

Lee Rowing Club



Safety Statement

Rev:	7
Date:	6 th June 2023
Prep By:	M O'R and LB
Approved:	B O' F

LEE ROWING CLUB SAFETY DOCUMENTS

Lee Rowing Club



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Revision Control Sheet

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1 Introduction

This document outlines the Safety Statement and Procedures for Lee Rowing Club (The Club). At the outset, it is essential that in the real world, there will always be a level of risk associated with water-based activities, known as tolerable risk. Tolerable risk is an acceptable risk which is present in most sports. This document aims to ensure that the Club will always endeavour to identify known hazards and that the associated risks involved are controlled and made safe. In preparing this document and supporting the procedures contained herein, the Club promotes a Positive Safety Culture concerning all activities. The club aims to continually promote this Positive Safety Culture, which will, in turn, lead to the following:

- Communications founded on mutual trust.
- A shared perception of the importance of safety and
- Confidence in the effectiveness of their safety procedures.

The procedures contained in this document are based on Risk Assessments completed for each activity. These Assessments will be reviewed on an ongoing basis. The added processes of incident logging, lessons learnt, and safety auditing will also feed into the risk assessment.

In effect, assessment/procedures will create a live document that is continuously updated.

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1.1 Commitment to Safety

Lee Rowing Club (The Club) is committed to providing a safe environment for its members. Having a *Safety-First* attitude always is an essential part of what it means to be a member of Lee Rowing Club.

This statement aligns with the Rowing Ireland Club Self-Assessment Safety Audit (<https://www.rowingireland.ie/2023-affiliations-and-club-self-assessment-safety-audit/>), a requirement of affiliation with Rowing Ireland.

All members have a Duty of Care to ensure their actions, both on and off the water, are conducted in a manner that does not compromise the safety of themselves or others.

The President of the Club and Club Officers are responsible for implementing the safety management system, modifications, and changes to the safety statement, in consultation with the safety advisor and safety team.

The Club will provide its members with information, education, and safety training. In turn, members are responsible for understanding, questioning, reporting, and adhering to safety best practices. The club will also provide the safety equipment and personnel necessary to implement the safety statement.

Signed on behalf of Lee Rowing Club:



Date: 6th June 2023

Brian O'Flaherty President.

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1.2 Organisation and Responsibility

General Committee / Club Officers

- a) Ensure Safety Statement is revised annually or after any major incident.
- b) Monitor the statement's performance by reviewing incident trends and annual resource allocations.
- c) Ensure ongoing consultations with regional and club safety advisers or their representatives.
- d) Ensure audit of Rowing Ireland's safety procedures is carried out.
- e) Monitor club safety adviser engagements to ensure compliance.
- f) Arrange safety courses for members.
- g) Organise periodic information workshops with members/officers to clarify the requirements of the safety statement.
- h) Encourage members to report and investigate incidents (accidents, near misses, damage) and ensure appropriate steps are taken to remedy the same.
- i) Take appropriate action on any safety representations.
- j) Estimate annual resource allocation for the execution of the safety statement.
- k) Provide templates for emergency plans & risk assessments.
- l) Identify training needs and ensure that these training needs are satisfied.

1.2.1 Club Safety Advisor

Safety Adviser Role according to World Rowing¹

Each rowing organisation should appoint a Safety Adviser. The Safety Adviser must ensure that the club's safety program is followed.

- a) The adviser will fully engage with the Rowing Ireland Safety Manual.
- b) Create a 'Live' Risk Assessment Document to assess the risks to club members and visitors on and off the water.
- c) Implement the club safety statement and monitor all aspects of health and safety within the club, including adherence to current legislative requirements.
- d) Advise the club committee on health and safety requirements, the resources required for their implementation, and the ongoing reviews.

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- e) Inspect/audit all locations and documentation to ensure all legislative requirements are met, and controls are implemented for all high-risk activities.
- f) Ensure that all testing and certification for equipment is carried out as required and that records are kept.
- g) Ensure that accident record book(s) are kept, accidents are monitored and investigated/monitored, and the required remedial/statutory action is taken.
- h) Ensure that dangerous occurrences are recorded/investigated, and the required remedial/statutory action is taken.
- i) Identify the club's ongoing training needs and organise the necessary training.
- j) Oversee the safety arrangements for Regattas / Training etc.
- k) Develop contacts with local river user groups or similar bodies to assist in understanding and resolving areas of conflict between users.

1.2.2 Coaches

- a) Be responsible for the safety of themselves and the rowing members under their care as far as is reasonably practical.
- b) Co-operate with Rowing Ireland in the implementation of the practices in the safety manual.
- c) Inform club members of the LRC safety procedures associated with Rowing Ireland activities.
- d) Encourage club members to follow safe procedures.
- e) Identify risks relevant to the activity proposed to identify any unforeseen hazards.
- f) Ensure that rowers and coxswains are dressed suitably.
- g) Check Inspect the rowing/sculling boat before launching to ensure that it is not damaged and that riggers, stretchers, shoes, seats, and rails are correctly adjusted, secured, and free from damage and that all boats have affixed bow balls.
- h) Inspect oars and sculling blades to ensure that they are free from damage and adequately adjusted.
- i) Ensure that coxswains wear lifejackets or buoyancy aids. Those in bow loaders wear only manual PFDs.
- j) Ensure launch occupants wear life jackets or buoyancy aids when accompanying crews and while afloat.
- k) Ensure all coaching launches and safety boats carry the required equipment.

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1.2.3 Members

- a) Read and understand the club safety statement.
- b) Cooperate with Rowing Ireland / club officers to enable Rowing Ireland / the club to comply with statutory provisions.
- c) Take reasonable care for their safety, health, and welfare and that of others.
- d) Make proper use of all equipment.
- e) Make proper use of personal protective equipment.
- f) Report immediately to the club safety advisor or coach any defect in the clubhouse, club equipment, pontoon, boats, launches, or engines that might endanger the safety, health, or welfare of which they become aware.
- g) Refrain from dangerous horseplay or behaviour.
- h) Report any injury to themselves which occurs at Rowing Ireland / club activities, even if the damage does not stop him/her from participating.
- i) Suggest safer methods for our activities.
- j) Attend health and safety training provided by the club / Rowing Ireland.
- k) Inspect the rowing/sculling boat integrity before launching to ensure that it is not damaged and that riggers, stretchers, shoes, seats, and rails are correctly adjusted, secured, and free from damage and that all boats have affixed bow balls.

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2 General Arrangements

2.1 Training

The club will ensure that relevant training is provided to members to assist them in implementing the safety statement. It will do this by developing a schedule of training. Examples are as follows:

Safety Statement (Compulsory for all members). Risk Assessment. First Aid. Launch Driving. Coaching. Manual Handling. VHF training.

The club secretary or designee will keep training records.

2.2 Rowing Safety

Introduction:

This section outlines the General Procedures for all rowing activities undertaken at Lee Rowing Club. All coaches and athletes undertaking this activity shall read and be fully aware of all the procedures. The procedures adopted herein are based on the Actions identified in Risk Assessment 001.

Pre-Rowing Requirements

Swimming Ability

All rowers must be able to swim in cold water and tread water in light clothing.

Lee Rowing Club will endeavour to educate junior members on boat capsize and cold-water immersion.

Lee Rowing Club will endeavour to educate members on staying safe after a boat capsize.

Lee Rowing Club will carry out capsize drills for juniors on an annual basis.

Records of attendees and controlled capsizes will be managed by the Safety Team.

Pre-Existing Medical Conditions

Any rower taking part in rowing shall notify the club of any pre-existing medical condition. Any such submission must be accompanied by a submission from the Athlete's Doctor that the athlete can participate in a sport involving significant physical exertion. The club will

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assess the impact of this medical condition on the safety of the athlete and crew and, where necessary, restrict the extent of rowing involved to ensure that it can be conducted in a safe environment. This information shall be provided by the athlete's parent/guardian in the form of a statement of health. The athlete's parent/guardian will undertake to immediately advise the club of any change in the medical status of the athlete that may arise during their membership. All information provided will be dealt with in the strictest confidence and will only be disseminated to the relevant coaches and officers of the club.

Pre-Rowing Check

Before any water session, the Coach shall complete a weather check to ensure suitable weather conditions. The coach will write up the conditions on the whiteboard for other coaches to view and if necessary edit.

Equipment Check

Rowers shall be responsible for checking their boat integrity, namely that it is equipped and working correctly before going on the water.

Checks to include:

- A Suitable Bow Ball is fitted securely in place.
- Heel restraints with quick-release mechanisms are in place.
- Covers to buoyancy compartments are fully secured.
- Riggers and foot stretchers are tightly secured.

All Rowers shall be familiar with and abide by the agreed traffic pattern and zones as displayed on the wall of the gym area and at the pontoon.

Knowledge of the Rules of the River:

Rowing Zones:

Rowing zones used for training are at the discretion of the coach and based on the coaching approach, such as coaching by bicycle or using a launch and the experience of the crews.

Zone 1. The corner to the Railings on the Marina side of the river) is recommended for beginners and inexperienced rowers. Beginners are not permitted to row beyond the corner or the railings.

Zone 2. Shandon Boat Club to Cork Boat Club suits more experienced Junior 18 or Intermediate rowers. A launch should be used outside of these zones.

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Coxswains:

While the cox is responsible for steering and carrying out the coaches instructions, the overall responsibility lies with the coach. Coxswains must always wear an approved life jacket, while on the water. Where the coxswain is in a bow-loaded boat, care must be taken in the choice of life jacket to ensure that the life jacket will not impede the coxswain's fast exit from the bow.

The club will implement a training and matching process whereby new/inexperienced coxswains are initially designated as trainee coxswains. They will be trained in the role and matched with experienced crews until they have gained sufficient experience and demonstrated their ability to instruct the crew clearly and control the boat.

Experienced coxswains are expected to:

- Act in a way that preserves the safety of everyone in their boat from the moment the crew places hands on until the boat is returned to the racks.
- Liaise with the coach and ensure that no boat goes out that is not in compliance with general safety guidelines, including a secure bow ball, tied foot stretchers, etc.
- Have any necessary tools with them when they leave the pontoon, including a noise-making device.
- Follow traffic patterns and pass/yield to other crews correctly.
- Learn or review coxing and boat manoeuvring procedures.
- Understand local traffic patterns and safety procedures when travelling to away sites.

Coxswains must be confident and clear in their knowledge and ability to instruct crews before they go on the water with a crew. Coxswains must have explicit permission from a coach to cox a boat without a coaching launch supervising.

Restrictions

The following would be considered restrictions to rowing.

- a) Fog resulting in low visibility.
- b) Winds causing extremely rough water or white horses (Easterly in particular).
- c) Strong gusts of wind

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It is common for the weather to change from hour to hour, which can often happen mid-session. Members should, in so far as possible, use the agreed app weather predictor to plan their training session so that they do not find themselves beyond Blackrock Castle in the event of a change in weather during a session if a member does find themselves in a changed weather situation mid-session that makes it unsafe to row, radio to the Club of your decision and make your way back to the Clubhouse immediately.

Often the water conditions can vary in different parts of the Marina; if you observe that rowing beyond the Blackrock Castle or beyond Shandon Boat Club is not beneficial for the session, radio other coaches to make them aware of the conditions, e.g., rougher water toward above, Shandon Boat Club or below Blackrock Castle.



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Weather Tolerances

Lee Rowing Club Coaches will adopt a common-sense approach to weather patterns at all times; however, safety should always be the top priority, and no unnecessary risks should be taken.

The Marina is a dynamic environment which is protected from a number of wind directions, such as the north and south, but an easterly wind can have a profound impact on rowing conditions. Wind direction must always be considered as well as wind speed, when assessing water conditions and risks.

Wind and water Conditions

Coaches should take extreme care if the wind is forecast to reach in excess of wind speed of 25 km/hr (13.5kts) or gusts of around 40 km/hr (21.6 knots). There is NO rowing permitted if white caps are visible on the water.

The conditions and row of the River and rowability depend upon several factors, including:

1. The wind speed and direction (especially in relation to the direction of current/ Tide)
2. How much-exposed water is between you and the bank, for example staying on the marina or rowing below the Blackrock castle?
3. The class of boat,
4. How experienced is the crew?
5. Is there a launch?
6. Forecasted changes in weather.
Table 1 - Factors affecting river conditions and rowability of river.

The following risk approach will be used.

High Risk:	No rowing, pontoon gates are closed.
Medium Risk:	Rowing dependent on factors as listed in table 1.
Low Risk:	Conditions that are rowable for all crews



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Fog

Only leave the slip if you can see the bank on the opposite side of the river (about 100 meters) or to the left & right of the slipway.

Electrical Storms and Air Temperature Changes

No rowing is permitted when thunderstorms, or extreme temperatures are forecast. Temperatures below zero degrees Celsius and above twenty-six degrees Celsius are considered as extreme.



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Figure 1- Traffic Circulation Patterns & Safety Guidelines

All rowers, especially beginners, should be familiar with the rules of the river (Traffic Circulation Patterns, as safety guidelines) that were agreed upon by all Rowing Clubs on the Marina and the Port of Cork (See Figure 1).

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Water-Borne Diseases:

Activity on the water increases exposure to Water Borne Diseases, such as Leptospirosis/Weil's Disease. It is the club policy that all members operating on the water or handling club equipment will ensure that:

- Cuts and abrasions are covered with waterproof dressings.
- Appropriate footwear is worn to avoid cuts and protect feet when paddling in the water or launching boats.
- They shower after contact with the water.
- They adopt good personal hygiene habits i.e., Wash their 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 prevent contact with residual scum.
- If 'foul' water has been swallowed and you feel unwell seek medical advice.

It is club policy to inform parents of junior members of capsized incidents to alert them to any issue that may arise after the training session.

Safety Launch:

When beginners or inexperienced rowers are on the water a safety launch shall be available to attend to any incidents that may arise.

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2.3 Land-Based Safety

Introduction:

This section sets out the General Procedures about land-based training at the Club. The procedures adopted herein are based on the Actions identified in Risk Assessment 003.

Gym Equipment:

The club shall prepare and maintain an up-to-date log of all equipment used for training purposes.

Training:

All athletes shall be trained in the use of the equipment and shall be supervised by a coach until they can demonstrate competence. The athletes or coaches shall notify the Captain immediately of any damaged or defective equipment which shall be taken out of use immediately.

Housekeeping

It is the responsibility of members to make tidy all training areas after use. This includes cleaning down ergometers and weights. It is also their responsibility to remove any personal clothing, water bottles, or other items from the training areas or the dressing rooms.

Auditing:

The equipment log shall be audited by the Captain or designee at least once per annum. This audit will identify the following:

1. Date of Audit
2. Person Completing the Audit
3. Condition of each piece of equipment on the Log. (Sound/Defective)
4. Any equipment identified as defective shall be taken out of service immediately and shall be notified to the main committee by way of an Audit Report.

Gym Environment:

The general area of the Gym shall be audited by the Captain or designee on an annual basis in terms of identifying any issues with flooring/wall finishes and/or fixtures and fittings that might give rise to a hazard.

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The audit will identify the following:

1. Date of Audit
2. Person Completing the Audit
3. Condition of the gym area with commentary on flooring, wall finishes, and fixtures/fittings. (Sound/Defective)

Any issues identified shall be notified to the main committee by way of an Audit Report.

Fitness Training:

Running Outside the Club: Where running outside of the club is proposed, this running, where possible shall be limited to the environs of Páirc Uí Chaoimh or the greenway, which is lit during the winter nights.

Members must wear high-visibility vests and must run in groups. The members must not leave any single individual isolated. Members shall know the route before setting out and this route is to be directed by the supervising coach.

Overexertion:

Training plans shall be put in place for members covering the duration and intensity of the sessions.

Boat Handling:

All members shall be trained in the correct manual handling techniques for lifting boats from induction. All such training shall be recorded by the Captain or designee.

All members shall take care to ensure that the boat or boats they are carrying, including its riggers, does not collide with any other persons/objects.

The club shall operate a marshalling system for busy periods with a dedicated marshal positioning at the road crossing. Outside of this, any members carrying a boat to and from the pontoon shall be accompanied by a buddy who will advise on the way to be clear from traffic, cyclists, and other persons.

Pontoon:

Only members, coxes, and coaches who are going out or coming in from a session shall be permitted on the pontoon.

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Any unnecessary clothing or equipment shall be removed from the pontoon. Any equipment that is required shall be stored centrally in the pontoon area and out of the route for boats being transported on/off the pontoon.

The pontoon is a public area and as such is accessible to the public. When this happens the club will, where possible, appoint a pontoon supervisor to manage club members to avoid any collisions or accidents.

2.4 Clubhouse

Introduction:

This section sets out the General Procedures in relation to general activities at the clubhouse at Lee Rowing Club. The procedures adopted herein are based on the Actions identified in Risk Assessment 004.

Fire:

Fire poses a significant hazard with the associated risk of burning, suffocation, and death. The club will ensure that all aspects of the premises comply with the requirements of the Fire Services Act. In general, the club will adopt the following procedures:

- 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.
- Clubhouse users will be familiar with at least two escape routes from the clubhouse, also with the fire extinguishers in the area.
- All passageways/escape routes must be kept clear.
- All firefighting equipment will be maintained as per current legislation.
- Evacuation Plan is to be updated regularly and training provided.
- No smoking signs to be erected.

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Flammable fuels pose a particular risk.

- Members will be instructed on 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 is prohibited on the club grounds and on the pontoon.

Electricity:

Accidents involving Electricity can lead to burns and/or electrocution. In relation to the electrical installation at the clubhouse, the Club commits to ensuring:

- 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 is 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.
- All socket 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.

Wet Floors:

Wet floors can lead injury through slip and falls. The club will:

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- Clean Up Wet areas as soon as possible.
- Erect Wet Floor Signs
- Where necessary, supervise athletes on wet floor areas.

Kitchen Area:

Unsupervised use of the kitchen area can lead to injury through slippage, burning, electrocution, etc.

It is the policy of the club to either:

- Have a supervising adult present in the kitchen during busy periods to limit numbers at any one time. (Maximum of 3 members)
 - OR
- Arrange a suitable area external to the kitchen where essential services are made available to the members in a controlled fashion.

Bar Area

Access to the Bar Area is restricted to Authorised Adult members only. Junior Athletes are prohibited from entering the behind-counter area of the bar.

Balcony:

Access to the balcony area could lead to the risk of injury from falling and/or objects dropping on people below. The balcony area shall be kept locked and access to this area will only be permitted under the supervision of an adult member.

General Housekeeping:

The club will ensure:

- That a good level of general housekeeping shall be always maintained.
- Access ways are always maintained clear of any obstructions.
- Unnecessary equipment be removed, and the clubhouse kept clutter-free.
- Assessing the furniture and fittings and removing any defective items.

Car Park:

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There is an ongoing risk of collision or injury in the car park area. A speed limit of 10km/h must be adhered to by users. Signage 10km/h shall be displayed at entrances and exits.

Members only shall be allowed to park their vehicles on club property. The club will adopt a policy of reverse parking, if possible, where cars will be reversed into position.

The car park will have adequate lighting.

The club will make parents aware of safety issues in relation to parking when dropping or collecting, to minimise the risk of any incident.

2.5 Return to Training

Introduction

This policy sets out a procedure to manage situations where an athlete is returning from a period of sickness or sustained unexplained absence where their ability to train effectively may be compromised.

Absence from training

Where an athlete is absent due to sickness or inability to attend training that the athlete or parent informs the coach as soon as possible of the reason and potential duration of the absence.

Definition of Absence

- Short absences are an absence of one week.
- Sustained absence is an absence greater than one week.
- Sickness requiring hospitalisation or under medical supervision should be flagged to their coach.

Designated people

- One of the coaches in the training group.
- Vice Captains.
- Captain.



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Period of Absence

It is acceptable for an athlete or parent to inform their coaches in the case of a short-term absence. For longer absences or, in cases of injury or sickness that may compromise the ability to train safely and effectively, the Club may require a medical certificate stating a fitness to return to training. In situations where an athlete is absent due to an unexplained reason it is required that the parent and athlete meet with a designated person before they can resume training. Athletes should not be dropped off at the Club for training unaccompanied until an agreement is in place on a return to training.

Consultation

Lee Rowing Club always will treat every individual's case with respect, dignity and managed confidentially. An area will be set aside for private discussions with the athlete and parents.

We would ask parents co-operation in this regard ensuring the safety of all our members.

3 Launches

It is club procedure that a Safety Launch be available for all members on the water. The safety launch can be moored at the pontoon but must be available to launch if required. The safety launch can double as a coach's launch provided the crew of the launch are familiar with the correct rescue procedures.

All launch operators should be trained in first aid and cold-water immersion treatment. Regular training exercises will be carried out of all skills especially water rescue. An up-to-date log of launches at the club shall be maintained.

This log will be used to ensure that launches are checked/serviced regularly. All launches will be equipped with the following:

- A bailer.
- A horn or similar warning device, capable of attracting attention over a distance of at least 200 metres (217 yards).
- Ideally a purpose made rescue/heaving line throw-bag or a grab line at least 15 metres long with a large knot tied in one end to assist throwing.
- A VHF Radio (for Launches going to Lough Mahon)
- Thermal/exposure blankets to reduce wind-chill and counteract hypothermia.
- In the absence of recognised equipment, polythene sheet cut to the size of a



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commercially available exposure bag will provide the necessary level of heat retention until proper treatment can begin.

- A basic first aid kit
- A sharp knife with carrying sheath.
- A paddle.
- Simple handholds fixed to the side of a launch to aid rescue and provide self-help should the driver fall overboard.
- Engine cut out lanyard device (Kill Cord) which must be always worn by the operator.
- An anchor and line.
- All personnel in the launch will wear approved lifejackets.

The launch log will contain a list of equipment on board and the presence/condition of this equipment will be audited on an annual basis.

4 Emergency Response Plan

Introduction

The primary aim of **Emergency Planning** is to achieve, in so far as is reasonable and practicable, an effective response to a major incident or emergency regardless of cause.

Pre-planning is essential to enable people to respond to disaster and organise a practical emergency response. Proper planning and drills should highlight deficiencies or lack of resources, which can be addressed in advance.

The plan should be familiar to all Lee Rowing Club members regardless of age. Member roles and responsibilities should be clearly defined, regularly reviewed, and rehearsed. Lee Rowing Club will assign responsibility for undertaking the emergency co-ordination function clearly and unambiguously and requires that these members be supported, as it happens and is effective.

To achieve this aim, the Club will:

- Ensure a planned, prepared, and organised practical response.

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- Effectively contribute to the combined response of all the emergency services.
- Have plans that are sufficiently flexible to deal with a range of situations that may vary in significance, duration, and complexity.

Lee Rowing Club will commit to an iterative cycle of continuous activity through five stages of emergency management:

Systems Approach

1. Hazard Identification.
2. Mitigation.
3. Preparedness.
4. Response.
5. Recovery.

One of the key objectives for Lee Rowing Club is to set out the arrangements and facilities for effective response to an emergency. Lee Rowing Club will assign responsibility for undertaking the coordination function clearly and unambiguously so that the combined result is greater than the sum of the individual efforts. The club will provide the support and resources required by members, so it happens and is effective.

As rowing on the river poses the highest risk to members the appropriate member will immediately dial 999 or 112 and ask for Cork City Fire Brigade and HSE Ambulance Services. Port of Cork can be contacted by radio if deemed more appropriate.

Every member should familiarise themselves with our location **Eircode T12 CX27** Adjacent to Páirc Uí Chaoimh on the western end of the Marina.

CHECKLIST IN CASE OF EMERGENCY

Roles and Responsibilities.

Person in charge (PIC)

- Contact emergency services.
- Describe the nature of the emergency, location and numbers involved.
- Carry out the evacuation procedure if appropriate.
- Identify who is at your disposal, assign roles and check in with these people.
- Ensure the door lock is set to off.
- Open gates to allow easy access to emergency vehicles.



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- Assign someone to look after the other members in the area or keeping an area clear.
- Assign a calm responsible person to contact parents to advise them of the emergency and next steps.
- Cordon off an area for privacy or protection.
- In the event of potential hyperthermia prepare the office area; turn on the heater to full power; gather the Club emergency equipment such as foil sheets; blankets; dry clothes to include hat & socks.
- Ensure that a safe space is made in the gym adjacent to the double doors allowing easier access for emergency services.
- Get club emergency equipment ready.
- Ensure the PIC is the only person speaking to the emergency services.
- Document action/steps taken as soon after the event to include timelines.

- Contact Captain and or Vice-Captain
- Be prepared to provide a brief description of emergency and who is involved.
- Explain which responsible members are present.
- The responsible member who has taken charge of the emergency plan and how they can be contacted. Keep that line of communication open and as free as possible.
- Follow the guidance below.
 1. Identify facts, what help is needed & who is on the ground.
 2. Contact Safety Advisor and agree a lead person.
 3. Send SOS message to Coaches via WhatsApp group.
 4. Contact the Child Welfare Officer (if applicable).
 5. Club Secretary should contact Committee members.
 6. Contact Rowing Ireland (if applicable).

The Rowing Clubs on the Marina are committed to the safety of their members and visitors whilst they are engaged in club related activities. Each Club has its own Safety manual designed to deal with the risks that pertain to the Club.

The aim of this Emergency Plan is to ensure that all members and visitors are made aware of the safety requirements of rowing and related activities on the Marina so that they may participate safely. This Plan is supplementary to the Rowing Ireland guidelines.

The Plan applies to the River Lee between the "Split" and Buoy R13 abeam to Blackrock Castle. This Plan also applies to crews visiting the Clubs and the Club Captains will inform them of this Plan.

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All Club members and visiting crews are personally responsible for and have a duty of care to ensure that their actions, both on and off the water, are conducted in a manner that does not compromise the safety of themselves or others. All members are expected to comply with the requirements of the Rowing Ireland guidelines, their Club's Safety Plan, Port of Cork requirements, Maritime Safety Act 2005 and any other instructions issued by the Club, in respect of safety.

5 General Water Safety Requirements

Safety Equipment

The Clubs provides items of safety equipment, which must be used by its coaches, athletes and members: -

Life Jackets / Buoyancy Aids: The wearing of a lifejacket or buoyancy aid is compulsory for coxswains and all drivers and passengers of any launch used in connection with Club activities.

Throw Lines: All throw lines are kept in the Launch dry bags.

Thermal Exposure Blankets: Thermal exposure blankets are in the Launch dry bags and in the Club First Aid boxes.

First Aid Box: These are in the Launch dry bags, the Gym and in the Clubhouse.

Rowing Conditions

There should be no rowing if there is the risk of lightning at any stage. Similarly with fog, visibility must be adequate to ensure that crews have visibility of other boats and commercial traffic. If the opposite side of the river cannot be seen, then crews must not launch. Weather and tide will dictate whether it is safe to launch on the river. Weather and tides should be consulted on a Weather App to ensure that conditions are appropriate for the entire session considering the type of boats being used and the experience of the rowers.

Commercial Traffic

Check the Port of Cork shipping schedules to confirm the arrival and departure time for vessels that will travel through the area that is planned to be used for rowing. Remember that this is a guideline and a look out should be always kept for unplanned vessel movements. Rowers and Launches are obliged to leave the shipping channel for larger vessels.

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Condition of Equipment

Prior to use, athletes shall check the equipment to be used; heel restraints, bow ball, buoyancy chamber hatch covers etc to ensure that it is serviceable and appropriate for the purpose for which it is intended.

The coaching/safety launch should be prepared and ready for use at the beginning of each training day if not already out on the river and being used for coaching.

Incidents and Accidents

All members are responsible for reporting all accidents, incidents and near incidents that they have knowledge of or witness within 24 hours of the event, to the Club Captain or Safety Adviser and their coach. All accidents and incidents will be reviewed by the Safety Adviser, and these will be discussed by safety committee as part of the Safety review; along with any additional control measures that are deemed necessary to avoid any future repetition.

Emergency Services are to be contacted by the best means possible as appropriate to any accident or emergency.

See below for contact numbers and details of access points to river for emergency services.

All coaches must carry these numbers and post codes in their cell phone.

Launch

The Club launch is to be used only by drivers authorised by the Club Captain. All drivers and passengers must wear lifejackets. The driver is responsible for ensuring that a safety bag/launch rescue kit is carried. The driver must replace any items used or missing from the safety bag and action their replacement.

Kill Cords – all drivers must wear an operational kill cord securely attached to both driver and engine. Failure to wear a kill cord puts the driver and others at risk. It is essential to

- Attach the cord to your life jacket or around your leg before the engine is started.
- Test regularly to ensure the engine stops when the kill cord mechanism is operated.
- Make sure the cord is in good condition.
- The engine should be stopped before transferring the kill cord to another driver or removing the kill cord.



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- Launch drivers are to ensure that the launch is handled with consideration to other river users and in accordance with the Rules of the River.
- In the event of a capsize recovery operation the maximum number of persons on the launch should be assessed based on the river conditions at the time, distance to a pontoon, to safely convey athletes to the safety of the riverbank or boathouse.

Coxswains and Steersman

In all coxed boats, the coxswain is deemed responsible for the overall safety of the boat and crew. The wearing of lifejackets or buoyancy aids by coxswains is compulsory. If front-loaders are being coxed, care is to be taken to ensure that the lifejacket does not prevent a cox from escaping in the event of capsize or sinking. In coxless boats, the person occupying the bow seat or the person controlling the rudder (when fitted) is deemed responsible for the overall safety of the boat and the crew. The only exception to the foregoing being when the coxswain, or the steersman, is a beginner; in which case responsibility will be transferred to the coach or to the person providing the direct instruction and supervision.

Emergency Action

In the event of a capsize

- If out of your depth and unable to wade ashore, hold onto the capsized hull as a buoyancy aid & attempt to swim it to shore. If the water is cold, get as much of your body out of the water, onto and straddling the hull, as soon as possible, draping yourself over the upturned hull (if necessary, turning over the hull for this purpose).
- If possible, "buddy-up"; holding on to each other to provide mutual warmth and support until rescued and to help ensure all are accounted for.
- Other boats in the vicinity should fetch help or a launch if one is available. DO NOT ATTEMPT TO RESCUE FROM ANOTHER ROWING SCULL - you are likely to tip over, putting more people in the water with no one to get help.
- Rescue from a launch should be performed downstream of the person and the engine in neutral with the blades being used to manoeuvre the launch if required.

In The Event of a Serious Incident

In a medical emergency, including a crew member being taken seriously ill, injured, or becoming unresponsive, immediately:

- Raise the Alarm with a launch or with other boats if available.

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- Use a cell phone to dial for emergency assistance 112 or 999; or if no cell phone available row to the nearest location where a safe landing can be made, get to a telephone, and make a 112 or 999 call, indicating the closest access location.
- Use the VHF radio on the launch on Channel 16 to summon assistance.

6 Event Safety

Introduction:

This section sets out the General Procedures in relation external events (regattas & external training) activities undertake by Lee Rowing Club.

In relation to External Events, everyone is expected to:

- Understand and abide by the rules that the event has defined because of the Risk Assessment generated by the Event organisers.
- Be aware of the hazards associated with each of the event's activities that they take part in.

In this regard, it is club procedure that in relation to any external event that its members are participating in:

- the Safety Advisor will review Event Risk Assessment
- the Safety Advisor will prepare a briefing document in relation to the hazards outlined for the attending Coaches.

Transportation:

In relation to the transportation of boats/equipment, LRC shall adopt the following procedures:

Drivers:

- Drivers must hold the correct driving licence to drive the vehicle-trailer.
- A travel companion (ideally a D licence holder if possible), will accompany the driver to assist with navigation and any other issues that may arise.
- Safety belts must be worn where members are being transported by road.
- No driver will drive a vehicle that is not suitably insured for the task.

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- 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 person will drive under the influence of Alcohol/Drugs (unless prescribed medication).

Towing Vehicles:

- Only vehicles suitable for the task will be employed.
- 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 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.
- Particular attention will be paid to the following: Light / Brakes / Tyres -- All lights will be cleaned and checked.
- Under no circumstances will a vehicle be taken out where a doubt exists as to its roadworthiness.
- The prevailing road and weather conditions will dictate the safe driving speed.
- National speed limits will be complied with.
- The regatta venues traffic system will be complied with.
- Vehicles will be parked in the designated area only.

Boat Trailers

- Boat trailers will be suitable for the task, be maintained in good working order and be properly used.
- 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.
- All boats / equipment will be secured 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 more than 1.00m a suitable red flag will be used to highlight the end of the projection. During periods of darkness a rear flashing red light will be used instead of the flag.



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- When loading and unloading equipment an exclusion zone will be created around the trailer and all access to the area will be monitored.
- Trained experienced club members will load unload boats. Trainees will be supervised, and work checked.
- 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 trailer 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.

The driver of the towing vehicle has the responsibility for the safe operation of the trailer and should carry out the following checklist before commencing a journey:

- Is the trailer load correctly distributed i.e., not too much or too little nose weight?
- Is the load within the trailer's official payload?
- 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 towing mirrors should be fitted.
- 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:

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- Make sure the trailer is level when coupled to the towing vehicle.
- Make sure the nose weight is between 50 and 100kg (unless trailer is very light.) Make sure the tyre pressures are correct.
- Is the jockey wheel and any corner steadies or prop stands fully wound up and secure?

7 Incident Reporting

Introduction:

This section sets out the General Procedures for the reporting of Incidents at Lee Rowing Club. Everyone can help to improve safety by reporting incidents to the Safety Advisor. This confidential reporting system is for everyone; clubs, individuals (members and non-members) and events to report an incident or concern. Incidents that cause harm or damage, however trivial, should be reported as well as those where an injury, health issue or damage has occurred. Near misses should also be reported as these can provide useful information that may help someone to avoid a serious incident.

Incidents must be reported to the Safety Advisor directly via email safety@leerowingclub.com.

All reports shall be treated as confidential.

Responsibility for reporting incidents lies with those involved. The system of reporting does not exist to “point fingers” or blame members. The club shall adopt a similar policy to that of Rowing Ireland “**Report it, to fix it. No name no blame.**”

It is the policy of the Club to maintain an Incident Log. It is important that ALL incidents and “near” incidents are reported as these will feed back into the Safety Assessment process which will help to improve the overall level of Safety at the club.

Examples of **incident types you must report** include (this list is not exhaustive):

- **Capsize** or falling out of the boat through inexperience, contact with another rowing boat, contact with another object, equipment, or boat failure.
- **Collision** through contact with a static or moving object, navigation issue, poor visibility.
- **Swamping** through rough water, wash, collision with another rowing boat or other object.
- **Health related issues:** injury from manual handling, respiratory, hypothermia and heat stress.

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- **Equipment failure:** boat buoyancy, riggers, gates, seats/feet, steering equipment, bow ball, blades/sculls, launches, PFDs, racking.
- **Land training injuries** due to weight training, circuits, running, indoor rowing, slips/trips.
- **Behaviour:** vandalism/violence
- **Trailer towing:** failure of equipment, driving incident, faulty lighting board.

Examples of “near” incidents you must report include (again not exhaustive):

- Where sudden evasive action had to be taken to avoid a collision.
- Where a boat is flouting the navigation rules and circulation pattern.
- Where a crew has boated in high risk or hazardous conditions.
- Where a dangerous situation existed

Reporting

The safety advisor will review all incident reports and will make recommendations for amendments to the Risk Assessments/Club procedures as necessary.

In relation to any major incidents, the safety advisor will investigate these and prepare a report for the main committee following this investigation.

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8 Auditing

Introduction:

An audit is a periodic, independent, documented, objective assessment of the extent to which an activity or process complies with the stated criteria. In other words, it is a gap analysis that helps an organisation to identify opportunities for improvement.

It is the policy of the Club to complete a full audit of all its rowing procedures on an annual basis. In addition, it is the policy to complete intermediate audits of any aspect that the Safety Advisor deems necessary during the year. The findings of the audit will be reported to the Main Committee for action where necessary.

9 Disciplinary Code of Practice

This section is dealt with under the Club Policies, Procedures and Guidelines including Codes of Conduct for all individuals or groups be they members or non-members of Lee Rowing club.

10 Risk Assessment

The Club will strive to prevent accidents in as far as is reasonably practicable after The Club is adopting the 5 steps to Risk Assessment.

- 1 Identify the hazards.
- 2 Decide who might be harmed and how.
- 3 Evaluate the risk and decide on precautions.
- 4 Record our findings and implement them.

For clarity of purpose “Reasonably Practicable” in relation to the Club, means that the club has exercised all due care by putting in place the necessary protective and preventative measures, having identified the hazards and assessed the risks to the safety, health and welfare likely to result in accidents or injury to the health of its members and where putting in place any further measures is grossly disproportionate having regard to unforeseeable and exceptional circumstance or occurrence that may result in an accident.