

*St. Michael's Rowing Club*



**Safety Statement**

(Updated April 2023)

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SECTION 1

**STATEMENT OF INTENT**

**&**

**POLICY STATEMENT**

## STATEMENT OF INTENT

To: *Members, Club Users, and Visitors etc.*

*This document sets out the Safety Policy of St. Michael's Rowing Club and specifies the means provided to achieve that policy. Our objective is to endeavour to provide a safe and healthy environment for all our members, users and visitors etc. The success of the policy will depend on your cooperation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at St. Michael's Rowing Club.*

*It is our intention to review this statement in light of experience and in compliance with any new legislation or Rowing Ireland Guidelines etc. Everybody is encouraged to put forward any suggestions they might have for the improvement of health and safety.*

Signed: \_\_\_\_\_ Club President

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Club Captain

Date: \_\_\_\_\_

# SAFETY POLICY STATEMENT

*It is the policy of St. Michael's Rowing Club (herein to be referred to as The Club) to provide, so far as is reasonably practicable, a safe and healthy environment for all our members, club users and visitors etc. and to meet our duties as laid in the Rowing Ireland Safety Document.*

*The key aspects of The Clubs safety policy are:*

- The Club will endeavour to ensure that arrangements are in place for the effective planning, development and review of this policy statement.*
- The Committee will endeavour to ensure that the appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The Club.*
- The Club will endeavour to provide the necessary information, instruction and training to members and others to ensure, in so far as is reasonably practicable, their competence with respect to health and safety.*
- The Club considers that health and safety rules are equal in importance to all other functions and will therefore attach equal importance to achieving health and safety targets as any other club targets.*
- The Club will endeavour to devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety.*
- The Club will, when necessary, liaise and work with all relevant bodies in order to co-ordinate safety systems.*
- The Club believes in constantly improving health and safety standards and performance. It will, to this end, endeavour to ensure that all-relevant statutes, regulations, Rowing Ireland rules and guidelines are complied with.*
- The Club recognises that safety is the responsibility of everyone within The Club and is not just a function of senior members. Senior members / coaches etc. have specific duties and responsibilities to comply with. All members have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with The Club in achieving the standards required.*
- The Club will set up a system to ensure that accidents and 'near misses' are fully investigated and appropriate action taken to reduce the likelihood of their reoccurrence, and that these are reported to the appropriate authorities when necessary.*
- The Club will ensure that procedures are established to ensure that safe equipment and boats are maintained.*

*A copy of this policy statement is to be displayed in a prominent position in the clubhouse and all members are encouraged to contribute their thoughts on any aspect of the statement or any aspect of health and safety in general.*

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Signed: \_\_\_\_\_ Club President

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Club Captain

Date: \_\_\_\_\_

SECTION 2

*DUTIES AND RESPONSIBILITIES OF*

*ALL*

**NOTE:** *The overall responsibility for health and safety must be undertaken by all members. The Club is a voluntary organisation and does not have specific duties prescribed under any of the occupational safety, health and welfare legislation. The Club Captain, Committee, Safety Advisor, Coaches and ALL MEMBERS have responsibilities to ensure that the safe systems laid out in the safety statement and in the [Rowing Ireland Safety Manual](#) complied with and that all members are aware of these systems and their own responsibilities.*

## **2.1 Club Captain**

1. *Ensure that the club Safety Statement is prepared and kept up to date and to ensure that it is brought to the attention of all the members and relevant persons.*
2. *Endeavour to co-ordinate all members to try and ensure safety procedures and policies are identified, implemented, performed and revised as required.*

## **2.2 Safety Advisor**

1. *The role of the safety advisor includes:*
  - a) *to give guidance on, and encourage understanding and compliance with safety rules,*
  - b) *to ensure systems are in place to maintain boats and particularly safety equipment in a safe working order,*
  - c) *to ensure all participants in rowing and sculling etc. are capable swimmers and receive proper instruction in watermanship and in rowing and sculling technique including capsized and accident drills etc. & other training as may be required. This includes all coxswains, coaches etc.*
  - d) *Ensure that all members who transport boats either on cars (sculling boats) or tow the club trailer are conversant with the requirements for safe and legal movement of boats by road and with [Rowing Ireland's guidelines on towing boats](#).*

### 2.3      Coaches

1.      *A coach is not only concerned to coach his/her crew. He/She has a responsibility for their safety at all times whilst they are in his/her charge.*
2.      *Give advice to the committee / safety advisor as to training requirements, means of improving health and safety in the club.*
3.      *Monitor the implementation of the clubs safety rules and procedures.*
4.      *A coach shall ensure that every member of his/her crew is aware of the appropriate safety procedures at all times.*
5.      *Assist in safety training for their crews as required.*
6.      *Coaches shall ensure that every member of the crew, including the coxswain, is dressed suitably and adequately protected for the weather conditions they are likely to encounter.*
7.      *Coaches, launch drivers and any other person travelling in the launch shall wear life jackets (conforming to EN3595 standard) when accompanying crews and at other times whilst afloat.*
8.      *Be aware of the Club safety statement and the Rowing Ireland Safety Document.*
9.      *Take reasonably practicable steps to ensure that the equipment being used by their crew is in safe working order.*
10.     *Ensure so far as is reasonably practicable that weather conditions are taken into account when deciding if it is safe to go out on*

*the water. Coaches should always be cautious if in doubt about weather/water conditions particularly if the crew is young and/or inexperienced.*

11. *Watch out, when on the water, for hazards that may appear and warn the crews of these. Also be vigilant at all times for any other persons using the river and assist if necessary if anybody encounters difficulties.*
12. *Show respect for other water users. Obey the river traffic management plans and ensure the crews being coached also abide by this. Be courteous to other crews and slow down as required to minimise the 'wash' on the other crews.*
13. *Be aware of river traffic plans when crews visit other waterways and make their crews aware of these.*
14. *Partake in capsize and accident drills and be prepared to assist or rescue any member who is in difficulty.*
15. *Check that the coaching launch is equipped with the appropriate safety gear before each use.*
16. *Coaches should learn life-saving and resuscitation procedures as set out in the Rowing Ireland basic coaching award.*
17. *Ensure that beginners to the sport are not allowed to use equipment without adequate and prior instruction and are not allowed to go on the water unsupervised.*

## **2.4 Launch drivers**

1. *Be conversant with the requirements for safe and legal operations of launches and of the Rowing Ireland guidelines. Only authorised trained operators to drive launches.*
2. *Only operate launches that are in good condition and are safe to use. Report any noted defects to the Club Captain for repair.*
3. *All launch drivers and passengers shall wear a lifejacket (conforming to EN3595 standard) or a buoyancy aid of approved design at all times when on the water.*

4. *Ensure the necessary safety equipment is in the launch as per the Rowing Ireland recommendations including additional life jackets, buoyancy aids, a throw line, foil blankets, a paddle etc.*
5. *Ensure the launch is not overloaded with passengers and does not exceed the manufacturer's allowable capacity.*
6. *Obey the river traffic rules and slow down when approaching other crews so as to minimise the wash on other boats.*

## **2.5 Trailer towing**

1. *Read and understand the relevant sections of the Club's Safety Statement and the Rowing Ireland guidelines on towing boats and carry out your work in accordance with its requirements.*
2. *Be conversant with the requirements for safe and legal movement of boats by road. Be aware of the maximum load allowed to be carried on the trailer and vehicle towing capacity.*
3. *Liaise with the club secretary / treasurer to check that there is adequate insurance cover in force.*
4. *Check the trailer and your vehicle prior to towing to ensure they are in safe working order. Check adequate ties are on the boats and rear projection markers are in place where required. Ensure that any defect in your vehicle or the trailer is reported immediately to the Club.*
5. *Check that in the event of rear projection in excess of 1m there is an extra light available for use during the hours of darkness.*
6. *Drive in a safe manner and speed at all times and be particularly careful when driving off-road to consider the conditions of the ground and the effects this will have on the trailer.*
7. *Ensure before reversing that there are no obstructions or people behind the vehicle. Preferably, ask someone to act as banksman*

*when you reverse.*

8. *Report all accidents, near misses or damage, however minor, to the Club.*

## **2.6 Rowers, Scullers, Coxswains and General Members**

1. *All persons participating in rowing or sculling must be in good health and be able to swim 100m in light clothing and shoes. Coxswains should be able to swim this distance in full coxswain's attire and with the appropriate life jacket on.*
2. *Read and understand the Club Safety Statement and participate in any safety training as required. Comply with any bone fide directions / instructions given by the club captain, safety advisor, coaches etc. with regard to health and safety. Comply with the Rowing Ireland Safety Document.*
3. *Maintain their rowing / sculling equipment in good order and check it before use. Report to the Club any defects noted in boats or equipment and any dangerous occurrence or accident /incident which may occur.*
4. *All coxswains shall wear a lifejacket (conforming to EN3595 standard) or a buoyancy aid of approved design at all times when on the water. Coxswains in "bow-loader" positions must wear life jackets that allow them easy escape from their position.*
5. *Carry out all rowing / sculling / training activities in a safe manner at all times. Do not take unnecessary risks which would endanger yourself or others. Do not engage in horseplay that would endanger yourself or others.*
6. *Partake in capsized / accident drills as required and co-operate with the Club in all aspects of safety training.*
7. *All coxswains must satisfy the Club that they are in good health. Any health difficulties such as issues with vision, hearing, epilepsy etc. should be reported. Coxswains should dress appropriately for the weather conditions. Wellington boots or similar boots should be avoided as these add excess weight in the event of entering the water.*



SECTION 3

**ARRANGEMENTS & PROCEDURES**

**FOR**

**HEALTH & SAFETY**



### **3.1 Arrangements for Health & Safety:**

*The overall responsibility for health and safety must be undertaken by all members. The Club Captain, Committee, Safety Advisor and Coaches have responsibilities to ensure that the safe systems laid out in the safety statement and the Rowing Ireland Safety Document are complied with and that all members are aware of these systems and their own responsibilities.*

- **Audits & Inspections**

*Ensure a routine of auditing must be agreed annually between the Safety Advisor and the Committee. Safety audits of the Clubhouse, O'Callaghan Strand, Cecil Street and O'Brien's Bridge facilities and of the boats and equipment are necessary and reports of audits are to be brought back to the Committee and any deficiencies identified need to be acted upon.*

- **Meetings**

*Safety will be discussed at committee meetings and any relevant issues actioned. A safety review report will be submitted at the club AGM annually to analyse the safety performance and identify targets for the following year.*

- **Welfare And First Aid Arrangements**

*Arrangements for the provision of adequate toilet and washing facilities must be in place and these facilities must be maintained in good working order. First aid equipment should be available at the Clubhouse and all club facilities and a trained first aider available whenever possible.*

- **Training**

*Training needs of members must be assessed annually and the necessary training delivered. In particular training such as cap-size drills, swimming lessons, boat rescue, launch safety, first aid, child protection training etc. should be engaged in by the appropriate members.*

## **2. Procedures for Health & Safety:**

- **ILL HEALTH AND INCIDENT REPORTING PROCEDURE**

1. All injuries or damage resulting from any incidents, however minor, **will be reported without delay** to the Club Captain and Safety Advisor on the internal accident/incident report form and as required to Rowing Ireland on the approved form.

2. This includes any incidents, injuries to members or visitors at the Boathouse or in OBB or to any members at other rowing events.
3. All accidents, incidents and near misses will be investigated by the Safety Advisor and discussed by the Club Committee in order to identify corrective actions arising.

### **3.3 Health & Safety Policies:**

#### **Smoking Policy**

No smoking is allowed in any rowing club areas with the exception of designated areas for use by bar customers. Smoking indoors in the bar areas is illegal and must not be permitted.

#### **Alcohol & Drug Policy**

All members should not be under the influence of alcohol or drugs when partaking in rowing or coaching (including Rowing events if acting in the capacity of a supervisor of crews). Members should seek medical advice on participation if taking prescribed medication.

#### **Harassment/Bullying/Violence Policy**

St. Michael's Rowing Club is committed to providing a positive club environment that is free from harassment. All members are expected to comply with this policy and take appropriate measures to ensure that harassment does not occur. Appropriate disciplinary action, including suspension and expulsion for serious offences, will be taken against any members who violate this policy.

The policy applies while members are at the club, on the water, when at other rowing events and also when representing the club in any way or engage with any social media or other platforms associated with the club and its' activities.

Each and every member carries a responsibility under this policy to comply with it and to treat all colleagues with respect and dignity.

## **Definition**

'Harassment' is defined as behaviour which is persistent and offensive to the person subjected to the behaviour, resulting in them feeling upset, threatened, humiliated or vulnerable.

It can be on the grounds of race, age, gender, religious belief, national/ethnic origin, sexual orientation, disability or membership of the travelling community. It can include oral or written slurs, such as personal insults; intimidation and aggression; unnecessary work interference; physical contact; gestures; jokes and displaying prejudicial pictures or flags.

Other examples of bullying behaviour include:

- Constant sneering or humiliation, either in public or private
- Instantaneous rage, often over trivial issues
- Intimidation and threats in general
- Persistent unjustified criticism and sarcasm
- Unfair delegation of duties & responsibilities
- Setting impossible deadlines
- Aggression or shouting abuse
- Unnecessary work interference
- Making it difficult for staff to have access to necessary information
- Personal insults & name calling
- Not giving credit for work contribution or deliberately blocking an employee's development without reasonable grounds
- Continuously refusing reasonable requests without good reasons
- Spreading malicious gossip about an individual

Sexual harassment can be defined as unwanted conduct of a sexual nature - including verbal, physical and visual. Examples include:

- sexual gestures
- unwelcome sexual comments and jokes
- unwelcome physical conduct such as pinching, unnecessary touching, etc.
- displaying sexually suggestive objects, pictures, calendars or sending suggestive and pornographic correspondence.

## **Appropriate Action**

It is preferable for all concerned that complaints of harassment or bullying are dealt with informally whenever possible. This is

likely to produce solutions which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality.

In the first instance a person who believes that they are the subject of harassment or bullying should ask the person responsible to stop the offensive behaviour. When this action does not result in a cessation of the harassment or bullying, where the member is not comfortable doing this or where a more serious incident has arisen the member should use the formal procedure.

The formal procedure for the resolution of harassment/bullying problems is for the member to raise the complaint with the Club Captain. To ensure a full investigation, the complaint should be put in writing. The complaint should be investigated immediately.

During this investigation, it may be necessary to interview other members. If this is so, the importance of confidentiality will be stressed to them. The Club will do its utmost to ensure that members will be protected against victimisation when involved in a complaint of this nature.



SECTION 4

**HAZARD IDENTIFICATION**

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**RISK ASSESSMENT**

&



# CONTROL MEASURES

## 4.1 Boating Equipment

Boating Equipment			
Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Training / Regattas / Club Activities	Rowers Coaching Staff	Club Equipment Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures

<p>Lack of knowledge of row area Currents Obstacles</p>	<p>Moderate</p>	<p>Cold Water immersion Hypothermia Drowning</p>	<ul style="list-style-type: none"> <li>▲ All club equipment will satisfy the requirements of Rowing Ireland.</li> <li>▲ For the safety of all concerned, the equipment will be suitable and safe for club members to use and be maintained in good order.</li> <li>▲ Suitable procedures will be put in place to ensure that damaged equipment is identified to responsible officials without delay and the damage repaired before the equipment is used again.</li> <li>▲ Damaged equipment should be “quarantined”, with the nature of the damage clearly marked, to ensure that it is not used until repaired</li> <li>▲ Bow-Ball: Every boat must at all times have firmly attached to its bows a white ball of not less than 4cm diameter made of rubber or material of similar consistency so that the bow is properly protected or its shape does not present a hazard.</li> <li>▲ Heel restraints and "quick-release" mechanisms must be in proper and effective working order in all boats equipped with fitted shoes.</li> <li>▲ For evening outings, rowing after sunset, boats shall be fitted with lights as required by the Department of the Marine or other statutory authority.</li> <li>▲ Oars and sculls will be checked to ensure that "buttons" are secure and properly set.</li> <li>▲ Buoyancy compartments, bow and stern canvasses, etc., will be checked to ensure that they will function as intended (boat buoyancy)</li> <li>▲ Hatch covers will be securely fitted.</li> <li>▲ All junior crews to be accompanied by a safety / coaching launch. Line of sight must be maintained with crews (max 200-300m). Ratio of launches to crews on the water will depend on experience / age of crews with more launches required for younger / less experienced crews.</li> </ul>
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**4.2 Lack of Local Knowledge of River / Lake / Reservoir**

Lack of Local Knowledge of River / Lake / Reservoir			
Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Training / Regattas / Club Activities	Rowers Coaching Staff	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Lack of knowledge of row area Currents Obstacles	Moderate	Cold Water immersion Hypothermia Drowning	<ul style="list-style-type: none"> <li>▲ A suitable map / plan of the river / lake / reservoir will be prominently displayed showing local hazards / obstacles / currents / navigation hazards</li> <li>▲ Instructions on how to handle any variations to normal procedures such as dealing with current / winds / climatic conditions etc.</li> <li>▲ All club members will be briefed on the plan and all newcomers / visiting teams prior to going on the water.</li> </ul>

**4.3 Temperature - Sun Rays**

### Temperature - Sun Rays

Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Boating / training	Rowers Coaching Staff	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Sun Ray's (reflective glare) / Extreme Heat	Moderate	Sunburn / Skin Cancer	<ul style="list-style-type: none"> <li>▲ All training teams / personnel will be instructed in the prevention, recognition and treatment of sunburn, heatstroke and heat exhaustion.</li> <li>▲ Protective clothing must always be worn.</li> <li>▲ Appropriate barrier creams should be used on exposed areas of skin</li> </ul>

#### 4.4 Temperature Extremes – Cold

### Temperature Extremes—Cold

Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Boating / training	Rowers Coaching Staff	Club Officers	

Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Cold / exposure and hypothermia	Moderate	Hypothermia Loss of tactile sensitivity, muscular strength, coordination, disorientation, and unconsciousness	<ul style="list-style-type: none"> <li>▲ All training teams / personnel will be instructed in the prevention, recognition and treatment of hypothermia.</li> <li>▲ Suitable protective clothing must always be worn.</li> <li>▲ Sufficient thermal blankets will be carried on the launches for use in an emergency</li> </ul>

#### 4.5 Poor Swimming Ability

Poor Swimming Ability			
Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Coaching / Regattas / Club Activities	Rowers Coaching Staff	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures

<p>Poor swimming skills Lack of confidence in the water Lack of confidence in the water Lack of knowledge of man overboard rescue procedures</p>	<p>Moderate</p>	<p>Cold Water immersion Hypothermia Drowning</p>	<ul style="list-style-type: none"> <li>▲ All club members swimming ability will be assessed to determine their ability and confidence in and under the water and the results recorded.</li> <li>▲ All club members must participate in capsizing and immersion drills also</li> <li>▲ All coaching members / rowers must also be instructed / assessed in simple rescues / underwater recovery / use of ropes / throw bags</li> <li>▲ Physically challenged athletes participating in organised rowing or sculling activities must be provided with suitable rescue facilities to cope with any accident whilst afloat.</li> <li>▲ Written records will be kept of all assessments</li> </ul>
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#### 4.6 Rescues Launches

<b>Rescues Launches</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>

General club activities— Coaching / Regattas / Club Activities	Rowers Coaching Staff Visiting Team	Club Officers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>
Unsafe / suitable launch No “kill cord” Incompetent Launch operator Lack of First Aid Lack of Suitable equipment Engine Failure	Moderate	Cold Water immersion Hypothermia Drowning	<ul style="list-style-type: none"> <li>▲ All launches used will be suitable and safe for the intended task and have sufficient capacity for the transporting of injured crew members / rowers to the boathouse</li> <li>▲ All launches will be maintained in a safe condition, will be checked regularly and the results recorded.</li> <li>▲ All outboards used will be fitted with a suitable “kill cord” which will be worn at all times by the operator while the boat is in motion</li> <li>▲ All operators will be suitably qualified and have the necessary experience of the launch / engine / river / lake</li> <li>▲ All launch operators will be trained in first aid and cold water immersion treatment</li> <li>▲ Regular training exercises will be carried out of all skills especially water rescue</li> <li>▲ All launches will be equipped with a suitable outboard / emergency spares / fuel / anchor and chain / oars / paddles / bucket / bailer / Suitable first aid kit / thermal blankets</li> <li>▲ All personnel in the launch will wear approved lifejackets</li> <li>▲ All engines will be serviced as per the supplier’s instructions.</li> <li>▲ The guidance in the operator’s handbook will be followed in the event of engine failure</li> </ul>

#### 4.7 Coaches

Coaches			
Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Coaching Crews---	Rowers Coaching Staff Visitors	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Inexperience / Unqualified Coaches	Moderate	Cold Water immersion Hypothermia Drowning	<p>▲ Only experienced coaches, \ approved by Rowing Ireland will be permitted to conduct club activities.</p> <p>▲ Ideally coaches should have a qualification in:</p> <ul style="list-style-type: none"> <li>- Water rescue</li> <li>- Basic First Aid/CPR</li> <li>- Boating Safety</li> </ul>

#### 4.8 Launch Operators

Launch Operators			
Activity	Risk To	Person Responsible	Risk Assessment Findings



General club activities— Operating Launch	Rowers Coaching Staff	Club Officers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>
Inexperience / Unqualified operators	Moderate	Cold Water immersion Hypothermia Drowning	<p>▲ Only experienced operators, approved by the club, will be permitted to operate launches.</p> <p>▲ Ideally operators should have a qualification in:</p> <ul style="list-style-type: none"> <li>- Water rescue</li> <li>- Basic First Aid/CPR</li> <li>- Boating Safety</li> </ul>

#### 4.9 New Members

Boating Equipment			
Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Coaching Crews	Rowers Coaches	Club Officers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>

<p>Existing Medical Condition Underage Poor swimming ability</p>	<p>Moderate</p>	<p>Cold Water immersion Hypothermia Drowning</p>	<ul style="list-style-type: none"> <li>▲ Pertinent information on any existing medical conditions must be received and recorded</li> <li>▲ Emergency phone numbers must be held by club and be available to all supervisors where the need arises</li> <li>▲ Proof of age will be required where applicable.</li> <li>▲ Parental / guardian permission received where applicable.</li> <li>▲ New members to be instructed on Manual Handling techniques</li> <li>▲ New members to be instructed on techniques for carrying boats from the boat house to the launching area and back</li> <li>▲ New members must produce evidence of being able to comply with the Water Safety Code 2006 in respect of swimming or take a swim test organised by the club.</li> <li>▲ New members must be made aware of action to take if an emergency arises.</li> <li>▲ A minimum entry level of swimming ability must be adopted for all new potential club members.</li> <li>▲ All persons participating in rowing or sculling must be in good health and able to do the following: <ul style="list-style-type: none"> <li>- Swim a minimum of 50m in light clothing and to demonstrate within that test competence under water and in treading</li> <li>- Demonstrate the use of rescue equipment.</li> <li>- New members will be instructed in manual handling techniques and techniques for carrying boats and oars from the clubhouse to the launching area</li> </ul> </li> </ul>
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**4.10 Driving Operations – Drivers**

**Driving Operations—Drivers**

Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Towing equipment / transporting club members to regattas	Club members/ Public other road users	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Alcohol / Drugs Uninsured Vehicle / Driver Unrestrained persons Unsuitable vehicle	Moderate	Accidents / injuries Death	<ul style="list-style-type: none"> <li>▲ The following is not permitted while driving--Alcohol consumption / Taking of drugs (unless prescribed medication)</li> <li>▲ High visibility vests will be worn by drivers / helpers, when outside of vehicles, and during periods of poor light</li> <li>▲ No person will drive while disqualified by law or fatigued</li> <li>▲ No driver will drive a vehicle that is not suitably insured for the task</li> <li>▲ Safety belts must be worn where members are being transported by road.</li> <li>▲ Safety belts must not be shared</li> <li>▲ Drivers must hold the correct driving licence to drive the vehicle-trailer combination</li> </ul>

**4.11 Driving Operations---Hump-backed Bridges / Depressions / Ramps**

**Driving Operations---Hump-backed Bridges / Depressions / Ramps**

Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Training / Regattas / Club Activities	Rowers Coaching Staff	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
- hump-backed bridges / road depressions / road ramps	Moderate	Accidents / neck injuries Death	<ul style="list-style-type: none"> <li>▲ Drivers will adjust their driving style to suit the prevailing road conditions</li> <li>▲ All ramps / depressions / arched bridges will be navigated at a speed that does not endanger the passengers / equipment</li> </ul>

**4.12 Emergency Procedures--Breakdowns**

Emergency Procedures--Breakdowns			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Towing equipment / transporting club members to regatta	members Public	Club Officers	

Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Puncture / Burst Tyre / Brake Failure Poor visibility Running out of Fuel	Moderate	Accidents / neck injuries Death	<ul style="list-style-type: none"> <li>▲ Bring the vehicle / trailer to a halt gradually into a safe location</li> <li>▲ All club personnel operating outside the vehicle will wear high visibility vests / jackets</li> <li>▲ The required warning triangle/ s will be placed the required distance</li> <li>▲ The required assistance will be summoned</li> <li>▲ The hazard warning lights will be used</li> </ul>

#### 4.13 Adverse Weather Conditions for towing

Adverse Weather Conditions for towing			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Driving / delivering	Rowers Coaching Staff Employees	Club Officers Employees	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures

<p>snow / ice / poor light / fog</p>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>▲ Injury</li> <li>▲ Death</li> </ul>	<ul style="list-style-type: none"> <li>▲ Listen to weather forecasts, travel bulletins and any advices issued by An Garda Síochána or the Road Safety Authority and will be prepared to change or delay their journey as appropriate.</li> <li>▲ Plan the journey and travel on major routes where possible. Allow extra time for their journey.</li> <li>▲ Turn their lights on to ensure that their vehicle is visible to other road users.</li> <li>▲ Ensure that screen wash is filled with appropriate anti- freeze solution.</li> <li>▲ Reduce their speed and drive according to the road and weather conditions, maintain greater stopping distances (double in wet weather and ten times greater in icy weather). Wear sunglasses (prescription glasses if required) if the sun is low.</li> <li>▲ Avoid harsh braking or acceleration and carry out any manoeuvres slowly and carefully.</li> <li>▲ Never feel pressurised to complete a journey if weather conditions are too dangerous.</li> <li>▲ Ensure that their vehicle is in a roadworthy condition prior to driving.</li> <li>▲ Check that: <ul style="list-style-type: none"> <li>- Tyres are in good conditions and inflated to the correct pressure (including the spare)</li> <li>- They have plenty of fuel.</li> <li>- Wipers, defrosters and lights are in good working order</li> <li>- Ice-scraper or de-icer available for ice or snow.</li> <li>- Carry an emergency kit in your vehicle containing items such as: <ul style="list-style-type: none"> <li>- A high visibility, reflective jacket, a torch with extra batteries</li> <li>- An emergency warning triangle, a mobile phone – for use only when parked.</li> </ul> </li> </ul> </li> </ul>
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**4.14 Towing Vehicles**

Towing Vehicles			
Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Towing equipment / transporting club members to regattas	Club members/ Public other road users	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures

<p>Towing Vehicles—          Unsuitable vehicle          Unroadworthy vehicle          Overloaded vehicles          Unsuitable parking          Excess speed</p>	<p>Moderate</p>	<p>Accidents / neck injuries          Death</p>	<ul style="list-style-type: none"> <li>▲ Only vehicles suitable for the task will be selected / sourced</li> <li>▲ Drivers will ensure that the trailer’s Gross Vehicle Weight (GVW) i.e. the weight of the trailer plus the load being carried, does not exceed the towing capacity of their towing vehicle</li> <li>▲ All vehicles will be maintained as per Regulations / Road Traffic Act.</li> <li>▲ A pre-departure safety inspection will be carried out and the results recorded</li> <li>- Particular attention will be paid to the following: Light / Brakes / Tyres --All lights will be cleaned and checked</li> <li>▲ A responsible person will guide all reversing operations with the driver.</li> <li>▲ Under no circumstances will a vehicle be taken out where a doubt exists as to its roadworthiness / safety</li> <li>▲ Vehicles will not be loaded beyond the safe carrying capacity</li> <li>▲ The regattas traffic system will be complied with.</li> <li>▲ Vehicles will be parked in the designated area only.</li> <li>▲ The prevailing road / weather conditions will dictate the safe driving speed</li> <li>▲ National speed limits will be complied with.</li> </ul>
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**4.15 Boat Trailers**

**Boat Trailers**



<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
General club activities— Towing equipment / transporting boat	Members road users	Club Officers Drivers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>

<p>Unsuitable trailers Unsuitable towing vehicle Inadequate ties / anchor points Unsuitable straps Over hang / projections Spectators / public Inexperienced loaders Parking of Trailers Unauthorised Use Excessive speed.</p>	<p>Moderate</p>	<p>Accidents / neck injuries Death</p>	<ul style="list-style-type: none"> <li>▲ Boat trailers will be suitable for the task, be maintained in good working order, be properly used, and will not be towed otherwise than by a competent / approved person who is eighteen years or over.</li> <li>▲ The drivers will be aware of the maximum load to be carried on the trailer and the maximum load to be towed safely by their towing vehicle</li> <li>▲ The club trailer will only be towed by a suitable four wheel drive vehicle approved by the club</li> <li>▲ All boats / equipment will be secured so as to prevent unnecessary movement adequate ties / anchor points to secure the equipment will be available. Only approved straps will be used</li> <li>▲ Care will be exercised to ensure that the load is evenly distributed and does not affect the stability of the vehicle / trailer</li> <li>▲ In the event of a rear projection by the boat in excess of 1.00m a suitable red flag will be used to highlight the end of the projection. During periods of darkness / twilight a rear flashing red light will be used instead of the flag.</li> <li>▲ When loading / unloading boats onto the trailer an exclusive zone will be created around the trailer and all access to the danger area will be denied.</li> <li>▲ Only trained / experienced club members will load / unload boats</li> <li>▲ All trailers will be parked safely in the designated location in such a way that it does not present an unnecessary risk to anyone.</li> <li>▲ In regatta locations, the advice of the regatta organisers will be sought as regards suitable parking.</li> <li>▲ All trailers will be secured to prevent unauthorised use.</li> <li>▲ Drivers will not exceed the maximum legal speed limit for a vehicle towing a trailer i.e. 80km/hr.</li> </ul>
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**4.16**      **Water Borne Diseases**

<b>Water Borne Diseases</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
Water based training Activities	Club members/ Public other road users	Club Officers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>

<p>poor quality water Animal urine-rats Blue-Green Algae – Cyanobacteria Sewage effluent discharges</p>	<p>Moderate</p>	<p>Weill's Disease Skin ailments Gastroenteritis</p>	<p>▲ All personnel operating on the water or handling club equipment will ensure that</p> <ul style="list-style-type: none"> <li>- Cuts and abrasions (including blisters) are covered with waterproof dressings.</li> <li>- Appropriate footwear is worn to avoid cuts and protect feet when paddling in the water or launching boats</li> <li>- They shower after contact with the water.</li> <li>- They adopt good personal hygiene habits i.e. Wash hands thoroughly before eating and drinking.</li> </ul> <p>▲ Where possible immersion or contact with water affected by algal scum will be avoided. After any contact all equipment will be hosed down to avoid contact with residual scum.</p> <p>▲ Members will be instructed that all clothing should be washed and thoroughly dried on returning home.</p> <p>▲ Where the quality of the water is uncertain club members will be instructed</p> <ul style="list-style-type: none"> <li>- Not to eat or drink before showering/washing.</li> <li>- And if 'foul' water has been swallowed medical advice will be sought</li> </ul>
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#### 4.17      Rowing Boats / Sculls

<b>Rowing Boats / Sculls</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
<p>Water based training Activities</p>	<p>Club members/ Public other road users</p>	<p>Club Officers</p>	

Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Leaking / Faulty boats Faulty Riggers Damaged oars / sculls Unsuitable restraints in shoes	Moderate	Cold water immersion Hypothermia Drowning	<p>▲ All boats / equipment will be checked for the following to ensure:</p> <ul style="list-style-type: none"> <li>- No hull damage, leaks etc.</li> <li>- That buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight</li> <li>- Bow ball is securely fixed and fully covers the bow of the boat</li> <li>- Heel straps are properly fitted and have 5cm play</li> <li>- That fixing screws or bolts do not represent a hazard in the event of accident.</li> <li>- That outriggers, swivels, gates, seats and stretchers are secure and operating freely</li> <li>- Check that rudder lines, steering mechanisms, rudder and fin, are secure and in good working order</li> <li>- That oars and sculls are not damaged and ensure that buttons are secure and properly set.</li> <li>- Check that one hand quick-release mechanism for shoes is fitted and operational</li> <li>- Check that shoe laces, shoes and Velcro straps are working and affixed</li> </ul>

**4.18**      **Gym - General**

Gym – General			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Normal Use of Gym Activities	Gym Users	Gym Supervisor	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures

Housekeeping Misuse of Equipment	Low Low Low	<ul style="list-style-type: none"> <li>▲ Injury</li> <li>▲ Muscle Injury</li> <li>▲ Trip Injury</li> </ul>	<ul style="list-style-type: none"> <li>▲ Only qualified personnel to be allowed access to the gym/ weights room</li> <li>▲ No person should be permitted to use the weights room alone.</li> <li>▲ Free weights will be returned to their holding racks when not in use.</li> <li>▲ The gym floor will be kept clear at all times and a good housekeeping policy put in place.</li> <li>▲ Smoking, drinking, or eating is not allowed in the gym, showers, or exercise rooms.</li> <li>▲ All floor mats / covering are suitable and maintained in good condition</li> </ul>
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**4.19 Gym Equipment**

<b>Gym Equipment</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
Normal Use of Gym Working out / Training	Gym Users	Gym Supervisor	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>

Defective equipment Poor Maintenance Misuse of Equipment	Low Low Low	<ul style="list-style-type: none"> <li>▲ Injury</li> <li>▲ Muscle Injury</li> <li>▲ Trip Injury</li> </ul>	<ul style="list-style-type: none"> <li>▲ All machines must be operated according to operator's handbook.</li> <li>▲ All members must be shown the correct operation of each machine and supervised the first time they use the machine to ensure correct operation</li> <li>▲ Each machine will be checked regularly for faults. If a fault is detected, and if is deemed necessary for safety reasons, the machine must be taken out of service until it can be repaired.</li> <li>▲ Only a competent person will service / maintain / repair all machines</li> <li>▲ Machines will the serviced on a regular basis, as specified in the operators handbook</li> </ul>
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**4.20 Gym - New Members**

<b>Gym - New Members</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
Normal Use of Gym Working out / Training	Gym Users	Gym Supervisor	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>

Lack of knowledge Misuse Over exercise	Low Low Low	<ul style="list-style-type: none"> <li>▲ Injury</li> <li>▲ Muscle Injury</li> <li>▲ Trip Injury</li> </ul>	<ul style="list-style-type: none"> <li>▲ New members must be shown each piece of equipment and shown the correct operation of the equipment</li> <li>▲ New members must be warned of the dangers associated with equipment</li> <li>▲ Any new member with history of muscle or bone injury are advised to consult their doctor before starting in the gym</li> <li>▲ All new members are introduced to the rules of the gym</li> </ul>
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**4.21**      **Fire**

<b>Fire</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
All task using flammables	Club Public	Club Officers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>



<p>Fire / Explosion</p> <p>Combustible liquids</p> <p>Inadequate numbers of fire extinguishers</p> <p>Storing of goods / materials in passageways</p> <p>Block escape routes</p> <p>Smoking</p> <p>Heating Appliances</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>▲ Burns</li> <li>▲ Scalds</li> <li>▲ Death</li> </ul>	<ul style="list-style-type: none"> <li>▲ All areas will be maintained free from fire hazards, as far as is reasonably practical.</li> <li>▲ Areas (inside and out) will be kept clear of any accumulation of rubbish &amp; combustible materials.</li> <li>▲ Fuels / Solvents / cleaners will be stored correctly and in their correct containers in a controlled cabinet</li> <li>▲ No sources of ignition will be within reach of these materials</li> <li>▲ An appropriate &amp; suitable number of fire extinguishers will be available</li> <li>▲ Selected club members will be trained in the recognition of the causes of fire, the correct type of fire extinguisher to be used and how to raise the alarm.</li> <li>▲ Club house users will be familiar with at least two escape routes from the club house, also with the fire extinguishers in the area.</li> <li>▲ All passage ways/escape routes must be kept clear.</li> <li>▲ All firefighting equipment will be maintained as per current legislation.</li> <li>▲ A suitable fire extinguisher will be located in all launches and vehicles</li> </ul>
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**4.22 Manual Lifting -Equipment Storage / Launching**

**Manual Lifting –Equipment Storage / Launching**

Activity	Risk To	Person Responsible	Risk Assessment Findings
Launching / storing / moving boats / equipment	Members	Coaches	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
heavy weights  awkward loads	Low Low Low	<ul style="list-style-type: none"> <li>▲ Back injury,</li> <li>▲ hand injury,</li> <li>▲ hernia,</li> <li>▲ muscle tear,</li> <li>▲ cramp,</li> <li>▲ crush injuries</li> </ul>	<ul style="list-style-type: none"> <li>▲ Mechanical lifting devices to be used where possible.</li> <li>▲ No person who has a history of back trouble will undertake any manual handling task</li> <li>▲ Equipment / stores / launch area to be organised and proper housekeeping techniques adopted.</li> <li>▲ Lifting activities will be arranged to avoid over-reaching or twisting when handling the equipment</li> <li>▲ All members at risk must receive instruction in the risks associated with manual handling, how injuries can occur, use of any lifting aids, safe lifting and handling techniques and reporting procedures and early detection of symptoms.</li> <li>▲ Members will not carry anything that obscures their vision</li> <li>▲ Where possible all heavy items will be stored between shoulder and knuckle height.</li> <li>▲ A stacking system adopted to reduce the amount of low level lifting</li> </ul>

**4.23 Racking**

**Racking**

Activity	Risk To	Person Responsible	Risk Assessment Findings
Storing boats	Members visitors	Club Officers Coaches	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Racking collapse due to overloading. Climbing	Low	▲ Accidents	<ul style="list-style-type: none"> <li>▲ Storage areas must be properly designated and clearly marked.</li> <li>▲ Racking system must be properly designed and installed.</li> <li>▲ Members are forbidden to climb racking to any height</li> </ul>

#### 4.24 Flammable Fuels

Flammable Fuels			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Refuelling equipment vehicles	Members	Coaches	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures

Flammable Liquids Incorrect containers	Low Medium High	<ul style="list-style-type: none"> <li>▲ Burns</li> <li>▲ Injury</li> <li>▲ Death</li> </ul>	<ul style="list-style-type: none"> <li>▲ Members will be instructed in the hazards of the fuels, the risks arising and the emergency measures to deal with them.</li> <li>▲ Suitable/approved containers will be used for storing/transporting fuels.</li> <li>▲ No sources of heat to be present during refuelling.</li> <li>▲ Suitable fire extinguishers will be available in each vehicle.</li> <li>▲ Smoking should be prohibited in refuelling area</li> </ul>
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#### 4.25 Electricity

Electricity			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Servicing / operating electrical equipment	Members  Public	Club Officers	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures

Electricity / Electrical machinery / Appliances	Medium High	<ul style="list-style-type: none"> <li>▲ Burns</li> <li>▲ Injury</li> <li>▲ Death</li> </ul>	<ul style="list-style-type: none"> <li>▲ The provisions of the current General Applications Regulations 2007 Part 3 Electricity will be complied with.</li> <li>▲ All electrical work will be carried out by a competent electrical contractor and completed to the Electrical Regulations (ETU) Standards.</li> <li>▲ The club's electrical contractor to be appointed in writing to be that competent person and to carry out the required checks</li> <li>▲ Written records will be maintained of all servicing / installation /removal of electrical equipment.</li> <li>▲ Suspect or faulty equipment will be taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person where possible, tools</li> <li>▲ All sockets outlets feeding portable/ domestic appliances / water service appliances must be fitted with RCD protection</li> <li>▲ Every switch/ circuit breaker / or control device must be clearly marked to indicate "On" and "OFF"</li> <li>▲ All electrical panels and distribution boards will be suitably identified properly secured and signed where necessary to prevent danger.</li> <li>▲ Equipment etc. must not be stored in front of or obstruct access to switchgear or control gear.</li> <li>▲ All light bulbs and other equipment that could easily be damaged in use must be suitably protected</li> </ul>
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**4.26 Electrical Power Tools**

<b>Electrical Power Tools</b>			
Activity	Risk To	Person Responsible	Risk Assessment Findings

Maintenance Activities	Members Public	Club Officers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>
Shock Fragments	Low Low	<ul style="list-style-type: none"> <li>▲ Injury</li> <li>▲ Burns</li> </ul>	<ul style="list-style-type: none"> <li>▲ All power tools must comply with General Applications 2007 requirements</li> <li>▲ All tools will be maintained as per the Manufacturer's instructions and a record must be kept of the servicing.</li> <li>▲ Only suitable / appropriate power tools will be used for each task</li> <li>▲ Power / electrical tools will only be operated by qualified/ competent personnel who have been trained.</li> <li>▲ All portable and electrically powered tools will be supplied at 110 Volts, where possible.</li> <li>▲ Where the mains are used as a power source, a residual current device must be fitted (rated at 30m Amps, with no time delay).</li> <li>▲ All tools must be checked before use and all damaged, defective or worn / suspect tools will be removed from service until repaired.</li> <li>▲ Extensions leads to be avoided where possible and only correctly rated leads (fully uncoiled) may be used, elevated above head level, where absolutely necessary</li> <li>▲ Guards / safety devices must not be tampered with and if the appliance is suspect it will be taken out of service until checked by a competent person.</li> <li>▲ Appropriate personal protective equipment will be worn</li> <li>▲ Competent persons will carry out all repairs / adjustments with the appliance / tool disconnected from the power source.</li> </ul>

<b>Untoward Behaviour -- Young Members</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
Training / boating activities	Young Members of the club	Club Officers	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>
Child abuse	Medium	<ul style="list-style-type: none"> <li>▲ Stress</li> <li>▲ Assault</li> </ul>	<ul style="list-style-type: none"> <li>▲ The Code of Ethics and Good Practice for Children's Sport will be adopted as the policy on young members in the club</li> <li>▲ The club's Child Protection Policy and Procedures will include the name and contact details of the designated person and the responsibilities attached to the role.</li> <li>▲ A person will be designated (Child Protection Officer) to be responsible for dealing with any concerns about the protection of children</li> <li>▲ The Child Protection Officer will receive the necessary training / instruction to include the categories and indicators of abuse/ reporting procedures etc.</li> <li>▲ A safe and clearly defined method of recruiting and selecting leaders will be adopted and consistently applied</li> <li>▲ No club member will operate with junior members unless thoroughly vetted and cleared by the Gardaí.</li> </ul>

**4.28**      **Drugs and Alcohol**

<b>Drugs and Alcohol</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>
Operating Equipment / Driving / Serving the public	Employees / subcontractors / public	Employer Employees	<ul style="list-style-type: none"> <li>▲ A copy of this policy is on the website</li> <li>▲ Members are monitored by Coaching staff</li> <li>▲ Members suspected of alcohol / drug consumption are reported to club safety co-ordinator / officers</li> </ul>
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>
Alcohol Drugs	Low	<ul style="list-style-type: none"> <li>▲ Injury</li> <li>▲ Loss of Life</li> </ul>	<ul style="list-style-type: none"> <li>▲ The use and possession of illegal substances is strictly forbidden and will result in disciplinary action.</li> </ul>

**4.29**      **First Aid and Accidents**

<b>First Aid and Accidents</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>



General Club Activities	Members visitors	Club Officers Coaches	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>
Inadequate/inexperienced treatment Out of Date Supplies	Low	<ul style="list-style-type: none"> <li>▲ Injury</li> <li>▲ Death</li> </ul>	<ul style="list-style-type: none"> <li>▲ Detailed records of all first aid given will be maintained</li> <li>▲ Club Accident book must be available and maintained by the club officers</li> <li>▲ Coaches should receive first aid/ CPR training</li> <li>▲ First aid kits should be readily available in all club houses and launches.</li> <li>▲ First aid kits should be carried on all club outings.</li> </ul>

**4.30 House Keeping – Spillages / Lighting**

House Keeping—Spillages / Lighting			
Activity	Risk To	Person Responsible	Risk Assessment Findings
Access and Egress General movement	Members visitors	Club Officers Coaches	
<b>Hazard</b>	<b>RR*</b>	<b>Consequence(s)</b>	<b>Current / Additional Control Measures</b>

<p>Poor housekeeping Poor lighting Spillages</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>▲ Back injury</li> <li>▲ Herniated Disc</li> <li>▲ Pulled Muscle</li> <li>▲ Hand injury</li> <li>▲ Cuts</li> <li>▲ Bruising</li> <li>▲ Concussion</li> <li>▲ Compression</li> </ul>	<ul style="list-style-type: none"> <li>▲ A good housekeeping / cleaning programme must be in place to manage the orderly movement of persons / cleaning of all areas and materials, from the point of entry to exit in club property</li> <li>▲ Boats and oars will be neatly stored in designated areas</li> <li>▲ Boat and oar spare parts, riggers etc. will be stored neatly in designated areas</li> <li>▲ Periodic checks should be carried out to ensure that no obvious danger exists that might endanger the members / public. Records of the findings must be kept.</li> <li>▲ All areas must be kept free of boat and oar spare-parts, debris, trash, and spills.</li> <li>▲ Members will report to club officers any unusual conditions they discover.</li> <li>▲ All members will operate a "clean as you go" policy</li> <li>▲ Members will report to club officers / coaches if there is insufficient lighting in areas</li> <li>▲ Protruding objects (that can block walkways) will be removed</li> <li>▲ Outside the club house shall be kept clear of any rubbish / debris</li> <li>▲ Members, where possible, will use a dry procedure to reduce the risk of slips from wet surfaces</li> </ul>
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**4.31 COVID 19**

<b>COVID-19</b>			
<b>Activity</b>	<b>Risk To</b>	<b>Person Responsible</b>	<b>Risk Assessment Findings</b>

All Club Activities	Members / visitors	Club Officers Coaches	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Contracting / Spreading of coronavirus	Medium	▲ Spread of COVID-19 infection	<p>▲ Government guidelines on public health measures to be implemented</p> <p>▲ Rowing Ireland Advice on resumption of rowing activities to be followed</p> <p>▲ Specific COVID-19 guidelines to be developed with detailed control measures (see Appendix 3). This is to be monitored on an ongoing basis and kept in line with public health advice.</p> <p>▲ Attendance log to be maintained of all attending club. If somebody reports with symptoms they are not allowed use club facilities</p> <p>▲ If a member / visitor contracts COVID-19 then contact club will support contact tracing and inform other contacts</p> <p><b>See Appendix 3 for latest SMRC COVID-19 guideline controls and updates</b></p>



## **Appendix 1**

### **Rowing Ireland Accident Reporting Form**

# Template Incident Report Form



<b>INCIDENT RECORD FORM : SAFEGUARDING</b>	
<i>[Name of Club]</i>	
Record completed by:	
Position:	Date:
Child/Vulnerable Persons Name:	
Child/Young persons Address:	
Child/Vulnerable Persons Date of Birth:	
Parents/Carer's Names and Address:	

Date and time of any incident:	Date:	Time:
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<b>Your Observations:</b>	
<b>Detail <u>exactly</u> what the child/ vulnerable person said and what you said :</b> (Remember do not lead the child/ vulnerable person – record actual details. Continue on a separate sheet if necessary)	
<b>Action taken so far:</b>	

<b>Designated Safeguarding/Children's Officer informed? Yes                      No</b>	
<b>External Agencies contacted</b>	
<b>Police</b> <b>Yes    No</b> <b>Branch</b> <b>contacted:</b> <hr/> <b>Name:</b> <hr/> <b>Contact</b> <b>number:</b>	<b>Details of advice received:</b>          

<p><b>Gateway Team/HSE</b>  <b>Yes No</b>  <b>Branch contacted:</b></p> <p><b>Name:</b></p> <p><b>Contact number:</b></p>	<p><b>Details of advice received:</b></p>
<p><b>Rowing Ireland</b>  <b>Yes No</b>  <b>Person contacted:</b></p> <p><b>Name:</b></p> <p><b>Contact number:</b></p>	<p><b>Details of advice received:</b></p>
<p><b>Local Council or Education Department (if appropriate)</b>  <b>Yes No</b>  <b>Org name:</b></p> <p><b>Name:</b></p> <p><b>Contact number:</b></p>	<p><b>Details of advice received:</b></p>
<p><b>Other (e.g. NSPCC)</b>  <b>Yes No</b>  <b>Name:</b></p> <p><b>Contact number:</b></p>	<p><b>Details of advice received:</b></p>



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Remember to maintain confidentiality on a need to know basis – only if it will protect the child/young person. Do not discuss this incident with anyone other than those who need to know.**

**N.B. A copy of this form should be sent to Social Services after the telephone report and to the Rowing Ireland Designated Safeguarding/Children's Officer for monitoring purposes.**

## **Appendix 2**

### **Other Information**

[Rowing Ireland - Safety](#)

[Irish Water Safety website](#)

[British Rowing Safety](#)

[British Rowing - RowSafe Guide](#)



## **Appendix 3**

### **COVID-19 SMRC Guidelines**

**(As this changes very regularly in line with Government Public Health Advice the most recent version is available at [www.smrc.ie](http://www.smrc.ie))**