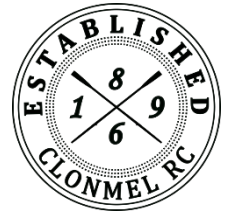


# Clonmel Rowing Club



## Safety Manual



Last Updated Feb 2021

## Document Approval

Reference - Clonmel Rowing Club Safety Manual		
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CRC Committee Approval		
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## Introduction

Clonmel Rowing 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 Clonmel Rowing Club and subsequently, safety rules and regulations will be strictly enforced.

It is Clonmel Rowing Club's 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.

As an affiliated member of Rowing Ireland, we abide by the rules and regulations as set out by Rowing Ireland. In particular the:

- Rowing Ireland Vetting and Safeguarding guidelines.
- Rowing Ireland Health and Safety guidelines.

Clonmel Rowing 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.

Clonmel Rowing 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 Legislation.

## Policy Statement

**Clonmel Rowing Club** shall as far as 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.
- Consult and communicate 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 statement

- The Safety Manual is aimed at protecting our members, visitors 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.

## Child Safeguarding



Clonmel Rowing Club provides rowing opportunities for young people through participation in supervised coaching sessions both on and off the water.

Our Club is committed to safeguarding young people and by working under the guidance of Rowing Ireland Safeguarding Policies our Club administrators, Coaches, volunteers and all working with our young people, throughout the Club, seek to create a safe environment for young people to grow and develop.

A separate Child Safeguarding Statement has been developed with a Risk Assessment of Harm which indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents required to alleviate these risks.

We recognise that the implementation of the Rowing Ireland Safeguarding Plan is an ongoing process. Our Club is committed to this implementation as of the Child Safeguarding Statement and the procedures that support our intention to keep young people safe from harm while availing of our activities.

## Responsibilities of Club Members

Members are reminded of their responsibilities under the **Safety, Health and Welfare Legislation**



Read and understand club safety manual. The manual will be available at the main entrance notice board and available to read on the club website [www.clonmelrowing.club](http://www.clonmelrowing.club).

1. Co-operate with club officers to enable the club to comply with statutory provisions.
2. Take reasonable care for their own safety, health and welfare and that of others.
3. Make proper use of all equipment etc.
4. Make proper use of personal protective equipment.
5. Report immediately to **the club safety advisor**, 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.
6. Refrain from playing dangerous practical jokes or engage in horseplay.
7. Report any injury to him/herself, which occurs at CRC activities, even if the injury does not stop him/her from participating.
8. Suggest safer methods for our activities.
9. Attend health and safety training provided by the club.
10. Read and understand the emergency numbers in the safety notice board – ensure you understand what to do and how to summon help (be aware of mobile phone dead zones).



## Responsibilities of the Club Safety Advisor



1. Monitoring safety performance by reviewing incident trends and resource allocations
2. Review Safety Manual annually.
3. Ensuring on-going consultations with regional and RI safety advisers or their representatives.
4. Auditing Clonmel Rowing Club safety procedures. Chasing up action, where required.
5. Monitoring club coach's engagement to ensure compliance.
6. Review availability of safety courses for members and identify training needs and organise the training where deemed necessary.
7. Organising periodic information workshops with members / officers to clarify requirements of the safety manual.
8. Encouraging coaches to report and investigate incidents (accidents, near misses, damage) and ensure that appropriate statutory notifications are properly completed.
9. Taking appropriate action on any safety representations.
10. Estimating annual resource allocation for execution of safety programme.
11. The adviser will be conversant with the Rowing Ireland Safety Manual.
12. Implement the club safety policies and procedures and monitor all aspects of health and safety within the club, including adherence to current legislative requirements.
13. Advise the club management committee on health and safety requirements, the resources required for their implementation and the on-going reviews.
14. 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.
15. Ensure that all testing and certification for equipment is carried out as required and that records are kept.
16. Ensure that accidents record book(s) are kept, accidents are reported, investigated / monitored and the required remedial / statutory action taken.
17. Ensure that dangerous occurrences are reported, recorded / investigated and the required remedial / statutory action taken
18. Oversee the safety arrangements for Regattas / Training etc.
19. Develop contacts with local river user groups, or similar bodies, to assist in understanding and resolving areas of conflict between users.

## Responsibilities of the Club Coaches



### Club coaches will:

1. Be responsible for the safety of all persons under their control.
2. Co-operate with the implementation of the practices in the safety manual.
3. Inform club members of the safety procedures associated with activities.
4. Ensure that club members follow safe procedures.
5. Carry out a risk assessment update and give feedback to the safety advisor relevant to the activity to identify any unforeseen hazards.
6. 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. 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.
8. Inspect oars and sculling blades to ensure that they are free from damage and properly adjusted.
9. Ensure that coxswains wear lifejackets or buoyancy aids. Those in bow loaders wear only manual PFDs.
10. Ensure that launch occupants wear life jackets or buoyancy aids when accompanying crews and at other times whilst afloat.
11. Ensure that all coaching launches and safety boats carry the required safety equipment.
12. 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) where applicable when driving a launch.



## Responsibilities of the Club Child Protection Officer



### **The Child Protection Officer will:**

1. Familiarise themselves with the Sport Ireland Code of Ethics “Good Practice for Children’s Sport” and Rowing Ireland policy.
2. To report all allegations or suspicions of child abuse to Health Services Executive and/or An Garda Síochána.
3. Communicate with parents and/or agencies as appropriate.
4. Assist with the ongoing development and implementation of the club’s child protection training needs.
5. Liaise with the Rowing Ireland National Children’s Officer in relation to child protection/safeguarding training needs.
6. Be aware of local contacts and services in relation to child protection, i.e., principal and duty social workers and their contacts.
7. Advise club officers on issues of confidentiality, record keeping and data protection.
8. Ensure all coaches of juniors and/or vulnerable adults are Garda vetted.
9. Ensure all coaches complete code of ethics training.

## Insurance



The committee of Clonmel Rowing Club shall ensure that it carries and maintains adequate public liability insurance for the club and its members.

Personal accident insurance for coaches is granted on payment of the Rowing Ireland coach registration fee.

Personal accident insurance for training members is granted on payment of the Rowing Ireland basic level registration fee. Personal accident insurance for rowing members is granted on payment of the Rowing Ireland registration which includes the below and is subject to terms and conditions:

1. Race licence to compete at all Rowing Ireland licenced events
2. Specialist rowing liability and personal accident insurance for all training and racing at Rowing Ireland events.

## Emergency Action Plan



In the event of capsize, immersion, collision, ill health or equipment failure resulting in a boat being un-rowable the first priority must be for all involved to be moved to a place of safety and out of the water. Everyone should be aware of the impact of cold-water immersion,

When you fall into water below 15°C, you instinctively gasp for air, increasing your chance of

### 5 STEPS TO STAY AFOAT

1. Fight your instinct to thrash around
2. Lean back, extend your arms and legs
3. If you need to, gently move your arms and legs to help you float
4. Float until you can control your breathing
5. Only then, call for help or swim to safety

inhaling water. Instead, relax and float for around 90 seconds to minimise this risk.

If a member of a crew is ejected from the hull following a crab the crew must immediately cease rowing and manoeuvre the hull towards the casualty. Swamped hulls should be rowable and should be rowed to the nearest safe shore to be emptied. The safest course of action in the event of capsize is nearly always to stay with the boat.

Use the capsized boat as a floatation device to reach the shore. In cold weather be sure to get as much of your body as possible out of the water. Do not attempt to paddle directly to the shore, instead aim for a diagonal point in the direction of the prevailing stream and take into account hazards down stream of your location. In *exceptional* situations when being swept towards a hazard an oar or pair of sculls will provide limited buoyancy when removed from the gate.

In all situations all crew members should attempt to stay together until safe.

## Use of safety launch for a rescue



Extreme care must be taken in performing rescues into a launch, this should only be as a last resort, our launches are not specifically designed to rescue casualties and are at risk of being tipped or taking on water. Our launches have been retrofitted with a flexible ladder. If deployed the rescue person/team will need to balance the weight distribution of the boat during a rescue. If there is no alternative except to attempt a rescue, launches should be loaded from the *BOW* to avoid capsize. If attempting a rescue, the engine should be turned *OFF*. Once the launch is in close proximity and secure to the party for rescue take extreme care if near the propeller. Only leave the engine on if it is safe to do so and put it in *NEUTRAL*.

In cold weather or if unwell individuals removed from the water should be taken to the nearest open boathouse.

In any situation where there are multiple people in the water or in cases of unconsciousness or severe ill health the launch driver should alert emergency services.

All launch drivers have a responsibility to go to the aid of anyone in need, not just members of CRC.





## Avoiding and treating blisters



Many rowers get blisters, particularly in the first few months – later the hands develop calluses (hard skin) and you also learn to hold the blade/sculls so as to minimise the movement that causes blisters. There are many old wife’s tales about the best way to treat blisters, often dating from the days of wooden handles and once-a-week outings, and all old hands have their personal tips. This is a compendium of current advice from a range of sources; real masochists can just search online for “rowing blisters” for further reading.

### Avoidance

You CAN avoid getting blisters – don’t wait until the blister “pops” and then deal with it, and the associated infection. In 2010 the British Olympic rower Andy Holmes died from an infection (leptospirosis) contracted through blisters on his hands – so this matter!

Keep your skin healthy – stay hydrated, eat healthily, use hand-cream if your hands are dry or chapped

You can use Surgical Spirit to help your hands and fingers to harden – but not if you have broken skin or blisters!

Always wash your hands before and after outings; take a sterilising gel to regattas. Dirt increases the rubbing which causes blisters.

If possible, choose grips that work for you – you will be surprised how much difference there is in diameter, materials and smoothness. Experiment and if you do get sore hands, change!

Keep a loose, relaxed grip when rowing or sculling – this is probably the single most important factor in blister prevention. Allow your hands to “breathe” between strokes.





If you do get red or painful areas on your hands during an outing, try to loosen or change your grip to avoid a blister developing.

Wash, or at least wipe, blade-handles and scull-grips after outings, particularly for club sculls. If you think someone else who has used them may have had a blister or cut, wash them beforehand as well!

If you regularly get sore hands or blisters, and particularly if you are setting off on a long outing, it's worth taping up your hands as a precautionary measure. Do this at home, not two minutes before the outing: use 25 mm zinc oxide tape (Leukoplast is the best), and do it really carefully, stretching it over the hand in all directions and smoothing the edges down so that it stays in place. Take it off again after the outing so that the skin can breathe normally.



There are also special rowing gloves on the market. There is a link on our website for this product.

## Treatment

If you do get a blister, TRY to avoid popping it, at least until you can do it with a sterile needle and wash immediately. If it happens during an outing, it may well burst itself (and will hurt!)

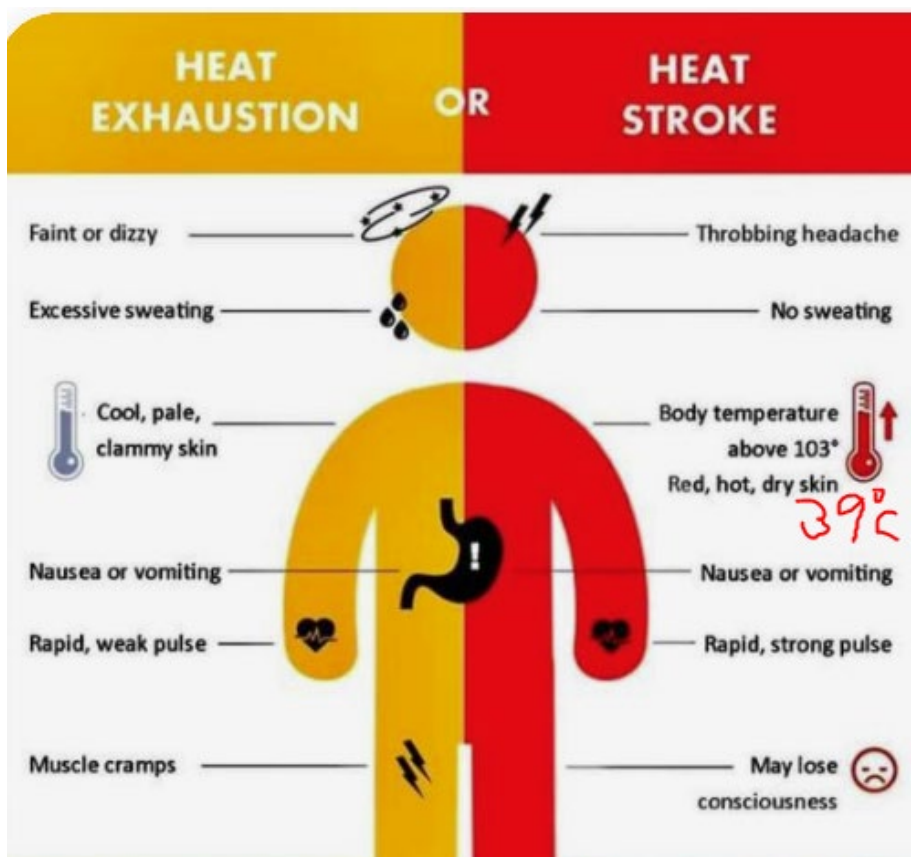
As soon as possible, wash it carefully, apply an antiseptic cream or spray, and dress it during the day (using a plaster or, for larger areas, zinc oxide tape as above but with a dressing pad over the blister or broken skin). Blister dressings (Compeed and similar) are unlikely to stay in place on the palm or fingers, and certainly not while rowing. Remove the dressing in the evening and check there are no signs of infection.

The general rule is to keep it clean and keep it covered. Usually, a blister will go down of its own accord within a couple of days, if it does burst then treat as above.

Don't apply meths or surgical spirit to broken skin – it will not only sting like crazy but will also kill the delicate tissue which is trying to heal! The product label for these products specifically says, "Do not use on broken skin". An antiseptic cream or spray is fine (Savlon Spray Plaster is often recommended and also works for grazes and small cuts).



## Sunburn, heatstroke and exhaustion



Rowers spend a lot of time on the water, where the reflection makes the sun's rays more powerful and there is often a breeze which cools the surface of the skin so that you don't notice you are getting burnt; the clothing we wear in summer provides minimal protection. Just look around at the end of a summer regatta and you will always see many sunburnt shoulders and arms.

### Sunburn

Painful though it is, sunburn may be the least of the problems: the same factors that cause sunburn also cause skin cancers. On hot days, if you do not rehydrate regularly and stay in the shade between races, your body can overheat leading to bad performance, dizziness, headaches and ultimately to life-threatening heatstroke. For rowers, this is commonest on regatta days and at training camps, but can happen on any hot day, and some people are more vulnerable than others.

It is important to take simple precautions, to recognise the symptoms – in yourself and others – and to react quickly when they occur.



## Avoidance

Reduce your exposure to sun:

- Don't spend too long in the sun, particularly at the start of the summer. Seek shade whenever you can, particularly when resting between races and when on the water waiting for the start.
- Apply plenty of sun cream (factor 30 or higher) on all exposed skin.
- Wear a hat, preferably one with a wide brim which protects the whole of your face and neck.
- Wear a lightweight, white t-shirt to cover your shoulders during training and at regattas when not racing
- Drink plenty of water throughout the day; take a water-bottle in the boat
- Wear good-quality sunglasses.



## Recognise the symptoms

Don't wait until the skin is red: if your skin feels hot, it is burning. Press the surface of the skin: if the area you have pressed is pink rather than your natural skin colour, it is burning.

Heat exhaustion symptoms include tiredness, dizziness, headaches or getting ratty with your crewmates. More severe symptoms (possible heatstroke) include a raised pulse rate, heavy sweating even when you aren't working, an intense thirst, and feeling or being sick. Monitor each other and notice if someone looks flushed or is behaving abnormally.

## React

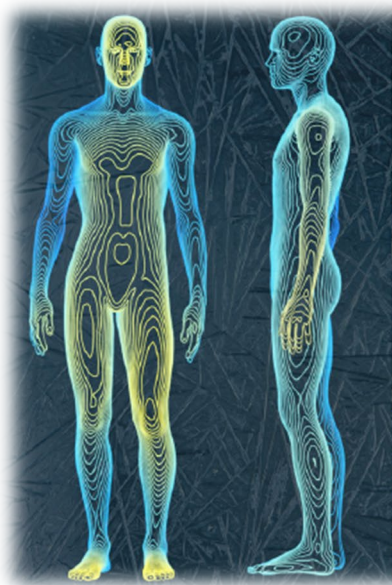
The most important thing is to get out of the sun and into a cool area, preferably indoors. Cool down by wetting the skin – just putting on some wet clothes can help greatly. Dangling your feet in the water is also good (provided you can find a shady place to do it). Drink water or a rehydration drink. But don't cool down too quickly: if you are suffering from heat exhaustion it is not a good idea to jump into the river or to have a cold shower (but a warm shower should be fine).



If the person doesn't very quickly feel better, seek help: there is a First Aid post at every event. At the Club, find a cool place to sit, and keep the skin moist. If the symptoms are more severe or do not improve you should consider calling a GP.



## Hypothermia



### Mild hypothermia

core temperature

**32°C - 35°C**

### Moderate Hypothermia

core temperature

**28°C - 32°C**

### Severe hypothermia

core temperature

**Less than 28°C**

**Hypothermia is a serious concern after a capsized boat and can be serious if not treated. Hypothermia is a drop in body temperature below 35°C (normal temp is around 37°C).**

**Mild hypothermia** is characterised by fast breathing/feeling of breathlessness, fast pulse rate, initial hyperventilation, unsteadiness, slurred speech, impaired judgment, shivering, and "cold diuresis" – an urge to urinate.

**Moderate hypothermia** is characterised by reduction in pulse rate, shallow/slow breathing, central nervous system depression (confusion and sleepiness) and loss of shivering.

**Passive external rewarming** is the treatment of choice for **mild hypothermia**. After wet clothing is removed, the person is covered with blankets or other types of insulation. Room temperature should be maintained at approximately 28°C (82°F), if possible (e.g., using a warm fan). Tepid/warm shower is suitable, but NOT hot. Similarly, warm drinks are OK, but NOT hot.

**Active external rewarming** is the treatment for **moderate hypothermia**, or mild hypothermia that does not respond to passive external rewarming. It is also used as an adjunct in severe hypothermia (in which circumstance the casualty should be under direct medical care). It consists of some combination of warm blankets, radiant heat, or forced warm air applied directly to the skin.

Rewarming of the trunk should be undertaken **BEFORE** the extremities to minimize the risk of further core temperature drop, low blood pressure and potentially dangerous blood metabolic change.

Anything more than mild hypothermia (as described above) would mandate a call to emergency services. If any casualty with mild hypothermia does not respond to passive external re-warming, contact emergency services.

Anything more than mild hypothermia (as described above) would mandate an emergency services call. If any casualty with mild hypothermia does not respond to passive external re-warming, dial the emergency services.





## Leptospirosis / Weils Disease



Weil's Disease also known as Leptospirosis is an acute, infectious disease. It is caused by different types of one bacterium of which there are over 200 known strains. Weil's Disease is spread in the urine of infected animals (wild and domestic) and in water or soil contaminated with infected urine. The bacteria thrive in wet and moist conditions and can survive for months in stagnant water or wet soil. In Ireland the rates of leptospirosis are very low, so there is no reason why you should not participate in freshwater recreational activities.

### CONTRACTING THE DISEASE

The infection enters through broken, grazed or cut skin especially on the hands and feet and sometimes through the lining of the mouth, nose and eyes. It can also be picked up while wading or swimming in infected water.

### SYMPTOMS:

Symptoms may include fever, headaches, chills, severe muscle pain in the calves and thighs, vomiting, diarrhoea and bloodshot eyes. Sometimes the fever may fluctuate and other symptoms such as a rash, jaundice, confusion, depression, kidney failure, liver failure and meningitis may occur. The incubation period is usually 10 days but can range from 4 to 19 days. If Symptoms persist, please contact your G.P.

### PREVENTION:

The best prevention is to understand where and how Weil's disease can be caught and taking precautions based on this knowledge. If you know you may come into contact with untreated water such as flood waters, canals, ponds and rivers you can reduce the risk of infection by taking the following precautions:

- Cover any open wounds such as cuts and scratches with waterproof plasters.
- Always wear footwear to avoid cutting feet.
- Avoid capsizing drill or rolling practise in suspect waters.
- Wear protective clothing such as gloves.
- Wash thoroughly and as soon as possible if you have entered the water.
- Assess the risk of the likelihood of contamination if contemplating entering fresh water, particularly be aware of stagnant water.
- Carefully clean any open wounds obtained during time at fresh water.

What to do if you think you have symptoms?

- Early diagnosis and treatment are important.
- If you develop flu-like symptoms after rowing, go to your GP and say that you are a rower.
- Leptospirosis is treated with antibiotics which should be administered early in the course of the disease.



## Transport - Boat Trailer Accident Scene Management



1. The immediate accident scene will be made safe:
2. Driving Accident-switch off engine and applying handbrake / warn other traffic by using warning triangles / hazards lights / cones etc.
3. The driver will ensure their own personal safety and that of the passengers before assessing the scene.
4. Any necessary first aid should be administered.
5. If necessary, the emergency services will be notified with the following information
  - a. Type of accident
  - b. Number of casualties
  - c. Location of the accident or collection point for the casualty
6. All details of the accident / witnesses should be collated by a designated committee member.
7. The entry in accident book will be completed. The accident scene will be sketched / photographed.
8. The casualty will only be moved if there is an immediate danger / threat to their safety.
9. The casualty will be treated for shock (he/she will be placed in a safe position (only when it is safe to do so) for his/her particular condition, kept warm, comforted and reassured).
10. Others present will provide the required assistance.
11. The **Club Safety Advisor** will be notified.

## General advice for driving with a trailer attached

1. 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.
2. 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.
3. 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).
4. 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.



5. Leave more distance than usual between you and the vehicle in front and allow plenty of extra time and space if entering traffic.
6. 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.
7. Exercise extreme care when driving in wet, foggy or extremely bright conditions or in high winds.
8. Where possible, pull over regularly to allow vehicles behind you to overtake.
9. Never let passengers travel in the trailer when you are towing it. All passengers should always travel in the towing vehicle.
10. 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.
11. 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.

12. 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.
13. 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.



14. 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.

## 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:

1. If the trailer is laden is the load correctly distributed i.e., not too much or too little nose weight?
2. Is the load within the trailer's official payload? i.e., not overloaded.
3. 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)?
4. Is the load correctly secured?
5. Are all the lights undamaged and working correctly?
6. Are the 7 or 13 core cables and plug undamaged?
7. Do your mirrors afford you with an adequate view to the rear? If not, you should fit towing mirrors?
8. Is the correct number plate fitted (i.e., both registration number and style)?
9. Is the breakaway cable or secondary coupling undamaged and correctly connected to a suitable point on the tow bar or towing vehicle?



10. 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?
11. Are you satisfied that the wheel nuts are tightened to the correct torque?
12. If required are the mudguards in satisfactory condition and secure?
13. Is the trailer correctly coupled to the tow hitch or pin?
14. Is the coupling height correct (i.e., not excessively nose down or nose up)?
15. Follow the golden rules of towing:
  - i. Make sure the trailer is level when coupled to the towing vehicle
  - ii. Make sure the nose weight is between 50 and 100kg (unless trailer is very light.)
  - iii. Make sure the tyre pressures are correct.
16. Is the jockey wheel and any corner steadies or prop stands fully wound up and secure?



## Equipment



- A **defibrillator** can be found in the club gym.
- **First aid kits** can be found in the gym and each launch. Please ensure any item taken from the first aid kit is reported to the Safety Advisor and all incidents requiring attention are reported.
- **Throw bags** are located in each launch and should not be removed. Throw bags will be checked after each use. They will be checked annually as part of the club safety audit. Launch drivers should practice throwing as part of their launch training module.
- Launch **Safety Kit** and **Paddle**. No launch may go afloat without a safety kit and paddle. Safety kits will be checked after use and annually as part of the club safety audit.
- **Lifejackets** are required for all coxes and launch drivers/passengers. Lifejackets are found in the boat shed. Self-inflating life jackets must not be used in bow loading boats – the method of inflation is marked on the reverse side of the lifejacket. Concerns about a club lifejacket should be escalated to the coach or safety advisor. Anyone using their own personal lifejacket are responsibility for ensuring that it is in good working order.
- Additional **heel restraints**, **bow balls** and bolts & nuts can be found in the workshop. It is the responsibility of each coach to check these items along with the integrity of hull and other fittings before boating. Any use of spares must be reported to the captain so adequate stocks can be maintained.
- A **hypothermia prevention box** containing dry clothes can be found above the hot water cylinder at the entrance upstairs on the right. All use resulting from an incident on the water must be recorded in the incident book and reported.



## Guidance for Rowers on shared water

### INTRODUCTION

The growth in participation in water sports means that many rowing and canoe clubs and centres have to share the water where they row, or canoe and it is important to build good relationships. Rowing boats and canoes behave very differently. By understanding these differences, and agreeing and following some basic guidelines, rowers and canoeists can happily share the same piece of water. The following table highlights the major differences:



Rowing and sculling boats	Canoes and Kayaks
Relatively fast	Relatively slow
Good view astern, poor view ahead	Good view ahead, poor view astern
Not very manoeuvrable	Manoeuvrability varies according to design
Wide (up to 7 m blade tip to blade tip)	Narrow
Difficult to stop quickly	Easier to stop quickly

### What rowers need to know about canoes

- Canoe is a generic term that applies to all paddle boats.
- Canoes vary in manoeuvrability and can stop quickly.
- Canoes are generally slower than rowing boats.
- Some canoes are very unstable, especially flat-water racing boats and can be capsized by the wash from launches.
- Canoeists face the direction of travel.
- Canoe coaches are normally in a canoe not a launch.
- Canoes are often in groups.

## Rules of the road and overtaking other boats



Unless there is an agreed circulation plan that specifies otherwise you should always follow best practice.

This can be summarised as follows: -

- Keep as far to the starboard side (right-hand side as defined by the direction of travel) as practicable.
  - When overtaking, the
    - Overtaking boat should keep clear.
    - Overtaking boat should move towards the middle of the waterway and pass as quickly as possible.
    - Overtaking boat should then steer away from the middle of the waterway, back towards the correct side.
  - All boats should keep a good lookout in all directions at all times.
  - All boats should keep clear of stationary boats and pass as quickly as possible. Canoes overtaking rowing boats is the easier manoeuvre:
  - The rowers can see the canoe approaching.
  - The canoeists can see the rowing boat ahead.
  - The canoeists can see boats approaching from the other direction.
- Rowing boats overtaking canoes is more difficult but most rowing

boats are faster than most canoes:

- The rowers cannot easily see the canoe ahead.
- The canoeists cannot easily see the approaching rowing boat.
- The canoeists may not hear the rowing boat approaching.
- The rowers with limited forward vision are in the middle of the river.
- The rowers may not see boats approaching from the other direction.

When overtaking, follow the procedure and Overtake quickly.

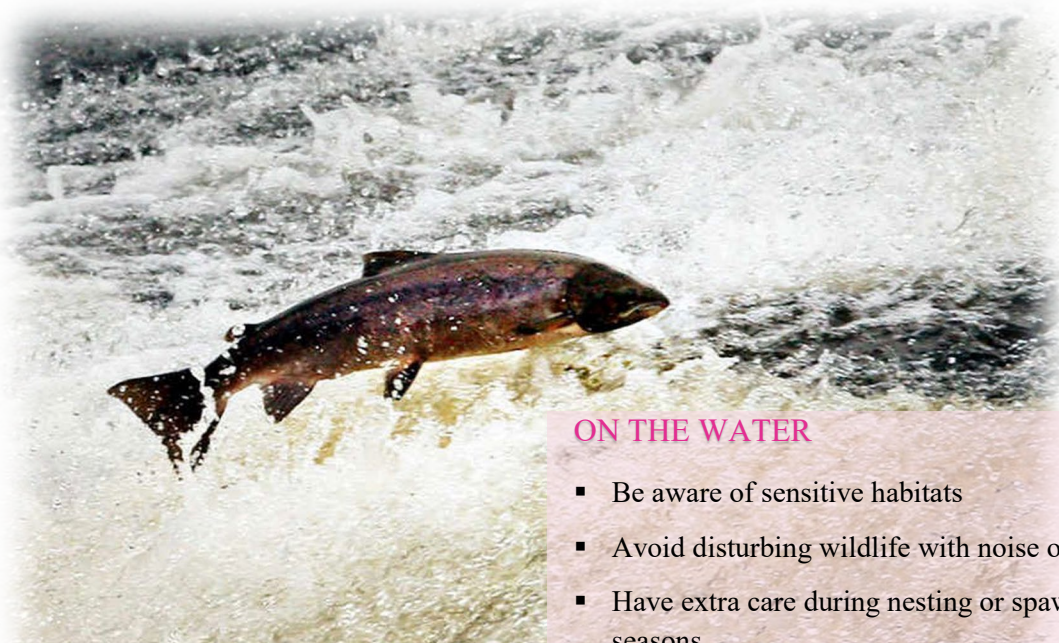
### How to communicate with other types of boat – how to warn them of danger

- If there is danger of a collision, it is essential that participants know how to warn the boats. You may need to shout several times.
- To warn rowers that there is a hazard ahead shout: “Look ahead” early and loud.
- Refer to the type of boat i.e., sculler, pair (2 rowers), double (2 scullers). For example, “Lookahead sculler”, “look ahead pair”.
- If a collision is imminent and the rowing boat needs to be stopped, shout type of boat, hold it hard, hold it up e.g., “Sculler hold it up, hold it hard”, “Four hold it up, hold it hard”.
- If a rower needs to alert a canoeist, then it should be sufficient to alert the canoeist of the presence of the rowing boat. Simply ask them to look in the appropriate direction, e.g., “Look Astern”.
- If all else fails, shout “STOP” several times, very loudly.

If a collision would otherwise be inevitable then both boats should reduce speed and steer to avoid



## Environmental Safeguarding



Rowing - our sport - requires clean water and clean air and therefore we need to take care of the environment.

In line with World Rowing's 'Small Steps towards Environmental Sustainability' we encourage the following to be considered during regattas, around the boathouse and when training:

### ROUND THE BOAT HOUSE

- Keep a record of which materials boats and other equipment are made of- this is important when disposing them of or recycling is considered • Recycle when possible
- Maintain good hygiene and vermin control.
- Avoid "visual pollution"
- Wash/clean boats etc thoroughly, especially if transporting to another lake or river.
- Minimize water consumption.
- Use biodegradable cleaning agents sparingly.
- Do not discharge wash water to the waterway- wash over permeable surface.
- Secure hazardous materials and use them with care- safe handling, ventilation etc.

### ON THE WATER

- Be aware of sensitive habitats
- Avoid disturbing wildlife with noise or boat wake
- Have extra care during nesting or spawning seasons
- Avoid shoreline erosion
- Do not discard or contribute to waste to the waterway-including human waste
- Keep bottles etc secured in boats.

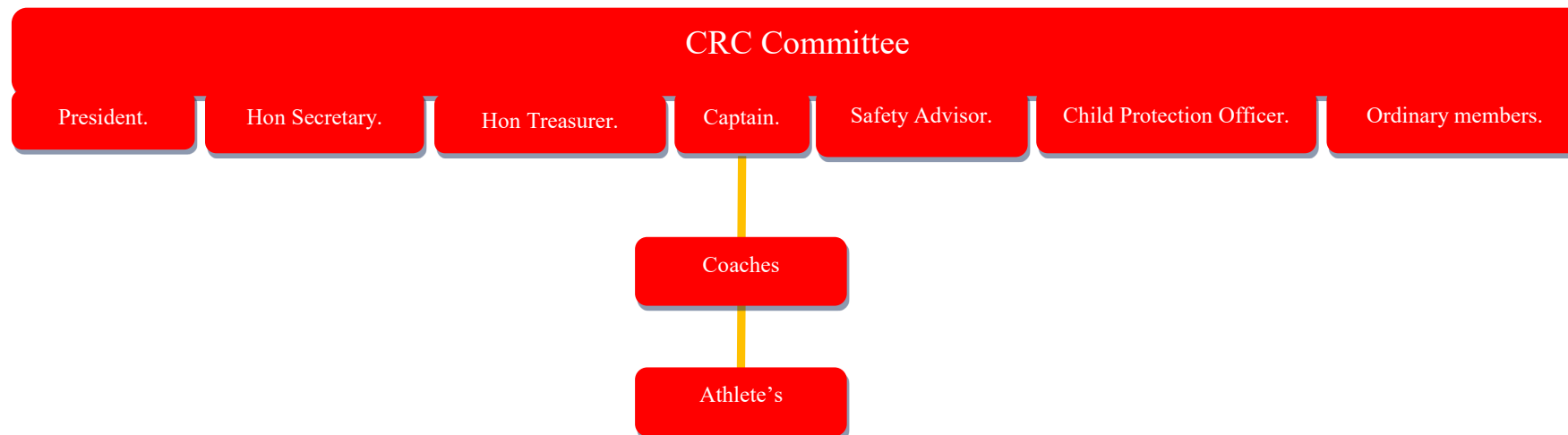
### MOTORBOATS AND FUELS

- Whenever possible use 4 stroke motors
- Good maintenance means less pollution
- Maintain equipment where fuel/oil spills can be contained
- Refuel away from the waterway.
- Have a plan and equipment to deal with accidental fuel spillages.
- Ban smoking around fuel storage/refuelling

### Other Considerations

- Reduce single use plastic; encourage the re-use of water bottles by identifying where individuals can source drinking water.
- Encourage non-motorized modes of transport such as walking and cycling.
- Consider the use of lights on timers or motion sensors and water efficient fixtures in showers and basins.

## Club Organizational Structure



For general information on Clonmel Rowing Club check the weblink at  
<https://www.clonmelrowing.club/>

For the current list of committee members check out  
the committee page at  
<https://www.clonmelrowing.club/committee>

For contact information check out the contact page  
at  
<https://www.clonmelrowing.club/contact>



# Hazards & Risk Rating Chart

The Severity and likelihood of each activity is individually assessed and documented in the risk assessment findings cell of each risk assessment and coloured coded as per the below table.

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

**Severity:** The possible affect in the case of an accident for the activity assessed.

**Risk:** The likelihood of harm being caused.

		Likelihood (L)				
Risk Rating		Negligible	Rare	Unlikely	Possible	Probable
		1	2	3	4	5
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
Critical	5	5	10	15	20	25

## Risk Rating Matrix

**Risk Rating** = Consequence x Likelihood

1-9	Low	10-15	Medium	16-25	High
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# HAZARDS –TRAINING ACTIVITIES

Boating Equipment								
Activity	Risk To	Person Responsible	Risk Assessment Findings					
General club activities— Training / Regattas / Club Activities	Rowers  Coaching Staff	Captain/coaches	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	
			Score	5	4	20	Score	5 2 10
Hazard	Risk Rating	Consequence(s)	Current / Additional Control Measures					
Lack of knowledge of row area  • Currents  • Obstacles	Medium	Cold Water immersion  Hypothermia  Drowning	<p>▲ All club equipment will satisfy the requirements of Rowing Ireland.</p> <p>▲ For the safety of all concerned, the equipment will be suitable and safe for club members to use and be maintained in good order.</p> <p>▲ 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.</p> <p>▲ Damaged equipment should be “quarantined”, with the nature of the damage clearly marked, to ensure that it is not used until repaired</p> <p>▲ 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.</p>					

- ▲ Heel restraints and "quick-release" mechanisms must be in proper and effective working order in all boats equipped with fitted shoes.
- ▲ Rowing in the dark should be avoided. If a session extends into the late evening the crew must be accompanied by a coach/launch and appropriate lights fitted.
- ▲ Oars and sculls will be checked to ensure that "buttons and collars" 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)
- ▲ All riggers will be checked to ensure that nuts, rowlocks, gates, top-nuts, and back stays are secure and tight. 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 Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Lack of knowledge of row area  Currents  Obstacles	Medium	Cold Water immersion  Hypothermia  Drowning  Boat damage	▲ River Suir map will be prominently displayed showing local hazards / obstacles / currents / navigation hazards and turning points ▲ River rules will be prominently displayed. ▲ 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.

▲ Steel poles at launch ramp when both covered – no rowing.

▲ On the Suir stretch at club where one pole is covered – rowing at Captain/coach discretion. The stretch to Sandy Banks to be used only.

## Temperature - Sun Rays

Activity	Risk To	Person Responsible	Risk Assessment Findings							
General club activities— Boating / training	Rowers Coaching Staff	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Sun Ray's (reflective glare) / Extreme Heat	Low	Sunburn, Heat stroke, Dehydration	<p>▲ All training teams / personnel will be instructed in the prevention, recognition and treatment of sunburn, heatstroke and heat exhaustion.</p> <p>▲ Protective clothing must always be worn.</p> <p>▲ Appropriate barrier creams should be used on exposed areas of skin.</p> <p>▲ Hydrate frequently.</p>							

## Temperature Extremes—Cold

Activity	Risk To	Person Responsible	Risk Assessment Findings							
General club activities— Boating / training	Rowers  Coaching Staff	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Cold / exposure and hypothermia	Low	Hypothermia  Loss of tactile sensitivity, muscular strength, coordination, disorientation, and unconsciousness	<p>▲ All training teams / personnel will be instructed in the prevention, recognition and treatment of hypothermia.</p> <p>▲ Suitable protective clothing must always be worn by rowers, coxes and coaching staff. ·</p> <p>▲ Appropriate type and number of thermal and cotton blankets will be carried on the launches for use in an emergency.</p> <p>▲ <u>Specific section on hypothermia in this manual.</u></p>							

## Poor Swimming Ability

Activity	Risk To	Person Responsible	Risk Assessment Findings							
General club activities— Coaching / Regattas / Club Activities	Rowers  Coaching Staff	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	5	4	20	Score	5	2	10
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							



<p>Poor swimming skills</p> <p>Lack of confidence in the water.</p> <p>Lack of confidence in the water</p> <p>Lack of knowledge of man overboard rescue procedures</p>	Medium	<p>Cold Water immersion</p> <p>Hypothermia</p> <p>Drowning</p>	<p>▲ Membership form with stipulation of minimum swimming standards.</p> <p>▲ All club members swimming ability will be assessed to determine their ability and confidence in and under the water and the results recorded.</p> <p>▲ All club members must be available to participate in capsizing and immersion drills.</p> <p>▲ All coaching members / rowers must also be instructed / assessed in simple rescues / underwater recovery / use of ropes / throw bags.</p> <p>▲ Physically challenged athletes participating in organised rowing or sculling activities must be provided with suitable rescue facilities to cope with any accident whilst afloat.</p> <p>▲ Written records will be kept of all assessments.</p>
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## Rescues Launches

Activity	Risk To	Person Responsible	Risk Assessment Findings							
General club activities— Coaching / Regattas / Club Activities	Rowers Coaching Staff Visiting Team	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	3	12
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Unsafe / suitable launch	Medium	<p>Cold Water immersion</p> <p>Hypothermia</p> <p>Drowning</p>	<p>▲ 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</p> <p>▲ Launches will be maintained in a safe condition, will be checked regularly and the results recorded.</p>							

<p>No “kill cord”</p> <p>Incompetent Launch operator</p> <p>Lack of First Aid</p> <p>Lack of Suitable equipment</p> <p>Engine Failure</p>			<ul style="list-style-type: none"> <li>▲ Outboards used should have a suitable “kill cord” which will be worn at all times by the operator while the boat is in motion</li> <li>▲ Operators will have the necessary experience of the launch / engine / river / lake.</li> <li>▲ Launch operators should be offered training in first aid and cold-water immersion treatment.</li> <li>▲ Launch operators to complete the <b>Club Launch training</b>.</li> <li>▲ Launches will be equipped with a <ul style="list-style-type: none"> <li>○ suitable outboard / fuel / tie off rope</li> <li>○ oars / paddles / bailer</li> <li>○ Suitable first aid kit / thermal blankets</li> </ul> </li> <li>▲ All personnel in the launch will wear approved lifejackets</li> <li>▲ Engines will be serviced regularly by competent persons.</li> <li>▲ The guidance in the operator’s handbook will be followed in the event of engine failure.</li> </ul>
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# HAZARDS – UNQUALIFIED / PERSONS

Coaches										
Activity	Risk To	Person Responsible	Risk Assessment Findings							
General club activities— Coaching Crews---	Rowers Coaching Staff Visitors	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	1	4
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Inexperience / Unqualified Coaches	Low	Damaged boat.  Capsize crew.  Hypothermia  Drowning	▲ Only experienced coaches or mentored new coaches will be permitted to conduct club activities.  ▲ Ideally coaches should have: <ul style="list-style-type: none"> <li>○ Basic First Aid training</li> <li>○ Club launch training</li> </ul>							

Launch Operators										
Activity	Risk To	Person Responsible	Risk Assessment Findings							
General club activities— Operating Launch	Rowers Coaching Staff	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	1	4

Hazard	RR*	Consequence(s)	Current / Additional Control Measures
Inexperience / Unqualified operators	Low	Crash. Damage to launch. Injury. Cold Water immersion Hypothermia Drowning	<p>▲ Only experienced coaches or mentored new coaches will be permitted to conduct club activities.</p> <p>▲ Ideally coaches should have:</p> <ul style="list-style-type: none"> <li>○ Basic First Aid training</li> <li>○ Club launch training</li> </ul>

## New Members

Activity	Risk To	Person Responsible	Risk Assessment Findings							
General club activities— Coaching Crews	Rowers Coaches	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	5	4	20	Score	5	2	10
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Existing Medical Condition Underage Poor swimming ability	Medium	Cardiac arrest  Apoplectic shock  Cold Water immersion  Hypothermia  Drowning	<p>▲ Pertinent information on any existing medical conditions must be received and recorded</p> <p>▲ Emergency phone numbers must be held by club and be available to all supervisors where the need arises</p> <p>▲ Proof of age will be required where applicable.</p> <p>▲ Parental / guardian permission received where applicable.</p> <p>▲ New members to be instructed on Manual Handling techniques</p>							

- |  |  |  |   |
|--|--|--|---|
|  |  |  | <ul style="list-style-type: none"> <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 requirement for 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 a 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> |
|--|--|--|---|



# 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.  Driver other road users	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S
			Score	5	4	20	Score	5
								2
								10
Hazard	RR*	Consequence(s)	Current / Additional Control Measures					
Alcohol / Drugs  Uninsured Vehicle / Driver  Unrestrained persons  Unsuitable vehicle  Driver Fatigue	Medium	Accidents / injuries  Death	<p>▲ The following is not permitted while driving--Alcohol consumption / Taking of drugs (unless prescribed medication)</p> <p>▲ High visibility vests will be worn by drivers / helpers, when outside of vehicles, and during periods of poor light</p> <p>▲ No person will drive while disqualified by law or fatigued</p> <p>▲ No driver will drive a vehicle that is not suitably insured for the task</p> <p>▲ Safety belts must be worn where members are being transported by road.</p> <p>▲ Safety belts must not be shared</p> <p>▲ Drivers must hold the <b>correct driving licence</b> to drive the vehicle-trailer combination</p> <p>▲ Drivers should take regular breaks on longer trips. Towing times should be planned to avoid fatigue onset.</p>					

## 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 Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
- hump-backed bridges / road depressions / road ramps	Low	Accidents / neck injuries  Death  Equipment damage	▲ 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 Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	3	4	12	Score	3	2	6
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							

Puncture / Burst Tyre / Brake Failure  Poor visibility  Running out of Fuel	Low	Accidents / neck injuries  Death	<p>▲ Bring the vehicle / trailer to a halt gradually into a safe location</p> <p>▲ All club personnel operating outside the vehicle will wear high visibility vests / jackets</p> <p>▲ The required warning triangle/ s will be placed the required distance</p> <p>▲ The required assistance will be summoned</p> <p>▲ The hazard warning lights will be used</p> <p>▲ Travel with another vehicle where possible to assist in the event of a breakdown.</p>
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### Adverse Weather Conditions

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Driving / delivering / collecting	Driver / passengers.  Equipment	All	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	5	4	20	Score	5	2	10
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
snow / ice / poor light / fog.  Tiredness.  Other road vehicles	Medium	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Death</li> <li>• Damage</li> </ul>	<p>▲ 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.</p> <p>▲ Plan the journey and travel on major routes where possible. Allow extra time for their journey.</p> <p>▲ Turn their lights on to ensure that their vehicle is visible to other road users.</p>							

- |  |  |  |  |
|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <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 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:</li> <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> |
|--|--|--|--|

## 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	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	12	Score	4	3	12
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Towing Vehicles—  Unsuitable vehicle  Not a roadworthy vehicle   Overloaded vehicles  Unsuitable parking   Excess speed	Medium	Accidents / neck injuries  Death	<p>▲ Only vehicles suitable for the task will be selected / sourced</p> <p>▲ 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</p> <p>▲ All vehicles will be maintained as per Regulations / Road Traffic Act.</p> <p>▲ A pre-departure safety inspection will be carried out and the results recorded</p> <p style="padding-left: 40px;">○ Particular attention will be paid to the following: Light / Brakes / Tyres --All lights will be cleaned and checked</p> <p>▲ A responsible person will guide all reversing operations with the driver.</p> <p>▲ Under no circumstances will a vehicle be taken out where a doubt exists as to its roadworthiness / safety</p> <p>▲ Vehicles will not be loaded beyond the safe carrying capacity</p> <p>▲ The regattas traffic system will be complied with.</p>							



- ▲ 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	Club Officers Drivers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	12	Score	4	3	12
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Unsuitable trailers Unsuitable towing vehicle Inadequate ties / anchor points Unsuitable straps  Overhang / projections  Spectators / public	Medium	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							

Inexperienced loaders			▲ 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.
Parking of Trailers			▲ 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.
Unauthorised Use			▲ Only trained / experienced club members will load / unload boats
Excessive speed.			▲ 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.

## 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 Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	12	Score	4	2	8

Hazard	RR*	Consequence(s)	Current / Additional Control Measures
<p>poor quality water</p> <p>Animal urine-rats</p> <p>Blue-Green Algae – Cyanobacteria</p> <p>Sewage effluent discharges</p>	Low	<p>Weill's Disease</p> <p>Skin ailments</p> <p>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>○ Recommendation is to shower after contact with the water.</li> <li>○ Adopt good personal hygiene habits i.e., Wash hands thoroughly before eating and drinking. Wash hands after coming in after a rowing session.</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>

## Rowing Boats / Sculls

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Water based training Activities	Club members/ Public  other road users	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	3	12
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Leaking / Faulty boats  Faulty Riggers Damaged oars / sculls  Unsuitable restraints in shoes	Medium	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 shoelaces, shoes and Velcro straps are working and affixed</li> </ul>							



# HAZARDS – GYM

## Gym – General

Gym – General										
Activity	Risk To	Person Responsible	Risk Assessment Findings							
Normal Use of Gym	Gym Users	Gym Supervisor Gym Users	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	3	4	12	Score	3	2	6
Hazard	RR	Consequence(s)	Current / Additional Controls							
Housekeeping Misuse of Equipment	Low	▲ Injury ▲ Muscle Injury ▲ Trip Injury	▲ Only coached personnel to be allowed access to the gym/weights room ▲ Only permitted experienced persons permitted (by captain) to use the weights room alone. ▲ 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, or eating is not allowed in the gym, showers, or exercise rooms. ▲ All floor mats / covering are suitable and maintained in good condition							

Infection Cold start Limited awareness	Low	▲ Illness ▲ Injury ▲ Injury	▲ Always use a towel, wipe down equipment after use. ▲ Warm up always ▲ Be aware of your surroundings. (Athletes tend to be in the zone "headphones etc.," only focused straight ahead concentrating on themselves coaches need to be focused on the athletes during exercise session.
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## Gym Equipment

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Normal Use of Gym Working out / Training	Gym Users	Gym Supervisor	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	3	4	12	Score	3	3	9
Hazard	RR	Consequence(s)	Current / Additional Controls							
Defective equipment Poor Maintenance Misuse of Equipment	Low	▲ Injury ▲ Muscle Injury ▲ Trip Injury	▲ All machines must be operated according to manufacturer's instructions. ▲ 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.							

## New Members


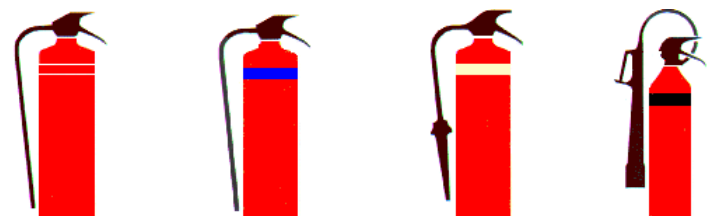
Activity	Risk To	Person Responsible	Risk Assessment Findings							
Normal Use of Gym Working out / Training	Gym Users	Coach / Gym Supervisor	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR	Consequence(s)	Current / Additional Controls							
Lack of knowledge Misuse Over exercise	Low	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Muscle Injury</li> <li>• Sprains / Strain</li> <li>• Ligament damage</li> </ul>	<p>▲ New members must be shown each piece of equipment and shown the correct operation of the equipment</p> <p>▲ New members must be warned of the dangers associated with equipment</p> <p>▲ Any new member with history of muscle or bone injury are advised to consult their doctor before starting in the gym</p> <p>▲ 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</p>							

# HAZARDS – GENERAL CLUBHOUSE

## Fire

Activity	Risk To	Person Responsible	Risk Assessment Findings							
All task using flammables	Club Public	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)

Score	3	4	12	Score	3	2	6
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Hazard	RR	Consequence(s)	Current / Additional Controls												
<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>	Medium	<p>▲ Burns</p> <p>▲ Scalds</p> <p>▲ Death</p> 	<p>▲ All areas will be maintained free from fire hazards, as far as is reasonably practical.</p> <p>▲ Areas (inside and out) will be kept clear of any accumulation of rubbish &amp; combustible materials.</p> <p>▲ Fuels / Solvents / cleaners will be stored correctly and in their correct containers in a controlled cabinet</p> <p>▲ No sources of ignition will be within reach of these materials</p> <p>▲ An appropriate &amp; suitable number of fire extinguishers will be available</p> <p>▲ 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.</p> <div style="text-align: center;">  <table border="1"> <tr> <td><b>WATER</b></td> <td><b>POWDER</b></td> <td><b>FOAM</b></td> <td><b>CARBON DIOXIDE</b></td> </tr> <tr> <td>For wood, paper, textile and solid material fire</td> <td>For liquid and electric fires</td> <td>For use on liquid Fires</td> <td>For liquid and electrical fires</td> </tr> <tr> <td><b>DO NOT USE on liquid, electrical or metal fires</b></td> <td><b>DO NOT USE on metal fires</b></td> <td><b>DO NOT USE on electrical or metal fires</b></td> <td><b>DO NOT USE on metal fires</b></td> </tr> </table> </div> <p>▲ Club house users will be familiar with at least two escape routes from the club house, also with the fire extinguishers in the area.</p>	<b>WATER</b>	<b>POWDER</b>	<b>FOAM</b>	<b>CARBON DIOXIDE</b>	For wood, paper, textile and solid material fire	For liquid and electric fires	For use on liquid Fires	For liquid and electrical fires	<b>DO NOT USE on liquid, electrical or metal fires</b>	<b>DO NOT USE on metal fires</b>	<b>DO NOT USE on electrical or metal fires</b>	<b>DO NOT USE on metal fires</b>
<b>WATER</b>	<b>POWDER</b>	<b>FOAM</b>	<b>CARBON DIOXIDE</b>												
For wood, paper, textile and solid material fire	For liquid and electric fires	For use on liquid Fires	For liquid and electrical fires												
<b>DO NOT USE on liquid, electrical or metal fires</b>	<b>DO NOT USE on metal fires</b>	<b>DO NOT USE on electrical or metal fires</b>	<b>DO NOT USE on metal fires</b>												

Smoking			<p>▲ <b>All passageways/escape routes must be kept clear.</b></p> <p>▲ All firefighting equipment will be maintained as per current legislation.</p> <p>▲ A suitable fire extinguisher will be located in all launches and vehicles</p>
Heating Appliances			


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




## Racking

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Storing boats	Members visitors	Club Officers Coaches	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	3	12	Score	4	1	4
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Racking 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	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Flammable Liquids Incorrect containers	Low	▲ 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 refuelling. ▲ Suitable fire extinguishers will be available in each vehicle. ▲ Smoking should be prohibited in refuelling area ▲ Petrol to be stored only in designated area and in suitable containers.							

## Electricity

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Servicing / operating electrical equipment	Members Public	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	5	4	20	Score	5	1	5
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Electricity / Electrical machinery / Appliances	Low	▲ Burns ▲ Electrocution 	▲ All electrical work will be carried out by a competent electrical contractor. ▲ Suspect or faulty equipment will be taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person. ▲ Unqualified people are prohibited to interfere with electrical equipment. ▲ Faulty electrical leads will be removed from use. ▲ Use correct PPE for the task being undertaken.							

## Electrical Power Tools

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Maintenance Activities	Members Public	Club Officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Shock Fragments	Low	▲ Injury ▲ Burns 	▲ All tools will be maintained as per the Manufacturer's instructions. ▲ Power / electrical tools will only be operated by competent people. ▲ Any damaged, defective or worn / suspect tools will be removed from service. ▲ 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.							

## Behaviour Toward Young Members


Activity	Risk To	Person Responsible	Risk Assessment Findings							
Training / boating activities	Young Members of the club	Coaches / club officers	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	3	12	Score	4	1	4
Hazard	RR*	Consequence(s)	Additional / Current Controls							
Child abuse & bullying	Low	<ul style="list-style-type: none"> <li>▲ Stress</li> <li>▲ Assault</li> </ul>	<ul style="list-style-type: none"> <li>▲ The <b>Code of Ethics and Good Practice for Children's Sport</b> will be adopted as the policy on young members in the club</li> <li>▲ The club's <b>Child Protection Policy and Procedures</b> 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 (<b>Child Protection Officer</b>) to be responsible for dealing with any concerns about the protection of children</li> <li>▲ The <b>Child Protection Officer</b> 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>							

## Drugs and Alcohol

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Operating Equipment / Driving / Serving the public	Employees / sub- contractors / public	Club officials / members	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	5	20	Score	4	1	4
Hazard	RR*	Consequence(s)	Additional / Current Controls							
Alcohol Drugs	Low	▲ Injury ▲ Loss of Life	<ul style="list-style-type: none"> <li>▪ The use and possession of illegal substances is strictly forbidden and will result in disciplinary action.</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>							



## First Aid and Accidents

Activity	Risk To	Person Responsible	Risk Assessment Findings							
General Club Activities	Members visitors	Club Officers Coaches	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	3	12	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Inadequate/inexperienced treatment  Out of Date Supplies	Low	▲ Injury ▲ Death 	▲ Coaches should receive, maintain and renew first aid / CPR training ▲ First aid kits should be readily available in club house and launches. ▲ First aid kits should be carried on all club outings. ▲ First aid kits should be kept in club launches.							

## House Keeping—Spillages / Lighting

Activity	Risk To	Person Responsible	Risk Assessment Findings							
Access and Egress General movement	Members Public	Club Officers Coaches	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)
			Score	4	4	16	Score	4	2	8
Hazard	RR*	Consequence(s)	Current / Additional Control Measures							
Poor housekeeping Poor lighting Trips Spillages	Low	▲ Back injury ▲ Herniated Disc ▲ Pulled Muscle ▲ Hand injury ▲ Cuts ▲ Bruising ▲ Concussion	▲ A good housekeeping / cleaning programme should 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. Observations needing							

### ▲ Compression



action should be reported to the safety advisor.

- ▲ 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
- ▲ 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.
- ▲ Access routes to club to be adequately lit.
- ▲ Access stairs to be adequately lit.

# HAZARDS COVID 19

## Covid 19—Prevention

Covid 19—Prevention											
Activity	Risk To	Person Responsible	Risk Assessment Findings								
Normal human interaction & Prevention of COVID19	Members  Public	Club Officers  Coaches  Members	Risk Before Controls	S	L	R=(S*L)	Risk After Controls	S	L	R=(S*L)	
			A Score	4	4	16	Score	4	3	12	
			B Score	3	4	12	Score	3	3	9	
			C Score	4	4	16	Score	4	3	12	
			W Score	4	4	16	Score	4	3	12	
Hazard	RR*	Consequence(s)	Current / Additional Control Measures								
A - COVID 19 infection.  Contaminated surfaces  Inhaling contaminated air particles.  Contaminated hand from affected surfaces.	Medium	The main symptoms are as follows:  Fever  Dry Cough  Difficulty in breathing  the symptoms can be mild (similar to a cold) or more severe (similar to those associated with flu or pneumonia and respiratory or kidney failure).  In rare cases, infection can lead to death. People most	<ul style="list-style-type: none"><li>• The club has provided posters and/or leaflets to advise people at all locations of the hazards associated with COVID-19 and the measures to be taken to prevent the spread of the disease.</li><li>• Members are advised of the following simple measures to protect against the spreading the virus, which include the following:</li><li>• Members to maintain the recommended “social distancing”.</li><li>• Wash hands regularly.</li><li>• Practice good respiratory hygiene by covering your mouth and nose with a tissue or your sleeve when you cough and sneeze.</li><li>• Dispose of used tissues into a bin and wash your hands immediately after use.</li><li>• Clean and disinfect frequently touched objects and surfaces.</li></ul>								

		at risk of complications are those with a weakened immune system or a chronic disease and older people.	<ul style="list-style-type: none"> <li>• Avoid touching eyes, nose or mouth.</li> <li>• Maintain a register of member's access in case of an outbreak to enable contact tracing.</li> <li>• COVID-19 compliance officer being appointed.</li> </ul>
B- Poor hygiene	Medium	Poor hygiene standards will lead to additional cases of the virus and potential harm to staff and their families.	<p>Hand sanitisers (and dispensers) should be placed at strategic locations where members congregate, interact or wash.</p> <p>Alternatively, and ideally collectively, provide adequate hot water and soap or disinfectant hand wash liquid for utilisation by members.</p> <p>Members are advised of the following simple measures to protect against the spreading the virus, which include the following:</p> <p>Encourage members to “social distance” – both in travel to and from club.</p> <p>Stagger sessions to assist with social distancing.</p> <p>Wash hands regularly.</p> <p>Practice good respiratory hygiene by covering your mouth and nose with a tissue or your sleeve when you cough and sneeze.</p> <p>Dispose of used tissues into a bin and wash your hands.</p> <p>Clean and disinfect frequently touched objects and surfaces.</p> <p>Avoid touching eyes, nose or mouth if hands are not clean.</p>
C - Shared facilities	Medium	Handling any infectious surfaces or boat equipment could be a means of transferring the virus amongst all members.	<p>Wash your hands before eating food.</p> <p>Maintain good housekeeping standards by cleaning up after yourself using anti-bacterial spray and wipe the surface.</p> <p>Anti-bacterial spray should be used to sanitise and keep all surfaces where members place food.</p> <p>Keep the social distance space at all times.</p> <p>Place any used wipes or roll tissue in the bin immediately after use for safe and controlled disposal.</p>

C - Shared equipment	Medium	Oars, ergs, boats, doors, weights.	Clean oars before and after use. One erg one person. Cleaning station per erg. Boats to be cleaned before/after Weights one person per activity. Clean before and after.
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# References

## Legislation & Regulations

- Safety, Health and Welfare at Work Act, 2005.  
<http://www.irishstatutebook.ie/eli/2005/act/10/enacted/en/print.html>
- Safety, Health and Welfare at Work (General Applications) Regulations.  
[https://www.hsa.ie/eng/Topics/Managing\\_Health\\_and\\_Safety/General\\_Application\\_Regulations\\_2007/](https://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/General_Application_Regulations_2007/)
- Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995.  
<http://www.irishstatutebook.ie/eli/1995/si/358/made/en/print>
- Rowing Ireland Water Safety Code.
- Relevant Road Traffic Legislation.  
<http://www.irishstatutebook.ie/eli/2016/act/21/enacted/en/html>

## Publications

- Code of Practice: The Safe Operation of Recreational Craft.  
<https://www.gov.ie/en/publication/66ff7e-safe-operation-of-recreational-craft/>
  - Code of Practice on the Prevention of Workplace Bullying.  
[https://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/CoP\\_Bullying.pdf](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/CoP_Bullying.pdf)
- World Rowing's 'Small Steps towards Environmental Sustainability' [Help us to protecte \(d2cx26qpfwuhvu.cloudfront.net\)](https://d2cx26qpfwuhvu.cloudfront.net)

# APPENDICES

Appendix	Description
01	Rules on the river.
02	Launch Training Manual.
03	Incident report.
05	Rowing machine maintenance guide.
06	Launch safety check form.
07	Boat/oar safety check form.
08	Discrepancy correction actions report.