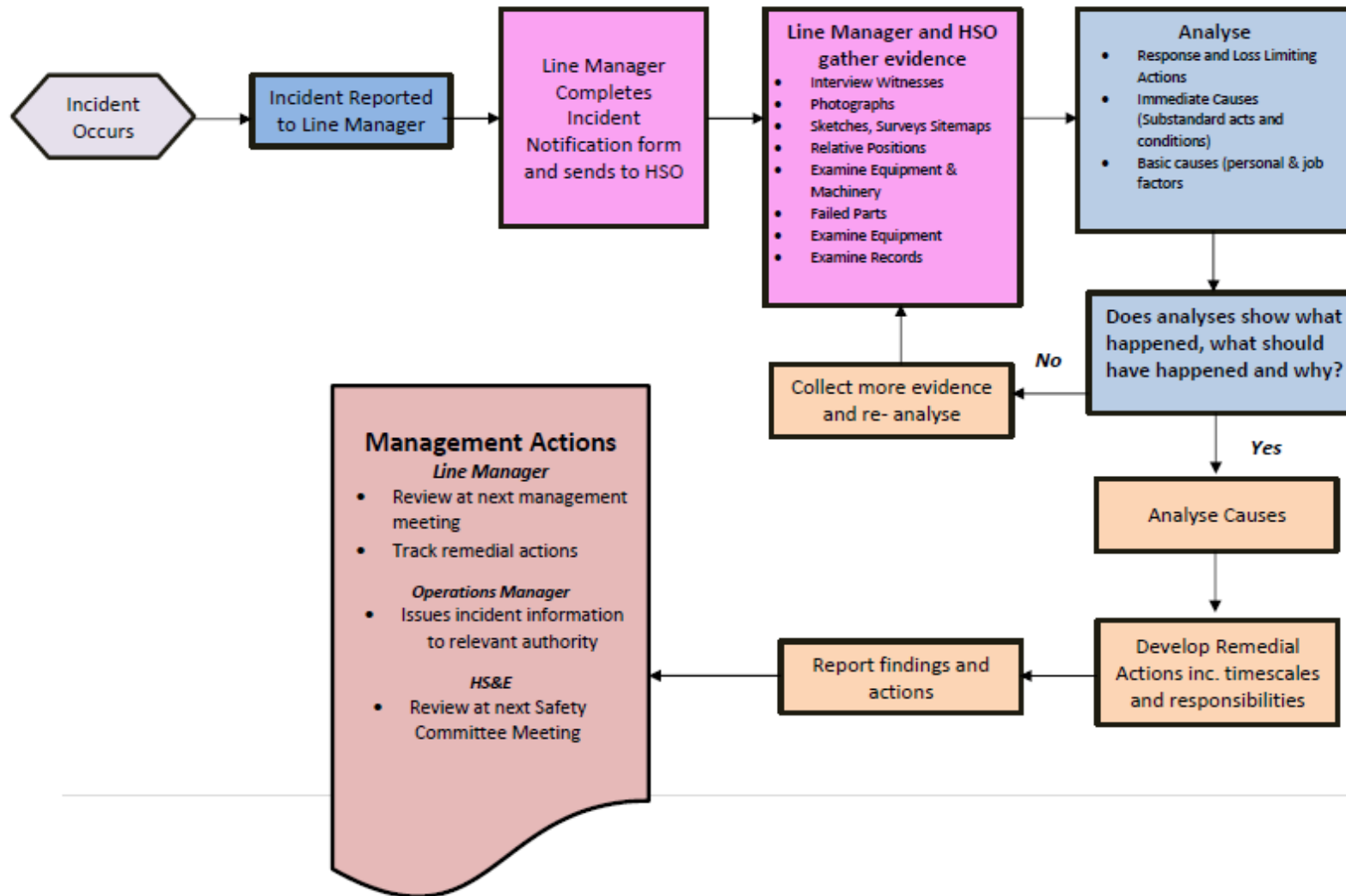
- High Potential Event
- Potential Lost Time Injury/Illness or Medical Treatment Injury/Illness.
- Regulatory Reportable; or
- Voluntary Reportable
- Reportable to HRI's insurance company

### *Reportable Incidents*

If it has been concluded that the incident is reportable to the HSA or HRI's insurance company the Operations Manager and General Manager should be made aware of this immediately.

It is then the responsibility of the Operations Manager in conjunction with the health and safety officer to complete the relevant reporting procedures to statutory bodies or the HRI's Insurance Company.

## Incident Reporting Process



# Accident/Incident Report Form

To be completed by Line Manager after event.  
Form to be returned to Health & Safety advisor.

Location of Incident:

Date/Time of event:

Type of event:  Injury  Ill Health  Incident (near miss)  Allegation of Health Effects

Harm (or potential for harm):  High  Medium  Low  Damage to property only

Employee involved in event: (If applicable) Name: Position: Contact Number:

Was medical assistance received and what format did this take:

- Brief description of event:  
Include details such as:
- Overview of the event
  - Activities being performed
  - Equipment used
  - Working conditions
  - Safety of working procedures
  - Maintenance
  - Competence of people involved
  - Workplace layout
  - Did the injured person continue to work?
  - What is the estimated lost days of work?
  - Have potential corrective actions been identified?

Area for detailed description of the event.

Details of witness(es), if any:  
(Name, position, contact number, etc.)

Area for witness details.

Employee & Date Supervisor / Manager & Date: HR Manager & Date:

Investigation required: Yes  No   
Investigation Priority level: High  Medium  Low   
Leader of investigation:

Reportable to External Bodies: Date/time reported: Yes  No

## Appendix 5

### Fire Precautions

**Fire represents a significant risk to Limerick Racecourse, its employees, bloodstock, and operations. Limerick Racecourse will have formalised fire control measures, fire precaution measures and risk assessments which are under the control of Limerick Racecourse's Fire Consultant.**

When applicable Limerick Racecourse must ensure that the requirements of a Building's Fire Certificate are applied in full and will apply for an amendment to a Fire Certificate if a building undergoes significant alterations or use. Limerick Racecourse will, when applicable, apply for a Fire Certificate for any new Building under its control.

Limerick Racecourse's Fire risk assessments are listed in Section 10 and will consider control under the following headings:

#### **Raising the Alarm**

- Fire Action Notices
- Emergency procedure for calling the Emergency Services
- Fire Service response times
- Fire alarm systems
- Smoke/heat detectors
- Fire alarm test and inspection

#### **Means of Escape**

- Numbers involved
- Use by those with mobility disabilities and / or a limited understating of risk
- Fire routes and exits
- Fire doors
- Fire Compartmentation
- Emergency lighting
- Actions for evacuating horses

#### **Fire Fighting Equipment**

- Fire extinguishers
- Fire hydrants
- Fire blankets
- Fire hose reels
- Fire Fighting equipment test and inspection

#### **Possible Sources of Combustion**

- Waste material
- Smoking
- Hot work
- Exhausts and cooling parts
- Overheating equipment

- Electrical safety
- Heating systems
- Flammable substances; gases, dusts, liquids, and solids
- Rodent infestation

### **Training and Information**

- Fire Action
- Use of fire alarms and firefighting equipment.
- Emergency procedures (horse evacuation, heath and gorse fires)

### **Definitions**

**Fire** is a chemical reaction involving heat, fuel, and oxygen to create **ignition** and **fire spread**. The greater levels of fuel, heat, and oxygen available the more intense the fire and the greater the fire spread. Remove one of these elements and ignition cannot occur.

**Smoke** is a by-product of fire and is made up from partly combusted particles, toxic vapours, and poisonous gasses. If conditions are favourable, these constituent elements can ignite or re-ignite increasing the risk of fire spread.

A **Flash Point** is the lowest temperature at which a vapour, gas, liquid or solid will ignite. In general terms, substances with a low flash point for example petrol, butane gas etc. are said to be **Flammable** (flash point below 100 deg. F or 37.8 deg. C.). Whereas substances with a higher flash point, for example wood, cardboard etc. are said to be **Combustible** (flash point above 100 deg. F or 37.8 deg. C). The older term, inflammable is identical in meaning to flammable. To avoid confusion, the acceptable term is flammable. (OSHA)



## Fire Extinguisher Actions

Water	Foam	Carbon Dioxide	Powder
Reduces Heat	Reduces Heat Reduces Oxygen	Reduces Heat Reduces Oxygen	Reduces Oxygen
Not safe on electrical fires <span style="color: red;">❌</span>	Not safe on electrical fires <span style="color: red;">❌</span>	Safe on electrical fires <span style="color: green;">✅</span>	Not safe on electrical fires <span style="color: red;">❌</span>
Unsafe on oil fires <span style="color: red;">❌</span>	Safer of oil fires <span style="color: green;">✅</span>	Unsafe on oil fires <span style="color: red;">❌</span>	Safer on oil fires <span style="color: green;">✅</span>
Safer on paper and light weight objects on fires <span style="color: green;">✅</span>	Safer on paper and light weight objects on fires <span style="color: green;">✅</span>	Unsafe on paper and light weight objects on fires <span style="color: red;">❌</span>	No benefit on paper and light weight objects on fires

## Agricultural Equipment Fires

When Agricultural Equipment ignites the fire develops rapidly and if environmental conditions are dry, can quickly spread to any adjacent equipment in the area.

Water can be the deciding factor. Most fires require significant amounts of water to extinguish the fire. Therefore, knowledge of accessible ponds, large streams or water storage facilities is therefore of great help to the Fire Service.

### Potential causes of Agricultural Equipment fire:

- Over heating equipment, due to: Blocked or covered air intakes or exhausts, Inadequate engine coolant or Poor lubrication of moving parts
- Stones, flint, or metal debris being taken into the combine and creating a spark.
- Operators smoking while working on or resting by the equipment.

### Preventative measures:

- Ensure moving parts are well lubricated.
- Ensure that engines are correctly and regularly serviced.
- Maintain coolant levels.
- Ensure air intakes and exhausts are clear of dust and chaff.
- Ensure build-up of chaff and debris is cleared from the working parts.
- Prohibit smoking.
- Ensure that the tractor's fire extinguisher is accessible and is in working condition.
- Ensure all equipment is tested/inspected before use.

### Actions to take when a fire occurs:

- Turn off the tractor.
- Call the Fire Service **immediately**
- Move all people, including children from the area
- Ensure the Fire Service are met on the road and brought to the fire
- Move all other tractors, telehandlers etc. well away and up wind of the fire
- Think about access to additional water
- **Do not** attempt to move burning Agricultural Equipment
- **Seriously** consider all the risks before attempting to fight the fire yourself, when in doubt – **Don't!**

## Appendix 6

### Occupational Health

The aim of Occupational Health is to ensure that the health of those at work is preserved, that working activities or processes do not unduly lead to an employee's ill health and to ensure that those returning to work following ill health or an injury do so safely and with minimal risk. This requires trust, confidentiality, and professionalism.

Occupational health is not a means to discipline or to dismiss.

Occupational Health interventions are indicated either by risk assessments or as a primary statutory duty. Limerick Racecourse will seek to meet its duties and obligations for occupational health when interventions are indicated (see below).

#### Legislation

Interacting with employees about sensitive personal information must be well controlled to ensure that only relevant information is collected and held. However, this requirement must be balanced against the need to ensure that employees are not subjected to work factors which may cause or exacerbate ill health. Occupational health is regulated by several pieces of legislation and codes of practice, most notably, The Safety, Health and Welfare at Work Act 2005.

In general terms employers can require employees to take part in an occupational health scheme. However, the need for occupational health must be appropriate to work activities and risks at work, which are identified by risk assessment or statutory duty. Those who are responsible for occupational health must be considered Competent (As defined by the 2005 Act), i.e., qualified Doctors, Nurses, Health Care or Health and Safety professionals who are bound by duties or agreements of confidentiality.

Medical records must be kept safely, securely, and separately from other personnel records, access to records should only be by health care or safety professionals. Managers and employees should only have access to medical records following appropriate consent and with good reason. All documentation must be kept in accordance with GDPR guidelines.

Employees can refuse to take part in occupational health screening and monitoring, however it could be said that by refusing, the employee is not co-operating with their employer, as required under the Safety, Health and Welfare Act 2005 and could be subject to Company discipline or, in rare cases prosecution. For this to occur:

- The employee must have been advised of the reasons for occupational health intervention and the associated risks to their (or others) health.
- There must be a risk assessment or statutory duty indicating the need for the intervention.
- The occupational health intervention must be reasonable.
- The employer may need to show that by not intervening, the employee or other people's health and safety could be put at risk.

Examples of Health Screening Interventions			
Factor	Type of Screen	Legislation	Who's Affected
Respiratory sensitisers (organic dust)	Annual lung function test & paper screen	Safety Health and Welfare (Chemical Agents) at Work Regulations 2001 Safety Health and Welfare (General Applications) at Work Regulations 2007	Employees identified by risk assessments
Noise	Annual hearing test & paper screen	<ul style="list-style-type: none"> <li>Safety Health and Welfare (General Applications) at Work Regulations 2007, Pt5, Ch1</li> </ul>	Employees identified by risk assessments
Pesticide	Annual paper screen	Safety Health and Welfare (Chemical Agents) at Work Regulations 2001	Employees identified by risk assessments
Vibration	Annual examination	<ul style="list-style-type: none"> <li>Safety Health and Welfare (General Applications) at Work Regulations 2007, Pt5, Ch2</li> </ul>	Employees identified by risk assessments
Pregnancy	History and assessment	<ul style="list-style-type: none"> <li>Safety Health and Welfare (General Applications) at Work Regulations 2007, Pt6, Ch2</li> </ul>	All female employees
On employment	Assessment	Safety Health and Welfare at Work Act 2005	All new employees
Returning to work after sickness	Assessment	Safety Health and Welfare at Work Act 2005	All employees
Night Workers	Annual Assessment	Safety Health and Welfare (General Applications) at Work Regulations 2007, Pt6, Ch3	All those who work at night

### Short Notes on Light Duties


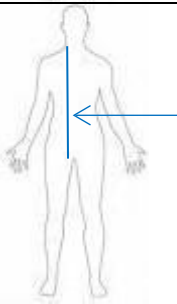
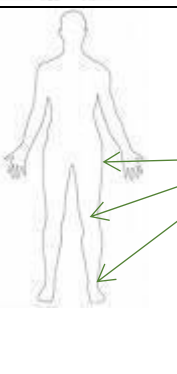
Doctors often write the term 'Light Duties' on *back-to-work* or medical certificates. These short notes aim to give general, but not exhaustive, advice on the activities a person returning to work on 'light duties' should avoid or control when the term refers to a musculoskeletal injury.

The aim of returning a worker back to work on *light duties* is to enable him or her to build up adequate strength and muscle bulk during a period of time (2 -3 weeks would seem reasonable) so that a safe return to normal working can be achieved. It therefore follows that the return to work should be phased with the worker gradually increasing their working activities back to normal working as their strength and mobility improve. It is important to discuss a back-to-work plan with the worker and find out what they really can and cannot reasonably do. The agreed plan should be written down and monitored. (See below)

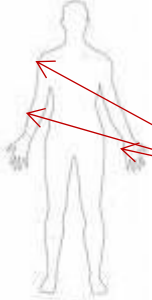
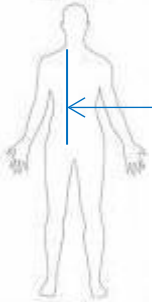
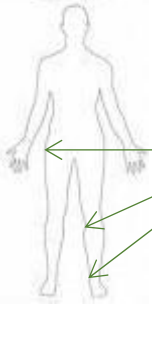
When considering an employee’s return to work on light duties, it is important that employers have regard to their primary duty under health and safety law to *ensure, so far as is reasonably practical, the safety, health [and welfare] of employees.*

Therefore, if there is an outweighing risk that a return to work, even on light duties, would be detrimental to the health or safety of that employee (or others in the workplace), the return to work should be deferred until that individual has recovered adequately to enable a safe return to work.

All those returning to work on light duties should also be advised that, if they notice a significant increase/change in their symptoms they must stop work and seek medical advice.

	Body Part	Equine & Livestock – Generic Activities to Avoid / Control
	<p><b>Arms Shoulders &amp; Hands</b></p>	<ul style="list-style-type: none"> <li>• Lifting loads beyond the individual’s changed capacity</li> <li>• Jerking movement</li> <li>• Lifting above waist height or from the ground</li> <li>• Repetitive movements</li> <li>• Forced movements</li> <li>• Working with any livestock which is known to be difficult</li> <li>• <b>Must</b> have adequate grip and for long periods without pain</li> </ul>
	<p><b>Back</b></p>	<ul style="list-style-type: none"> <li>• Lifting loads beyond the individual’s changed capacity</li> <li>• Jerking or jolting movements</li> <li>• Bending and / or twisting when lifting</li> <li>• Lifting from the ground or above waist height</li> <li>• Lifting unstable loads</li> <li>• Remaining sedentary for long periods</li> <li>• Forced movements</li> <li>• Working on uneven or slippery ground</li> <li>• Working with any livestock which is known to be difficult</li> </ul>
	<p><b>Legs, Knees Ankles &amp; Feet</b></p>	<ul style="list-style-type: none"> <li>• Lifting loads beyond the individual’s changed capacity</li> <li>• Jerking movements</li> <li>• Twisting under force (lifting or sweeping etc.)</li> <li>• Running</li> <li>• Working on uneven or slippery ground</li> <li>• Remaining sedentary for long periods</li> <li>• Forced movements</li> <li>• Lifting from the ground</li> <li>• Working with any livestock which is known to be difficult</li> <li>• <b>Must</b> be able to wear safety footwear comfortably</li> </ul>

These generic controls may require additions or amending depending on the result of an individual assessment by a Health and Safety or Occupational Health Practitioner.

	Body Part	Non-Equine/Livestock – Generic Activities to Avoid / Control
	<b>Arms Shoulders &amp; Hands</b>	<ul style="list-style-type: none"> <li>• Lifting loads beyond the individual's changed capacity</li> <li>• Jerking movements</li> <li>• Lifting above waist height or from the ground</li> <li>• Repetitive movements</li> <li>• Forced movements</li> <li>• <b>Must</b> have adequate grip and for long periods without pain</li> </ul>
	<b>Back</b>	<ul style="list-style-type: none"> <li>• Lifting loads beyond the individual's changed capacity</li> <li>• Jerking or jolting movements</li> <li>• Bending and / or twisting when lifting</li> <li>• Lifting from the ground or above waist height</li> <li>• Lifting unstable loads</li> <li>• Remaining sedentary for long periods</li> <li>• Forced movements</li> </ul>
	<b>Legs, Knees Ankles &amp; Feet</b>	<ul style="list-style-type: none"> <li>• Jerking movements</li> <li>• Lifting loads beyond the individuals changed capacity</li> <li>• Twisting under force (lifting or sweeping etc.)</li> <li>• Running</li> <li>• Working on uneven or slippery ground</li> <li>• Remaining sedentary for long periods</li> <li>• Forced movements</li> <li>• Lifting from the ground</li> <li>• <b>Must</b> be able to wear safety footwear comfortably</li> </ul>

These generic controls may require additions or amending depending on the result of an individual assessment by a Health and Safety or Occupational Health Practitioner.

## Appendix 7

### Protecting Pregnant Workers

**Health and safety law require employers to assess the potential risks in the workplace which may have a detrimental effect on both female workers when they are pregnant and their unborn child.**

All Female employees are asked to inform Limerick Racecourse as soon as possible once they become pregnant so that they can be adequately protected from the hazards which are present in the workplace. Business Duty Manager has a responsibility to ensure that when they become aware that one of their team is pregnant, the health and safety officer is confidentially informed so an assessment can take place. The Manager / Supervisor and employee concerned are then made aware of actions at work which should be taken. The legislation requires safety management for all pregnant workers, but those at the greater risk are those working outside and, in the equine,/agricultural setting. In general terms the main workplace risk factors for his group of workers are

- **Biological** (equine bodily fluids and solids. Working with infected animals, especially when there is a risk of horse to human infection i.e., ring worm, salmonella, tetanus etc. the products of foaling (and lambing) including contact with afterbirth)
- **Chemical** (including pharmaceutical products including pastes and creams. Contact with pesticides)
- **Health Concerns** (underlying health concerns during pregnancy which may have an impact on the assessment)
- **Working with livestock** (being kicked, rolled on, crushed etc)
- **X-Rays**

**All the above have the potential to cause ill health to the pregnant worker or her unborn child.**

**The general control measures for all workers are therefore to:**

- Avoid horses which are known to be 'difficult' (it is recommended that riding out and significant contact with equines should be curtailed at 26 -28 weeks)
- Avoid direct and unprotected contact with equine pharmaceuticals.
- Avoid being in areas when X-Rays are exposed.
- Avoid horses with illness which can crossover to humans i.e., ring worm, salmonella, tetanus.
- Avoid direct contact with livestock during their last phases of pregnancy.
- Avoid direct contact with products of livestock afterbirth.
- In addition to these controls, there may be other actions, which may be identified as part of the individual risk assessment.

## Appendix 8

### Young Worker Parental Consent Letter

Limerick Racecourse is pleased to offer your child, (Child's *name*) employment with Limerick Racecourse in the role of (insert).

Limerick Racecourse will make every effort to ensure the safety of your child during their employment. However, it is important that you fully understand that work will take place with a significant number of workplace hazards present and your child will be in close proximity to the day-to-day workplace hazards encountered by anyone working in this environment. These hazards include being in close proximity to thoroughbred horses and working farm machinery. Limerick Racecourse will supply additional information on workplace hazards and control upon your request.

Limerick Racecourse should be advised of any health concerns or allergies which may pose a risk to your Child's health while employed by Limerick Racecourse.

Name of Child:		Date of Birth:
Attendance times:	From	To

Emergency contact numbers:

Arrangements for transport to and from the workplace:

Personal protective equipment required:

Catering arrangements:

Medical conditions and Allergies:

I hereby consent to my child (named above) to attend for employment with Limerick Racecourse.

Signed

Status

Date



## Appendix 9

### Contractor's Health and Safety Agreement

The Limerick Racecourse has appointed [*insert name of the contracted business*] (the Contractor) as their Competent Contractor to undertake work on their behalf.

Limerick Racecourse expects the Contractor to comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and the Regulations which fall from the 2005 Act. Contractors should also have regard for current Fire and Environmental Legislation when undertaking such work.

**Limerick Racecourse requires the Contractor to ensure that sub-contractors working for the Contractor apply the same standards regarding health, safety and associated legislation.**

Limerick Racecourse expects the Contractor, when considering risk assessment and control, to have regard for the hazards associated with their work and for Limerick Racecourse employees, visitors and for livestock who may be affected by their working.

**Contractors may consult with Limerick Racecourse's health and safety officer on issues of health and safety, including those which may affect both parties.**

Contractors are required to consult with Limerick Racecourse on matters of health and safety which may become apparent during the work so that safe systems of work can be considered and agreed at the time when such issues arise.

Limerick Racecourse will advise the Contractor of local rules or identified hazards which they may encounter during the work.

Contractors are required to have suitable liability insurance which is commensurate with their work.

Signed:  
(*on behalf of the Contractor*)

Print Name

Date:

## Appendix 10

### Working Close to Equine Activities; Advice to Contractors

Limerick Racecourse is committed to the health and safety of its employees, contractors and those who are affected by Limerick Racecourse's working operations. Limerick Racecourse will seek to meet duties placed upon it by the Safety, Health and Welfare at Work Act 2005 and associated safety, fire, and environmental legislation.

**The advice contained in this information sheet is aimed at Contractors who will wish to consider this advice when preparing risk assessments, safe systems of work or advising their employees and sub-contractors.**

Limerick Racecourse main working operations involves providing facilities for thoroughbred races horses to be raced and schooled.

**It is likely that Contractor's and Limerick Racecourse working operations will be in close proximity and on some occasions may take place at the same time and at the same location. It is therefore essential that Contractors understand the hazards associated with equine working and have control measures in place to reduce associated risks, where there are significant traffic movements or moving equipment.**

Contractors are responsible for their safe working, the safe working of their employees and sub-contractors instructed by the Contractor. Limerick Racecourse has responsibility for ensuring, so far as is reasonable:

- When practical, ensure racing and schooling are not ongoing with Contractor's working.
- Liaise and work with the Contractor to ensure that joint safe working practice is observed.
- Inform Contractors of potential hazards.

#### Potential Equine Hazards

Thoroughbred racehorses are valuable animals which are by their very nature highly strung and unpredictable. Limerick Racecourse provides facilities for horses to race and be schooled. If a horse is spooked or becomes distressed it can throw its rider, kick out, crush or trample its handler and may become loose.

#### Hazard 'Triggers'

Potential 'triggers' which may cause a horse to spook or become distressed include:

- Unexpected or intense noise and dust
- Sudden movements by vehicles, plant or people
- Careless vehicle movements
- Bright lights or vivid colours

Experience seems to suggest that horses do become accepting of 'strange' working activities, making the initial period of work the most hazardous. However, it is wise not to become complacent because, as stated previously, racehorses are unpredictable!

Horses can also become ill or injured by discarded waste materials or chemicals. Site housekeeping is therefore especially important, for example:

- Nails or screws left on horse walking routes or places where horses gallop.
- The use of or contamination by harmful chemicals
- Wastepaper or plastic etc. which is allowed to accumulate or to blow from the site.

Horses have been known to ingest these products and by-products and become seriously ill.

Cross infection and contamination are also a concern. Please advise Limerick Racecourse management before you come onto site if you or your sub-contractors have been recently working at locations where there has been a risk of animal illness or infection.

### Possible Controls

It is important that the Contractor liaises closely with Management or Supervisors; they should communicate frequently and discuss concerns, changes in working and potential hazards – often local solutions can be found which are non-time consuming and benefit both parties.

Suitable controls when working close to equine operations may include

- **Distance** – when possible both Contractor and Client should always consider horses, riders and handlers when planning works
- **Time Planning** – The Contractor should liaise with Limerick racecourse and plan hazardous working so that it takes place outside of racing and schooling days
- **Contractor Awareness** – Contractors must make their own workers and sub-contractors under their control aware of the hazard's horses pose and should require them to work accordingly
- **Barriers and Fences** – if barriers or fences are used, they must be 'horse proof' Consideration should also be given to the barrier or fence becoming a hazard
- **Sensible Use of Beacons, Sirens, and High Vis Clothing** – These types of on-site warnings may be justified, however, the use of such controls where horses are involved may pose a greater risk. Contractors will need to balance the risk associated with the use of such warnings on site against the risk of the warnings spooking horses as they pass by.

### Working Around Horses – Basic Do's and Don'ts Advice to All Site Workers.

#### If Driving:

- **Always give way to the horse and rider/handler**
- **Approach at Walking Speed** - Beware of loose horses, horses being ridden or in-hand and pedestrians.
- **Pull** to the side and allow the horse(s) to pass, only move on if directed by the handler or rider.
- **No** hooters, beacons, repeaters, or high beam head lights
- **Don't** - Slam doors
- **Don't** - Rev engines
- **Park** - So that there is adequate free space for horses to walk round the vehicle.

### On Foot:

- **If on foot always keep the handler between you and the horse**, it makes it easier for the handler to push the horses away, if it becomes anxious
- **Keep yourself in clear view of a rider and follow any instructions the rider may give**
- **Don't** approach a horse from its blind side, allow the horse time to see you and **always** keep well clear of its hind quarters, don't wave arms about, run or shout
- **Don't** - Wear high visibility clothing unless the environmental risk outweighs the equine risk
- **Walk** - Don't run
- **Talk** - In quiet low tones, don't shout
- **Never** enter a box, enclosure, box or stable if occupied by a horse or horses
- **Never** approach, pat, or attempt to feed a horse or horses without first getting permission from the rider or handler.

### Before Work Starts

- Ensure that you have provided your management contact with a safe method statement or similar and that this has been acknowledged by Limerick Racecourse
- Ensure that all insurance documents and any other documents requested by Limerick Racecourse have been submitted
- Ensure that you have provided your contact details to your management contact. Ensure that your mobile telephone is always on
- **Do not** deviate from the area in which you have been tasked to work
- **Know the location of the closest:** Telephone, Fire Alarm Call Point, First Aid Kit, Local Fire Action Notice, Safety Warning Signs and of any Emergency Exits.

In an emergency phone 📞 **999 or 112** for the Garda, Fire or Ambulance Service and then **immediately** inform a member of Limerick Racecourse's management team

### Tell the operator:

- Where you are
- What has happened
- If anyone or any animal has been injured
- Remain where you are, and help will quickly be sent to you

## Appendix 11

### Management of Construction

The primary legislation covering construction safety is the Safety, Health and Welfare at Work (Construction) Regulations 2013 (As amended). With technical standards for construction set out in the Building Regulations 2012(As amended).

Both laws must be applied to all and any construction projects which meet the definition of the 2013 Regulation's including major structural refurbishment.

#### Construction is:

- Any building, civil engineering, or engineering work
- All demolition or dismantling work of all or part of a structure

#### To include:

- Structural cleaning, repair, maintenance, renovation, upkeep, and decoration
- Installation or dismantling work when the work is above 2 meters from the ground.
- Work to mechanical, electrical, gas, compressed air, hydraulic or communication systems

In general terms the 2013 Regulations are concerned with; Safe Design, Safe Construction, Safe use of the structure once constructed ongoing safe maintenance and eventual demolition of the structure.

The Regulations require a formal structure to the construction project:

- Planning
- design construction
- eventual use and maintenance

The Regulations name key Duty Holders who must ensure that each part of the construction project is undertaken safely

- **The Client** is responsible for ensuring that competent Designers, Planning Supervisors and Contractors are appointed, that adequate resources and time are made available, and that any information held by the Client are passed onto the Designer and Contractor. The Client must also notify the H.S.A. of certain projects which meet the required threshold
- **The Designer** must ensure the structure is designed so that it can be constructed safely by the Building Contractor and then used safely for its intended purpose by the Client
- **The Contractor** is responsible for construction site safety and must ensure that the structure is constructed (or demolished) safely
- **Planning Supervisors** ensure that at the Design and Construction Phases the project runs safety and liaises with all duty holders.

The level of safety management must at all times reflect the level of risk posed by construction [demolition] and eventual use.

## What are the duties of a client?

- Employ competent Designers & Contractors
- Appointment in writing all Duty Holders (see above)
- Appointment of a PSDP before design work starts when indicated
- Appointment of a PSCS before construction work starts when indicated
- Co-operate with the project supervisor and supply necessary information
- Keep and make available the safety file (provided by the PSDP) for the completed structure
- Provide a copy of the safety and health plan prepared by the PSDP to every person tendering for the project
- Notify the Authority where construction is likely to take more than 500 persons' days or 30 working days

## What are the duties of Designers?

- Identify any hazards that their design may present during construction and subsequent maintenance
- Where possible, eliminate the hazards or reduce the risk associated with design
- Communicate necessary control measures, design assumptions or remaining risks to the PSDP so they can be dealt with in the safety and health plan. Co-operate with other designers, PSDP and PSCS.
- Take account of any existing safety and health plan or safety file
- Comply with directions issued by the PSDP or PSCS
- Where no PSDP has been appointed, inform the Client that a PSDP must be appointed

## What are the duties of Contractors?

### A contractor must:

- Co-operate with the PSCS
- Promptly provide the PSCS with information required for the safety file
- Report reportable accidents to the H.S.A and to the PSCS
- Comply with site rules and the safety and health plan and ensure that your employees comply
- Identify hazards, eliminate the hazards, or reduce risks during construction
- Facilitate the site safety representative
- Ensure that relevant workers have a safety awareness card and a construction skills card where required
- Provide workers with site specific induction
- Appoint a safety officer where there are more than 20 people on site or 30 employed
- Consult workers with site specific induction
- Monitor compliance and take corrective action
- The 'lead' Contractor will take primary responsibility for site and construction safety.

## Criteria for 'In house' Construction Work

### Scope

Limerick Racecourse has among its workforce competences, skills and training to enable certain forms of construction work to take place 'in house' and which would fall into the H.S.A's construction categories for reasons of the Safety, Health and Welfare at Work (Construction) Regulations 2013:

- Routine Maintenance, Decoration or Repair
- Construction Projects (Short Duration)

Limerick Racecourse should only contemplate undertaking construction work which is within the competency and experience of its workforce, and which has been correctly designed, supervised and constructed using appropriate equipment, materials and facilities.

Complex or High-Risk projects or those defined as Construction Projects (Longer Duration) or which will last more than 30 days **and** will require more than 500 persons working days) for reasons of the 2013 Regulations, should not be contemplated.

### Criteria

The following criteria should be met before a decision is made to undertake the work 'in house'

- Arrangements should be in place to ensure that the construction site is safety and competently managed on a day-to-day basis
- A Designer (for reason of the 2013 Regulations) must design the construction to a suitable and safe design and specification?
- The project should not require the intervention of Planning Supervisors.

Latent site hazards should be identified and suitably controlled as part of the Design and Specification, for example, asbestos, harmful chemicals, overhead or underground hazards, construction close to horse working operations or livestock

- The Building Regulations should be applied to the Design when indicated
- The project should not involve external contactors
- All those who will be working on the construction site should be trained and competent in the construction work they will carry out
- All equipment to be used should be correct for purpose, without defect and when indicated by statutory provision, inspected, and certified
- The site should be secured to prevent unauthorised entry
- Appropriate signage and exclusion zones should be in place

- There should be safe site access and egress
- Emergency procedures should be incorporated into the design and safe systems
- There should be adequate welfare facilities
- Project safe systems should be prepared before the start of the project and must evolve to take account of any safety changes
- The safe systems of work must at all times be followed
- Suitable PPE should be supplied and used

## Asbestos

**Limerick Racecourse has asbestos registers for all buildings where asbestos has been suspected.** Contractors should consult the register before work commences and should have systems in place to control the hazard if materials which could contain asbestos is found during the life of the project.

If potentially unidentified asbestos is found during the course of the work, the Contractor should have safety contingencies in place and should look to control the situation accordingly. Limerick Racecourse management must be notified as a matter of urgency.

## Electrical Contractors

- Live working is prohibited without the express written agreement of Limerick racecourse's Facilities Manager and / or Limerick Racecourse's appointed Electrician. Any electrical work carried out by the Contractor must be agreed by the Facilities manager and/or Limerick Racecourse's appointed Electrician before work commences. Live work must only be undertaken after a safe method of work written as a method statement is supplied by the contractor
- No work shall be undertaken in electrical plant rooms or switch cupboards without a 'Rubber' insulating mat being in situ.