SAFETY MANUAL

To be brought to the attention of all: Members / Visitors

Cork Boat Club
Blackrock, Co. Cork

Date	Version	Description	Author	Committee Approved
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Policy Statement

Cork Boat Club is committed to ensuring, promoting and improving the safety of all its members, visitors, and to members of the general public.

Member / Visitor safety is a matter of major concern to **Cork Boat Club** and subsequently, safety rules and regulations will be strictly enforced.

It is **Club policy** to comply with the Safety, Health and Welfare at Work Act 2005 & the Safety Health and Welfare at Work (General Applications) 1993 and any other relevant legislation.

The Club shall conduct its business, so far, as is reasonably practicable, in such a manner as not to expose persons to any undue risks that may affect their health and safety.

The Club is committed to dealing with all identified hazards, firstly by elimination if possible, by substitution or replacements with less hazardous substances, reduction of member's exposure to an internationally acceptable level for the sport and as a last resort the use of personal protective equipment.

Our **objectives** are to provide a safe and healthy recreational environment for our members, visitors, contractors and members of the public who may be affected by our activities and also to meet our obligations under the Safety, Health and Welfare Legalisation.

Cork Boat Club shall, as far as is reasonably practicable, provide and maintain: -

- ▲ Place, equipment and systems of sport / recreation that are safe and without risks to health / safety
- ▲ Sufficient information, instruction, training and supervision to ensure all club members / visitors avoid hazards and contribute positively to their own health and safety while participating in the sport
- ▲ Consultation and communication with all members / visitors in relation to health & safety
- ▲ A place of recreation without risk to health and means of entry and exit that are safe and without risk

Safety Manual

- ▲ The Safety Manual is aimed at protecting our members, visitors, contractors and members of the public from accidents and ill health.
- ▲ The Safety Manual is available to our members, visitors, outside service providers and Inspectors of the Health and Safety Authority.
- ▲ The Safety Manual will be reviewed periodically and updated as required.

Responsibilities of the Rowing Ireland Safety Committee

a) Monitoring performance of statement by reviewing incident trends and annual resource allocations.

b) Revising Safety Manual annually.

c) Ensuring on-going consultations with regional and club safety officers or their representatives.

d) Auditing Rowing Ireland safety procedures.

e) Chasing up action, if required.

f) Monitoring club safety officer engagement to ensure compliance.

g) Arranging safety courses for members.

h) Organising periodic information workshops with members / officers to clarify requirements of the safety manual.

i) Encouraging clubs to report and investigate incidents (accidents, near misses, damage) and ensure that appropriate statutory notifications are properly completed.

j) Taking appropriate action on any safety representations.

k) Estimating annual resource allocation for execution of safety programme.

l) Provide templates for emergency plans & risk assessments.

m) Identifying training needs and ensuring that these training needs are satisfied.

Responsibilities of Club Members

Members are reminded of their responsibilities under the

Safety, Health and Welfare Legislation

- ▲ Read and understand Rowing Ireland / club safety manual;
- ▲ Co-operate with Rowing Ireland / club officers to enable Rowing Ireland / the club to comply with statutory provisions;
- ▲ Take reasonable care for their own safety, health and welfare and that of others;
- ▲ Make proper use of all equipment etc.
- ▲ Make proper use of personal protective equipment;
- ▲ Report immediately to **the club safety officer** any defect in club house, club equipment, slipway, boats, launches, engines which might endanger the safety, health or welfare of which he/she becomes aware
- ▲ Refrain from playing dangerous practical jokes or engage in horseplay;
- ▲ Report any injury to him/herself, which occurs at Rowing Ireland / Club activities, even if the injury does not stop him/her from participating;
- ▲ Suggest safer methods for our activities
- ▲ Attend health and safety training provided by the club / Rowing Ireland.

Responsibilities of the Club Safety Officer

1. The adviser will be fully conversant with the Rowing Ireland Safety Manual.
2. Create a 'Live' Risk Assessment Document to assess the risks to club members and visitors both on and off the water.
3. Implement the club safety policies and procedures and monitor all aspects of health and safety within the club. including adherence to current legislative requirements.
4. Advise the club management committee on health and safety requirements, the resources required for their implementation and the on-going reviews.
5. Inspect / audit all locations and documentation to ensure that all legislative requirements are met and the necessary controls are implemented for all high-risk activities.
6. Ensure that all testing and certification for equipment is carried out as required and that records are kept.
7. Ensure that accidents record book(s) are kept, accidents are investigated / monitored and the required remedial / statutory action taken.
8. Ensure that dangerous occurrences are recorded / investigated and the required remedial / statutory action taken
9. Identify the clubs on-going training needs and organise the necessary training.
10. Oversee the safety arrangements for Regattas / Training etc.
11. Develop contacts with local river users group, or similar body, to assist in understanding and resolving areas of conflict between users.

Responsibilities of the Club Coaches

(Refer to the 'Rowing Ireland Water Safety Code' available on website)

Club coaches will:

- ▲ Be responsible for the safety of all junior (<18yrs) persons under their control.
- ▲ Co-operate with Rowing Ireland in the implementation of the practices in the safety manual.
- ▲ Inform club members of the safety procedures associated with Rowing Ireland activities.
- ▲ Ensure that club members follow safe procedures
- ▲ Carry out a risk assessment relevant to the activity proposed to identify any unforeseen hazards. (*The assessment will take into account the ages, abilities and limitations of the personnel involved, together with the water and weather conditions prevailing or facilities available, so that a Safety Plan can be prepared and the programme of activity adjusted to suit*.)
- ▲ 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.
- ▲ Inspect the rowing/sculling boat prior to launching to ensure that it is not damaged and that riggers, stretchers, shoes, seats and rails are properly adjusted, secured and free from damage and all boats have affixed bow-balls.
- ▲ Inspect oars and sculling blades to ensure that they are free from damage and properly adjusted
- ▲ Ensure that coxswains wear lifejackets or buoyancy aids. Those in bowloaders wear only manual PFDs.
- ▲ Ensure that launch occupants wear life jackets or buoyancy aids when accompanying crews and at other times whilst afloat.
- ▲ Ensure that all coaching launches and safety boats carry the required safety equipment.
- ▲ Ensure that Considerations have been made to assist someone into the boat or for the driver to self-rescue in the event they fall overboard.
- ▲ Ensure all launch drivers wear a working kill-chord (dead-man) when driving a launch.
- ▲ Ensure that any activity after dark involving coaching launches that the launches to be fitted with lights as laid down in the International Prevention of Collision Regulations or as prescribed by the appropriate navigation authority.

Responsibilities of the Club Child Protection Officer

- ▲ Familiarise themselves with the Sport Ireland Code of Ethics " Good Practice for Children's Sport" and Rowing Ireland policy.
- ▲ To report all allegations or suspicions of child abuse to Health Services Executive and/or An Garda Siochána/PSNI.
- ▲ Communicate with parents and/or agencies as appropriate.
- ▲ Assist with the ongoing development and implementation of the club's child protection training needs.
- ▲ Liaise with the Rowing Ireland National Children's Officer in relation to child protection/safeguarding training needs.
- ▲ Be aware of local contacts and services in relation to child protection, i.e. principal and duty social workers and their contacts.
- ▲ Advise club officers on issues of confidentiality, record keeping and data protection.
- ▲ Ensure all coaches of juniors and/or vulnerable adults are garda vetted/Access NI checked.
- ▲ Ensure all coaches complete Child Safeguarding training

Transport - Boat Trailer

Accident Scene Management

▲ The immediate accident scene will be made safe:

Driving Accident-switch off engine and applying handbrake / warn other traffic by using warning triangles / hazards lights / cones etc.

▲ The driver will ensure their own personal safety and that of the passengers before assessing the casualty/ies

▲ The necessary first aid will be administered

▲ If necessary the emergency services will be notified with the following information

- Type of accident
- Number of casualties
- Location of the accident or collection point for the casualty

▲ The casualty will only be moved if there is an immediate danger / threat to his safety.

▲ The casualty will be treated for shock (he will be placed in a safe position for his particular condition, kept warm, comforted and reassured)

▲ Other Club personnel present will provide the required assistance.

▲ The **Club Safety Officer** will be notified.

▲ The accident scene will be preserved in any case that warrants investigation by the Health & Safety Authority

▲ All details of the accident / witnesses will be collected by site management

▲ The entry in accident book will be completed. The accident scene will be sketched / photographed

Relevant Legislation

▲ Safety, Health and Welfare at Work Act, 2005
▲ Safety, Health and Welfare at Work (General Applications) Regulations 1993 / 2007
▲ Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995
▲ Code of Practice on the Prevention of Workplace Bullying
▲ Rowing Ireland Water Safety Code
▲ Relevant Road Traffic Legislation

Hazards & Risk Rating

Hazard: Any substance, operation, machine or process with the potential to cause harm.

Risk: The likelihood of harm being caused.

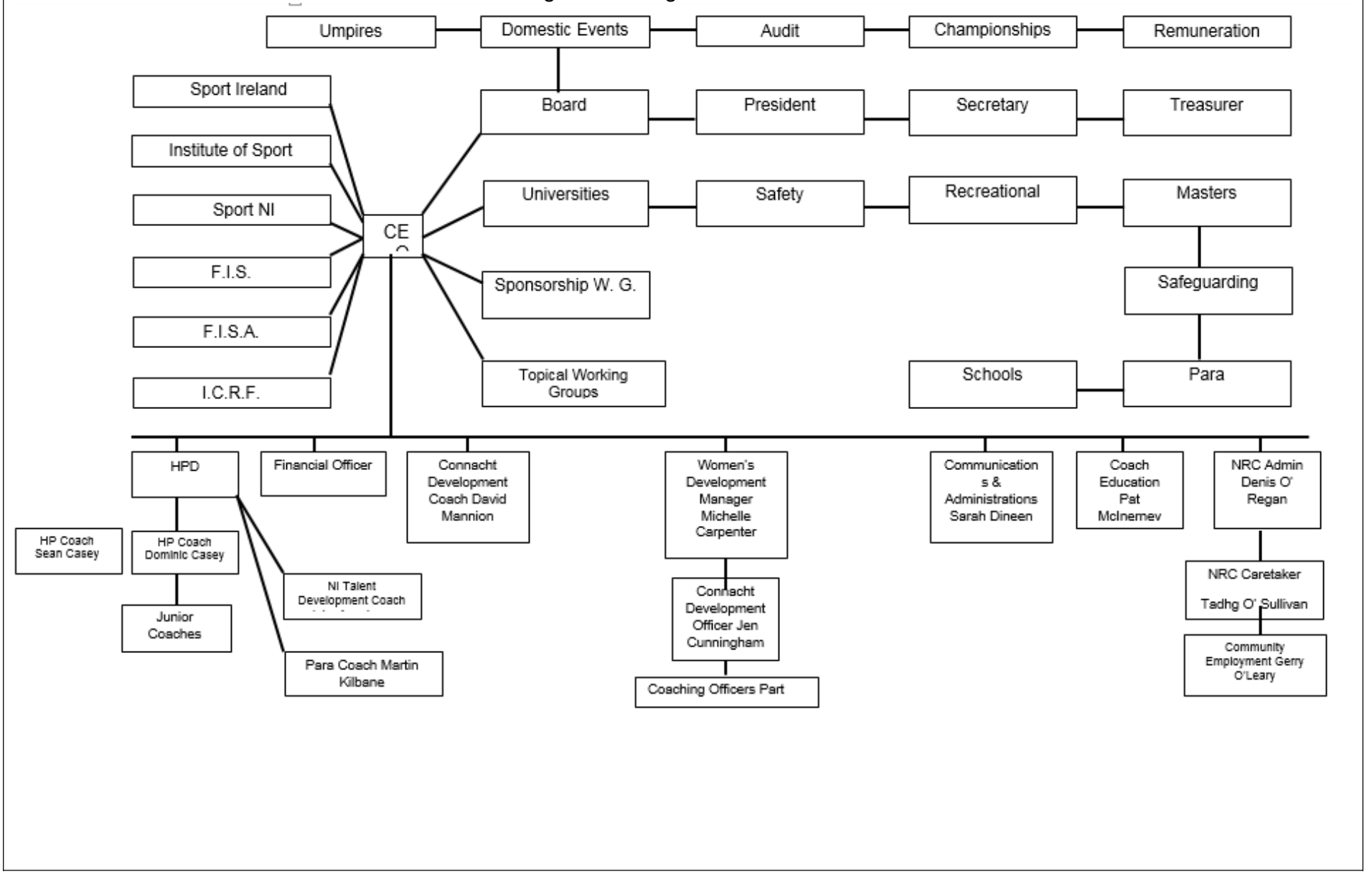
		Likelihood				
Risk Rating		Negligible	Rare	Unlikely	Possible	Probable
		1	2	3	4	5
Severity: Insignificant	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Significant	4	4	8	12	16	20
Death	5	5	10	15	20	25

Risk Rating Matrix

Risk Rating = Consequence x Likelihood

1-9	Low	10-15	Medium	16-25	High

Rowing Ireland Organizational Structure



HAZARDS –TRAINING ACTIVITIES

Boating Equipment			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Training / Regattas / Club Activities	Rowers Coaching Staff	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Lack of knowledge of row area Currents Obstacles	Moderate	Cold Water immersion Hypothermia Drowning	▲ All club equipment will satisfy the requirements of Rowing Ireland. ▲ For the safety of all concerned, the equipment will be suitable and safe for club members to use and be maintained in good order. ▲ Suitable procedures will be put in place to ensure that damaged equipment is identified to responsible person without delay and the damage repaired before the equipment is used again. ▲ Damaged equipment should be "quarantined", with the nature of the damage clearly marked, to ensure that it is not used until repaired ▲ 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. ▲ Heel restraints and "quick-release" mechanisms must be in proper and effective working order in all boats equipped with fitted shoes. ▲ For evening outings, rowing after sunset, boats shall be fitted with lights as required by the Department of the Marine or other statutory authority. ▲ Oars and sculls will be checked to ensure that "buttons" are secure and properly set. ▲ Buoyancy compartments, bow and stern canvasses, etc., will be checked to ensure that they will function as intended (boat buoyancy) ▲ Hatch covers will be securely fitted.

Lack of Local Knowledge of River / Lake / Reservoir			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Coaching / Regattas / Club Activities	Rowers Coaching Staff	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Lack of knowledge of row area Currents Obstacles	Moderate	Cold Water immersion Hypothermia Drowning	▲ A suitable map / plan of the river / lake / reservoir will be prominently displayed showing local hazards / obstacles / currents / navigation hazards ▲ Instructions on how to handle any variations to normal procedures such as dealing with current / winds / climatic conditions etc. ▲ All club members will be briefed on the plan and all newcomers / visiting teams prior to going on the water.

Temperature - Sun Rays			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Boating / training	Rowers Coaching Staff	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**

Sun Ray's (reflective glare) / Extreme Heat	Moderate	Sunburn	▲ All training teams / personnel will be instructed in the prevention, recognition and treatment of sunburn, heatstroke and heat exhaustion. ▲ Protective clothing must always be worn. ▲ Appropriate barrier creams should be used on exposed areas of skin.

Temperature Extremes-- Cold			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Boating / training	Rowers Coaching Staff	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Cold / exposure and hypothermia	Moderate	Hypothermia Loss of tactile sensitivity, muscular strength, coordination, disorientation, and unconsciousness	▲ All training teams / personnel will be instructed in the prevention, recognition and treatment of hypothermia. ▲ Suitable protective clothing must always be worn. · ▲ ▲ Sufficient thermal blankets will be carried on the launches for use in an emergency

Poor Swimming Ability			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Coaching / Regattas / Club Activities	Rowers Coaching Staff	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Poor swimming skills Lack of confidence in the water Lack of confidence in the water Lack of knowledge of man overboard rescue procedures	Moderate	Cold Water immersion Hypothermia Drowning	▲ All club members swimming ability to be assessed to determine their ability and confidence in and under the water and the results recorded. ▲ All club members should participate in capsizing and immersion drills also ▲ All coaching members / rowers must also be instructed / assessed in simple rescues / underwater recovery / use of ropes / throw bags ▲ Physically challenged athletes participating in organised rowing or sculling activities must be provided with suitable rescue facilities to cope with any accident whilst afloat. ▲ Written records will be kept of all assessments

Rescues Launches			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Coaching / Regattas / Club Activities	Rowers Coaching Staff Visiting Team	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
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	▲ 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 ▲ All launches will be maintained in a safe condition, will be checked regularly and the results recorded. ▲ 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 ▲ All operators will be suitably qualified and have the necessary experience of the launch / engine / river / lake ▲ All launch operators will be trained in first aid and cold water immersion treatment ▲ Regular training exercises will be carried out of all skills especially water rescue ▲ All launches will be equipped with a o suitable outboard / emergency spares / / fuel / anchor and chain / oars / paddles / bucket / bailer o Suitable first aid kit / thermal blankets ▲ All personnel in the launch will wear approved lifejackets ▲ All engines will be serviced as per the supplier's instructions. ▲ The guidance in the operator's handbook will be followed in the event of engine failure.

HAZARDS – UNQUALIFIED / PERSONS

Coaches			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Coaching Crews---	Rowers Coaching Staff Visitors	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Inexperience / Unqualified Coaches	Moderate	Cold Water immersion Hypothermia Drowning	▲ Only experienced coaches \ approved by Rowing Ireland will be permitted to conduct club activities. ▲ Ideally coaches should have a qualification in: o Water rescue o Basic First Aid/CPR o Boating Safety

Launch Operators			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Operating Launch	Rowers Coaching Staff	Club Captain & Coaches	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**

Inexperience / Unqualified operators	Moderate	Cold Water immersion Hypothermia Drowning	▲ Only experienced operators, approved by the club, will be permitted to operate launches. ▲ Ideally operators should have a qualification in: o Water rescue o Basic First Aid/CPR o Boating Safety

New Members			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General club activities— Coaching Crews	Rowers Coaches	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Existing Medical Condition Underage Poor swimming ability	Moderate	Cold Water immersion Hypothermia Drowning	▲ Pertinent information on any existing medical conditions must be received and recorded ▲ Emergency phone numbers must be held by club and be available to all supervisors where the need arises ▲ Proof of age will be required where applicable. ▲ Parental / guardian permission received where applicable. ▲ New members to be instructed on Manual Handling techniques ▲ New members to be instructed on techniques for carrying boats from the boat house to the launching area and back ▲ 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 be the club. ▲ New members must be made aware of action to take if an emergency arises. ▲ A minimum entry level of swimming ability must be adopted a for all new potential club members. ▲ All persons participating in rowing or sculling must be in good health and able to do the following: ➢ Swim a minimum of 50m in light clothing and to demonstrate within that test competence under water and in treading ➢ Demonstrate the use of rescue equipment. ➢ New members will be instructed in manual handling techniques and techniques for carrying boats and oars from the clubhouse to the launching area

HAZARDS – TRANSPORTING BOATS / EQUIPMENT

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 Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Alcohol / Drugs Uninsured Vehicle / Driver Unrestrained persons Unsuitable vehicle	Moderate	Accidents / injuries Death	▲ The following is not permitted while driving--Alcohol consumption / Taking of drugs (unless prescribed medication) ▲ High visibility vests will be worn by drivers / helpers, when outside of vehicles, and during periods of poor light ▲ No person will drive while disqualified by law or fatigued ▲ No driver will drive a vehicle that is not suitably insured for the task ▲ Safety belts must be worn where members are being transported by road. ▲ Safety belts must not be shared ▲ Drivers must hold the **correct driving licence** to drive the vehicle-trailer combination

Driving Operations---Hump-backed Bridges / Depressions / Ramps			
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 Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
- hump-backed bridges / road depressions / road ramps	Moderate	Accidents / neck injuries Death	▲ Drivers will adjust their driving style to suit the prevailing road conditions ▲ All ramps / depressions / arched bridges will be navigated at a speed that does not endanger the passengers / equipment

Emergency Procedures—Breakdowns			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Towing equipment / transporting club members to regatta	members Public	Club Captain or delegate	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Puncture / Burst Tyre / Brake Failure Poor visibility Running out of Fuel	Moderate	Accidents / neck injuries Death	▲ Bring the vehicle / trailer to a halt gradually into a safe location ▲ All club personnel operating outside the vehicle will wear high visibility vests / jackets ▲ The required warning triangle/ s will be placed the required distance ▲ The required assistance will be summoned ▲ The hazard warning lights will be used

Adverse Weather Conditions			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Driving / delivering /	Members	Members	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
snow / ice / poor light / fog	Medium High	▲ Injury ▲ Death	Employees will: ▲ 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. ▲ Plan the journey and travel on major routes where possible. Allow extra time for their journey. ▲ Turn their lights on to ensure that their vehicle is visible to other road users. ▲ Ensure that screen wash is filled with appropriate anti- freeze solution. ▲ 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. ▲ Avoid harsh braking or acceleration and carry out any manoeuvres slowly and carefully. ▲ Never feel pressurised to complete a journey if weather conditions are too dangerous. ▲ Ensure that their vehicle is in a roadworthy condition prior to driving. ▲ Check that: o Tyres are in good conditions and inflated to the correct pressure (including the spare) o They have plenty of fuel. o Wipers, defrosters and lights are in good working order o Ice-scraper or de-icer available for ice or snow. o Carry an emergency kit in your vehicle containing items such as: o A high visibility, reflective jacket, a torch with extra batteries o An emergency warning triangle, a mobile phone – for use only when parked.

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	Vehicle Driver as delegated by the Captain	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Towing Vehicles— Unsuitable vehicle Unroadworthy vehicle Overloaded vehicles Unsuitable parking Excess speed	Moderate	Accidents / neck injuries Death	▲ Only vehicles suitable for the task will be selected / sourced ▲ 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 ▲ All vehicles will be maintained as per Regulations / Road Traffic Act. ▲ A pre-departure safety inspection will be carried out and the results recorded o Particular attention will be paid to the following: Light / Brakes / Tyres --All lights will be cleaned and checked ▲ A responsible person will guide all reversing operations with the driver. ▲ Under no circumstances will a vehicle be taken out where a doubt exists as to its roadworthiness / safety ▲ Vehicles will not be loaded beyond the safe carrying capacity ▲ The regattas traffic system will be complied with. ▲ Vehicles will be parked in the designated area only. ▲ The prevailing road / weather conditions will dictate the safe driving speed ▲ National speed limits will be complied with.

Boat Trailers

Activity	Risk To	Person Responsible	Risk Assessment Findings
General club activities— Towing equipment / transporting boat	Members road users	Vehicle Driver as delegated by the Captain	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
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.	Moderate	Accidents / neck injuries Death	▲ 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. ▲ 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 ▲ The club trailer will only be towed by a suitable four wheel drive vehicle approved by the club ▲ 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 ▲ Care will be exercised to ensure that the load is evenly distributed and does not affect the stability of the vehicle / trailer ▲ 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. ▲ 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. ▲ Only trained / experienced club members will load / unload boats ▲ All trailers will be parked safely in the designated location in such a way that it does not present an unnecessary risk to anyone. ▲ In regatta locations, the advice of the regatta organisers will be sought as regards suitable parking. ▲ All trailers will be secured to prevent unauthorised use. ▲ **Drivers will not exceed the maximum legal speed limit for a vehicle towing a trailer i.e. 80km/hr.**

Journey check list

The trailer operator or the driver of the towing vehicle, if different, has the responsibility for the safe operation of the trailer and needs to carry out the following checks before a journey**:**

- ☐ **If the trailer is laden is the load correctly distributed i.e. not too much or too little nose weight?**
- ➢ **Is the load within the trailer's official payload? i.e. not overloaded.**
- ➢ **Is the actual gross weight being towed within the manufacturer's recommended maximum towing limit for the towing vehicle (i.e. whether the trailer is braked or unbraked)?**
- ☐ **Is the load correctly secured?**
- ☐ **Are all the lights undamaged and working correctly?**
- ☐ **Are the 7 or 13 core cables and plug undamaged?**
- ☐ **Do your mirrors afford you with an adequate view to the rear? If not you should fit towing mirrors?**
- ☐ **Is the correct number plate fitted (i.e. both registration number and style)?**
- ☐ **Is the breakaway cable or secondary coupling undamaged and correctly connected, to a suitable point on the tow bar or towing vehicle?**
- ☐ **Are the tyre pressures correct and all tyres free from cuts, bulges and with adequate tread, i.e. 1.6mm and this includes spare tyres?**
- ☐ **Are you satisfied that the wheel nuts are tightened to the correct torque?**
- ☐ **If required are the mudguards in satisfactory condition and secure?**
- ☐ **Is the trailer correctly coupled to the tow hitch or pin?**
- ☐ **Is the coupling height correct (i.e. not excessively nose down or nose up)?**
- ⇒ **Follow the golden rules of towing:**
  - **o Make sure the trailer is level when coupled to the towing vehicle**
  - **o Make sure the nose weight is between 50 and 100kg (unless trailer is very light.)**
  - **o Make sure the tyre pressures are correct.**
- ☐ **Is the jockey wheel and any corner steadies or prop stands fully wound up and secure?**

General advice for driving with a trailer attached

⇒ Drive at the right speed—i.e., a speed that is well within your capabilities, and to the road and weather conditions prevailing at the time. However, if the road speed limit is lower, for example in a built up area where the speed limit is 40km/hr., you must obey the lower of the two.

⇒ Remember that if you are towing a trailer that you are not entitled to drive in the traffic lane nearest the median of the motorway (i.e. the outside lane). An exception to this prohibition applies at any location where the speed limit is 80km/hr. or less.

⇒ If your trailer begins to snake or swerve, ease off the accelerator and reduce speed gently. (This can happen if you are driving too fast or the load in the trailer is wrongly positioned).

⇒ **Avoid braking sharply on a bend** as this could possibly cause a jack-knife situation. Instead, reduce your speed before the bend and take the appropriate gear for the speed you are doing. Then gently accelerate out of the bend.

⇒ **Leave more distance than usual between you and the vehicle in front** and allow plenty of extra time and space if entering traffic.

⇒ **Allow extra time and distance when overtaking other road users** and make sure you are well past them before moving back to the left-hand side of the road again.

⇒ Exercise extreme care when driving in wet, foggy or extremely bright conditions or in high winds.

⇒ Where possible, pull over regularly to allow vehicles behind you to overtake.

⇒ **Never let passengers travel in the trailer** when you are towing it. All passengers should always travel in the towing vehicle.

⇒ Before reversing, get out of the vehicle and check that all is clear to the rear before making the manoeuvre. Be on the lookout for children and pedestrians and if possible, get someone to watch while the manoeuvre is made.

⇒ If more than 1.5 metres separates the vehicles use some warning device such as a white flag of at least 300 millimetres square to draw attention to the draw bar.

⇒ A combination of vehicles or an articulated vehicle that exceeds 13 metres in overall length must display a ‘LONG VEHICLE’ sign or signs on the back of the rearmost trailer.

⇒ Make sure you mark any loads projecting more than 1 metre to the rear of your trailer with a red flag or marker board during the day. If you are towing this type of load when it is dark, mark it with a red reflector and a red light.

⇒ If the load that you are carrying projects more than 16 inches to the side of your trailer; make sure you mark it with a light showing a white light to the front and a red light to the rear if travelling when it is dark.

HAZARDS – WATER ACTIVITIES

Water Borne Diseases

Activity	Risk To	Person Responsible	Risk Assessment Findings
Water based training Activities	Club members/ Public other road users	Club Captain & Coaches	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
poor quality water Animal urine-rats Blue-Green Algae – Cyanobacteria Sewage effluent discharges	Moderate	Weill's Disease Skin ailments Gastroenteritis	▲ All personnel operating on the water or handling club equipment will ensure that o Cuts and abrasions (including blisters) are covered with waterproof dressings. o Appropriate footwear is worn to avoid cuts and protect feet when paddling in the water or launching boats o They shower after contact with the water. o They adopt good personal hygiene habits i.e. Wash hands thoroughly before eating and drinking. ▲ 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. ▲ Members will be instructed that all clothing should be washed and thoroughly dried on returning home. ▲ Where the quality of the water is uncertain club members will be instructed o Not to eat or drink before showering/washing. o And if 'foul' water has been swallowed medical advice will be sought

Rowing Boats / Sculls			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Water based training Activities	Club members/ Public other rowers	Club Captain & Coaches	
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	▲ All boats / equipment will be checked for the following to ensure: o No hull damage, leaks etc. o That buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight o Bow ball is securely fixed and fully covers the bow of the boat o Heel straps are properly fitted and have 5cm play o That fixing screws or bolts do not represent a hazard in the event of accident. o That outriggers, swivels, gates, seats and stretchers are secure and operating freely o Check that rudder lines, steering mechanisms, rudder and fin, are secure and in good working order o That oars and sculls are not damaged and ensure that buttons are secure and properly set. o Check that one hand quick-release mechanism for shoes is fitted and operational o Check that shoe laces, shoes and Velcro straps are working and affixed

HAZARDS – CLUB HOUSE

Gym – General			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Normal Use of Gym	Gym Users	Club Captain & Coaches	
Hazard	**RR**	**Consequence(s)**	**Current / Additional Controls**
Housekeeping Misuse of Equipment	Low Low Low	▲ Injury ▲ Muscle Injury ▲ Trip Injury	▲ Only qualified personnel to be allowed access to the gym/weights room ▲ No Juniors permitted to use the weights room without a Coach present. ▲ Free weights will be returned to their holding racks when not in use. ▲ The gym floor will be kept clear at all times and a good housekeeping policy put in place. ▲ Smoking, drinking, or eating is not allowed in the gym, showers, or exercise rooms. ▲ All floor mats / covering are suitable and maintained in good condition

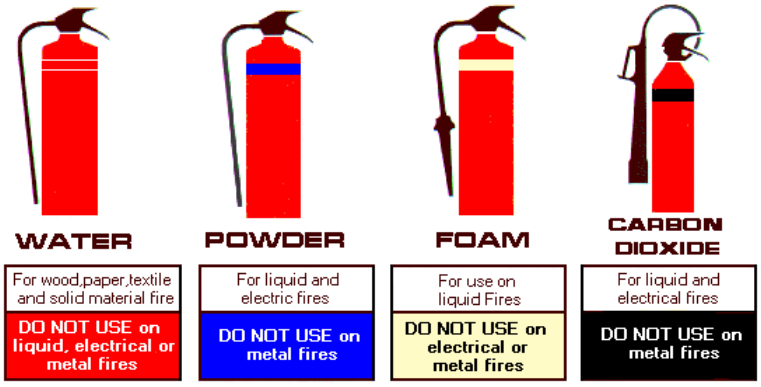
Gym Equipment			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Normal Use of Gym Working out / Training	Gym Users	Club Captain & Coaches	▲
Hazard	**RR**	**Consequence(s)**	**Current / Additional Controls**
Defective equipment Poor Maintenance Misuse of Equipment	Low Low Low	▲ Injury ▲ Muscle Injury ▲ Trip Injury	▲ All machines must be operated according to operator's handbook. ▲ All members must be shown the correct operation of each machine and supervised the first time they use the machine to ensure correct operation ▲ 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. ▲ Only a competent person will service / maintain / repair all machines ▲ Machines will the serviced on a regular basis, as specified in the operators handbook

New Members			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Normal Use of Gym Working out / Training	Gym Users	Club Captain & Coaches	
Hazard	**RR**	**Consequence(s)**	**Current / Additional Controls**
Lack of knowledge Misuse Over exercise	Low Low Low	▲ Injury ▲ Muscle Injury ▲ Sprains / Strain	▲ New members must be shown each piece of equipment and shown the correct operation of the equipment ▲ New members must be warned of the dangers associated with equipment ▲ Any new member with history of muscle or bone injury are advised to consult their doctor before starting in the gym ▲ All new members are introduced to the rules of the gym and are told they must inform a staff member if any defects are noted with equipment

HAZARDS – GENERAL

Fire

Activity	Risk To	Person Responsible	Risk Assessment Findings
All task using flammables	Club Public	Safety Officer	

Hazard	RR	Consequence(s)	Current / Additional Controls
Fire / Explosion Combustible liquids Inadequate numbers of fire extinguishers Storing of goods / materials in passageways Block escape routes Smoking Heating Appliances	Medium	▲ Burns ▲ Scalds ▲ Death	▲ All areas will be maintained free from fire hazards, as far as is reasonably practical. ▲ Areas (inside and out) will be kept clear of any accumulation of rubbish & combustible materials. ▲ Fuels / Solvents / cleaners will be stored correctly and in their correct containers in a controlled cabinet ▲ No sources of ignition will be within reach of these materials ▲ An appropriate & suitable number of fire extinguishers will be available ▲ 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.  ▲ Club house users will be familiar with at least two escape routes from the club house, also with the fire extinguishers in the area. ▲ **All passage ways/escape routes must be kept clear.** ▲ All fire fighting equipment will be maintained as per current legislation. ▲ A suitable fire extinguisher will be located in all launches and vehicles

Manual Lifting –Equipment Storage / Launching

Activity	Risk To	Person Responsible	Risk Assessment Findings
Launching / storing / moving boats / equipment	Members	Coaches	

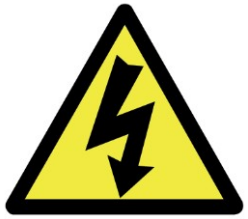
Hazard	RR	Consequence(s)	Current / Additional Controls
heavy weights awkward loads	Low Low Low	▲ Back injury, ▲ hand injury, ▲ hernia, ▲ muscle tear, ▲ cramp, ▲ crush injuries	▲ Mechanical lifting devices to be used where possible. ▲ No person who has a history of back trouble will undertake any manual handling task ▲ Equipment / stores / launch area to be organised and proper housekeeping techniques adopted. ▲ Lifting activities will be arranged to avoid over-reaching or twisting when handling the equipment ▲ 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. ▲ Members will not carry anything that obscures their vision ▲ Where possible all heavy items will be stored between shoulder and knuckle height. ▲ A stacking system adopted to reduce the amount of low level lifting

Racking

Activity	Risk To	Person Responsible	Risk Assessment Findings
Storing boats	Members visitors	Coaches	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
ng collapse due to overloading. Climbing	Low	▲ Accidents	▲ Storage areas must be properly designated and clearly marked. ▲ Racking system must be properly designed and installed. ▲ Members are forbidden to climb racking to any height

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	▲ Burns ▲ Injury ▲ Death	▲ Members will be instructed in the hazards of the fuels, the risks arising and the emergency measures to deal with them. ▲ Suitable/approved containers will be used for storing/transporting fuels. ▲ No sources of heat to be present during refueling. ▲ Suitable fire extinguishers will be available in each vehicle. ▲ Smoking should be prohibited in refueling area

Electricity			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Servicing / operating electrical equipment	Members Public	Safety Officer	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Electricity / Electrical machinery / Appliances	Medium High	▲ Burns ▲ Electrocution 	▲ The provisions of the current General Applications Regulations 2007 Part 3 Electricity will be complied with. ▲ All electrical work will be carried out by a competent electrical contractor and completed to the Electrical Regulations (ETU) Standards. ▲ The club's electrical contractor to be appointed in writing to be that competent person and to carry out the required checks ▲ Written records will be maintained of all servicing /installation /removal of electrical equipment. ▲ 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 ▲ All sockets outlets feeding portable/ domestic appliances / water service appliances must be fitted with RCD protection ▲ Every switch/ circuit breaker / or control device must be clearly marked to indicate "On" and "OFF" ▲ All electrical panels and distribution boards will be suitably identified, properly secured and signed where necessary to prevent danger. ▲ Equipment etc. must not be stored in front of or obstruct access to switchgear or control gear. ▲ All light bulbs and other equipment that could easily be damaged in use must be suitably protected

Electrical Power Tools			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Maintenance Activities	Members Public	Safety Officer / Coaches	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Shock Fragments	Low Low	▲ Injury ▲ Burns	▲ All power tools must comply with General Applications 2007 requirements ▲ All tools will be maintained as per the Manufacturer's instructions and a record must be kept of the servicing. ▲ Only suitable / appropriate power tools will be used for each task ▲ Power / electrical tools will only be operated by qualified/competent personnel who have been trained. ▲ All portable and electrically powered tools will be supplied at 110 Volts, where possible. ▲ Where the mains are used as a power source, a residual current device must be fitted (rated at 30m Amps, with no time delay). ▲ All tools must be checked before use and all damaged, defective or worn / suspect tools will be removed from service until repaired. ▲ Extensions leads to be avoided where possible and only correctly rated leads (fully uncoiled) may be used, elevated above head level, where absolutely necessary ▲ 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. ▲ Appropriate personal protective equipment will be worn ▲ Competent persons will carry out all repairs / adjustments with the appliance / tool disconnected from the power source.

Untoward Behaviour -- Young Members			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Training / boating activities	Young Members of the club	Captain / Child Protection Officers	
Hazard	**RR***	**Consequence(s)**	**Additional / Current Controls**
Child abuse	Medium	▲ Stress ▲ Assault	▲ The **Code of Ethics and Good Practice for Children's Sport** will be adopted as the policy on young members in the club ▲ 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. ▲ A person will be designated (**Child Protection Officer)** to be responsible for dealing with any concerns about the protection of children ▲ The **Child Protection Officer** will receive the necessary training / instruction to include the categories and indicators of abuse/ reporting procedures etc. ▲ A safe and clearly defined method of recruiting and selecting leaders will be adopted and consistently applied ▲ No club member will operate with junior members unless thoroughly vetted and cleared by the Gardaí/Access NI.

Drugs and Alcohol			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Operating Equipment / Driving / Serving the public	Employees / sub-contractors / public	Club Captain	▲ A copy of this policy is on the website ▲ Members are monitored by Coaching staff ▲ Members suspected of alcohol / drug consumption are reported to club safety co-ordinator / officers
Hazard	**RR***	**Consequence(s)**	**Additional / Current Controls**
Alcohol Drugs	Low	▲ Injury ▲ Loss of Life	▲ The use and possession of illegal substances is strictly forbidden and will result in disciplinary action. ▲

First Aid and Accidents			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
General Club Activities	Members visitors	Safety Officer / Coaches	▲
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Inadequate/inexperienced treatment Out of Date Supplies	Low	▲ Injury ▲ Death	▲ Detailed records of all first aid given will be maintained ▲ Club Accident book must be available and maintained by the club officers ▲ Coaches should receive first aid/ CPR training ▲ First aid kits should be readily available in all club houses and launches. ▲ First aid kits should be carried on all club outings.

House Keeping—Spillages / Lighting			
Activity	**Risk To**	**Person Responsible**	**Risk Assessment Findings**
Access and Egress General movement	Members Public	Safety Officer / Coaches	
Hazard	**RR***	**Consequence(s)**	**Current / Additional Control Measures**
Poor housekeeping Poor lighting Spillages	Low	▲ Back injury ▲ Herniated Disc ▲ Pulled Muscle ▲ Hand injury ▲ Cuts ▲ Bruising ▲ Concussion ▲ Compression	▲ 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 ▲ Boats and oars will be neatly stored in designated areas ▲ Boat and oar spare parts, riggers etc. will be stored neatly in designated areas ▲ 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. ▲ All areas must be kept free of boat and oar spare-parts, debris, trash, and spills. ▲ Members will report to club officers any unusual conditions they discover. ▲ All members will operate a "clean as you go" policy ▲ Members will report to club officers / coaches if there is insufficient lighting in areas ▲ Protruding objects (that can block walkways) will be removed ▲ Outside the club house shall be kept clear of any rubbish / debris ▲ Members, where possible, will use a dry procedure to reduce the risk of slips from wet surfaces

DECLARATIONS

Members Declaration

I hereby declare that I have read Cork Boat Club Safety Statement, understand its contents, and I will comply with its requirements.

NAME (block capitals)	Signature / Date	Comments / Observations