

SAFETY STATEMENT

Wicklow Rowing Club

NORTH PIER WICKLOW HARBOUR

A67PF20

Contents

PART 1 Club Statement

1.1 Application
1.2 Objectives of the Safety Statement
1.3 Club Safety Statement
1.4 Policy
1.5 Revisions

PART 2 Duties and Responsibilities

2.1 Management control
2.2 Safety Advisor
2.4 Club Captain
2.5 Crew Captains / Coaches
2.6 Members

PART 3 Arrangements for Safe Rowing

3.1 Resources
3.2 Safety Induction
3.3 Training
3.4 First Aid
3.5 Reporting of Accidents,
3.6 Welfare Facilities
3.7 Personal Flotation Devices
3.8 Designated Person Ashore
3.9 Smoking Policy
3.10 Drugs and Alcohol Policy
3.11 Anti Bullying Policy
3.12 Children's Policy

PART 4 Hazard Identification and Control Measures

4.1 Hazard Inspections
4.2 Fire
4.3 Housekeeping
4.4 Manual Handling
4.5 Electricity
4.6 Safety Boat
4.7 Training at Sea

PART 5 Safety Advisor Annual Report

PART 6 Member Sign Off

PART 7 Appendix

- Accident Report Form
- Safety Inspection sheet
- member Suggestion form

PART 8 Related Policies

- Environmental Policy
- Equality Policy

1.1 APPLICATION

This Safety Statement has been developed to assist Wicklow Rowing Club comply with relevant Health and Safety standards and to ensure that Club Members are fully aware of Wicklow Rowing Club's commitment to high standards and continual improvement safety. To ensure the safety of all our member while on the water or in the clubhouse thus ensuring the continued enjoyment of Coastal Rowing in Wicklow

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any locations that Wicklow Rowing Club carry out club activities. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them and give a Safety overview to club members who must adhere to them.

To provide a control document to record the pertinent changes to the Club Safety Statement, which become necessary due to the changing aspects of Coastal Rowing.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded thus ensuring that the sport of coastal rowing can be performed in a safe and enjoyable manner for all.

1.3 CLUB SAFETY STATEMENT

It is this Club's intention that its operation will be carried out in accordance with:

- ✔ The Safety, Health & Welfare at Work General Application Regulations 2007 (and all other regulations made under the 2005 Act that may be relevant to Wicklow Rowing Club)
- ✔ The Code of Practice: The Safe Operation of Recreational Craft
- ✔ Maritime Safety Act 2005

All reasonably practicable measures will be taken to minimise risk to Club Members or others who may be affected by Club activities.

Wicklow Rowing Club has appointed Robert Dunne as Club Safety Advisor having responsibility for managing Health, Safety & Welfare, of club Members on the Club premises while training or competing on the water within the clubs local environs and to ensure that members are aware of the safety procedures when attending or competing in events organised by other Rowing clubs or Rowing Bodies . Reference should be made to the Safety Advisor, in the event of any difficulty arising in the implementation of this policy. The Safety Advisor to the best of his ability will endeavour to ensure that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all Club Members. It is therefore important that you acquaint yourself will all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Club and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: *R Dunne*

Date: 04/07/2023

1.4 Policy Statement:

The Committee and Officers of Wicklow Rowing Club are committed to, protecting the Safety, Health and Welfare of all Members in the club, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. The Club shall take all reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that Rowing conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

All Members shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All members will have access to the Club's safety statement and should ensure that they are familiar with its content.

The Club shall provide where necessary suitable Personal Flotation Devices (PFDs), equipment and training where hazards cannot be eliminated using all reasonably practicable steps.

Accidents/incidents reported shall be investigated by Club Executive Committee or a safety review committee that may be formed to determine the corrective action necessary to prevent recurrence.

The Safety Advisor shall implement this policy in all rowing areas and ensure that all Club Officials and Members understand their responsibilities and cooperate with the implementation of this policy.

This statement shall be communicated throughout the organisation by consultation with the Members and be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

1.5 Revision to the Safety Statement

The table below is a record of all revisions made to the safety Statement

Revision number	Date	Section revised	Revised by	Authorised by
01	20/11/20	All –New doc.	R Dunne	Safety Advisor
02	15/09/2022	All	R Dunne	

CLUB STRUCTURE FOR HEALTH AND SAFETY

PART 2

Duties and responsibilities

2.1 MANAGEMENT CONTROL SYSTEM

Wicklow Rowing Club is a Coastal Rowing Club based in Wicklow Harbour it was formed in 1956.But its roots go back to 1878 when the first Wicklow Regatta was held. We Compete in coastal and Offshore Rowing. We are affiliated to Rowing Ireland the National Governing Body for All rowing in Ireland.
Coastal Rowing.

- Wicklow rowing club Has 5 timber-built Skiffs that take a 4-person crew plus coxswain. Skiffs are Fixed seat 7.2 m length and 1.5m beam the are a very sea worthy traditional coastal boat.
- 1 No Coastal 4 Al Ireland Boat for National championship regattas

Offshore Rowing

- Wicklow Rowing Club has 4 FISA (World rowing Coastal) Boats 2 No Quadruple 4 person plus coxswain and 2 No Double 2 person coxless These are fibreglass and carbon fibre construction and are well suited to Sea rowing

The Safety Policy is central to setting up an effective Safety Management System within the club. The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the sport safely.

Management points that may be measured:

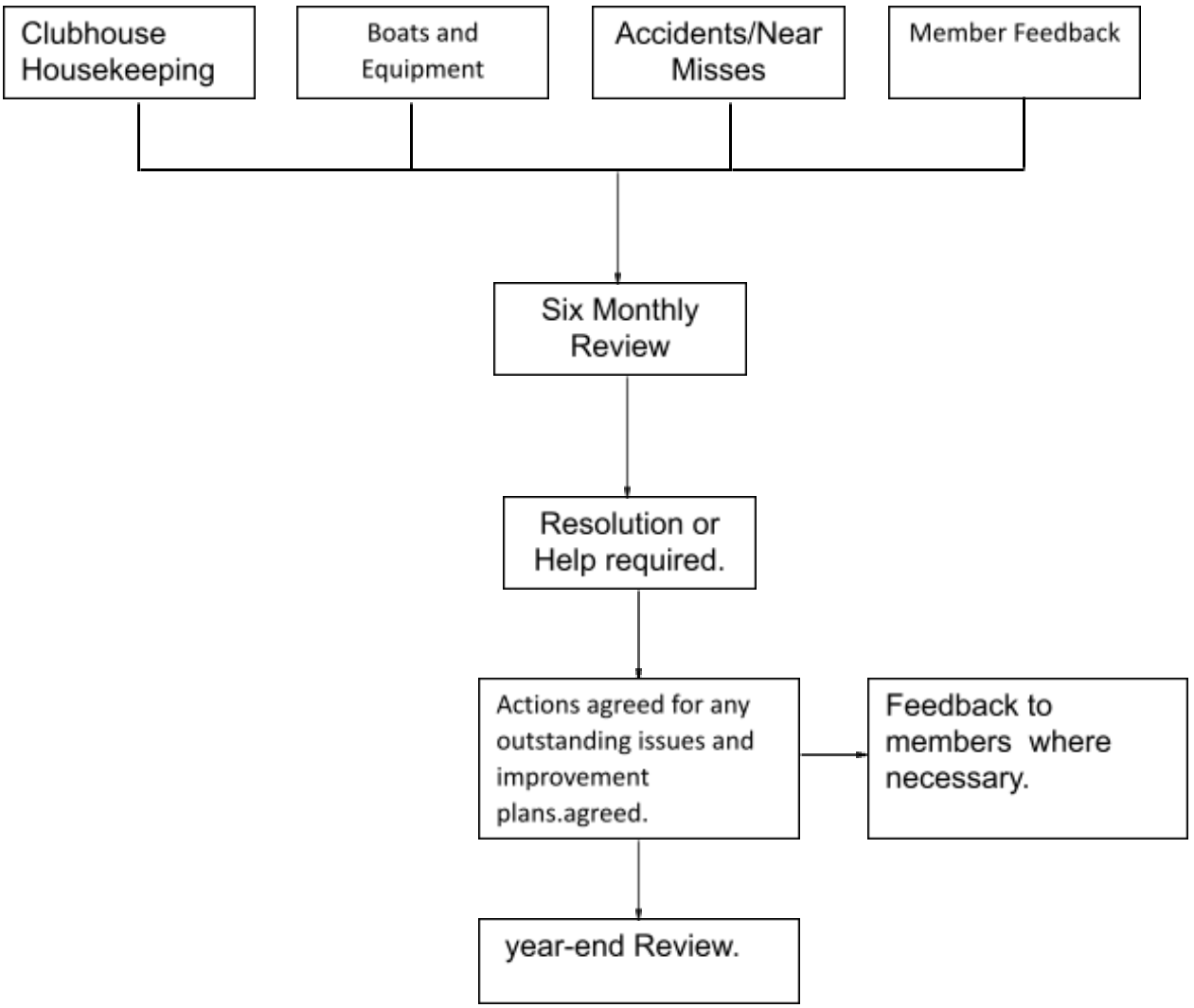
1. Clubhouse safety and housekeeping inspections
2. Member suggestions and query forms
3. Induction and ongoing training
4. Safety critical equipment maintenance records
   - 4.1. Personal Flotation Devices
   - 4.2. Transportation of Boats (Trailers)
   - 4.3. Fire extinguishers
5. Boats and Equipment
6. Risk assessments
   - 6.1. Initial assessments from 07/02/20
   - 6.2. Annual reviews after 07/02/21
7. Safety review with Members where required.
8. Safety Statement
   - 8.1. Implementation on 07/02/20

8.2. Annual reviews after 07/02/21

9. Annual Safety Advisors report

Health and Safety Management process for Wicklow Rowing Club

Process flow below indicates how Health and Safety issues and procedures are handled.



2.2 Safety Advisor (Assisted by others as required)

- ❑ The Safety Advisor will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Should ensure that Members are given correct information and training for them to act in a safe manner.
- ❑ ensuring that Members are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Club Health and Safety programme.
- ❑ Review all safety rules annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Club property and recommend action to the club executive.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that accident and incident reports are communicated to the Club executive committee and to the Rowing Ireland Safety Advisory Committee in a timely manner.
- ❑ The Health, Safety, and Welfare of all Members are not compromised when all other performance standards are set.

- That adequate funding is reserved to meet regulatory needs of safety and health.

- That Club management will lead by example in adhering to stated policies to achieve the Club's aim to reduce accidents and health exposures.

2.3 Club Captain

- Regularly inspect the Clubhouse to ensure that the programme is being complied with and make recommendations directly to the Safety Advisor in matters concerning Health and Safety.

- Ensure the review of Health and safety on a six-monthly basis.

- Review the Member suggestion and query forms Monthly.

- Supervise the Company Health and Safety programme.

- Communicate directly with membership re safety concerns ensure these concerns are relayed on to the safety advisor and Club Executive.

- Review all safety rules on a regular basis and, where necessary, recommend suitable changes.

- Assist in the induction and safety training of new Members.

- Be the eyes and ears of the club Report any issues of concern to the Club Executive

2.4 CREW CAPTAINS AND COACHES

All Crew captains and coaches should ensure that all crews and rowers under their control adhere to the club's safety rules.

SPECIFIC RESPONSIBILITIES

- ❑ Ensure that all procedures are complied with for all new and existing Members.
- ❑ Implement an efficient communication procedure so that all Members are aware of Club Safety standards and are provided with information on accidents and other safety, health and welfare information.
- ❑ Report to the safety advisor where they see shortcomings in member knowledge and co-ordinate safety training as necessary.
- ❑ Plan and supervise all training processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all Members directly under your control are aware of their specific responsibilities.
- ❑ Coaches should ensure they have the necessary insurances in place. This is available from Rowing Ireland for a Small annual fee of €10
- ❑ Carry out coaching plans in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend members who by action or initiative eliminate hazards.

- ❑ Ensure that All Members under 16 years of age wear the appropriate PFDs while on the water.

2.5 All Members

- ❑ All Members are to co-operate with Club management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems.

- ❑ All Members are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their Club captain or safety advisor of any local hazards of which they become aware.

- ❑ All Members will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.

- ❑ All Members are forbidden to interfere with or misuse any specified items of safety equipment or any safety device. This includes the VHF radios where channel 16 must only be used in case of an emergency.

- ❑ All Members are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other Members.

- ❑ Members who carry out wilful unsafe acts may be liable to suspension or other such penalty that are laid down in the Club Rules.

- ❑ All employees must assist in tidying up the clubhouse and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.

- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.

- ❑ Know the location of the First Aid Box.

- ❑ Ensure that you know the procedure in the event of a fire.

- ❑ Report any accident or damage, however minor, to Club Officials.

ARRANGEMENTS FOR SAFE ROWING

PART 3

3.1 RESOURCES

The Committee of Wicklow Rowing Club recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

The Committee undertake:

- To ensure that adequate numbers of suitably trained Coaches are available to help carry out the activities of the Club.

- To include health and safety considerations into all annual estimates for the running of the Club.

- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities and Club Equipment such are Boats Oars Ergs and PFDs.

- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all Members in health and safety.

3.2 SAFETY INDUCTION

This procedure will be carried out by the Club Safety Advisor and or Club Captain.

Apart from explaining to the new Member what he/she will be required to do and how to do it in a safe manner the following points require highlighting:

1. Show new Members where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.

2. Advise new Members of any potentially dangerous areas are while training on the water such as.
   - Strong tidal currents.
   - Submerged rocks or obstacles
   - Known shipping lanes
   - Lobster pots and other fishing equipment
   - Swimmers in the water

3. Warn new Members of any prohibited actions in the club while on land or sea, e.g.
   - Horse play
   - Interfering with lifesaving equipment.
   - Bullying of other members
   - Interfering with VHF equipment

5. Show new Member the location of the First Aid Box and Defibrillator explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.

6. For new youth members inform them of the club's child welfare policy and the name of the child welfare officer.

7. Detailed Maps /Charts of local hazards ink shipping lanes for the locality should be posted about the clubhouse

3.3 TRAILERS

Wicklow Rowing Club uses a trailer to transport boats to various regatta along the east coast and national to a lesser extent. It is a twin axel braked trail designed to carry two boats. Built be Bee line trailers in Pembroke north Wales in 2007 fully galvanised

Maintenance

It is maintained annually by EAST Coast Trailers

- In 2018 it had a complete new set of Brakes and brake cables replaced
- 2019 All 4 tyres were replaced
- 2020 the Jockey Wheel unit was completely replaced
- 2020 2 x 2 tonne slings were fitted to allow for the transportation of the FISA Double
- 2022 four new metal wheels and 2 tyres were replaced
- 2023 all new brakes and wheel bearings fitted as well as new side lights Jockey wheel bracket and safety line .

Towing of Trailer

- The vehicle towing the trailer should be capable of pulling the trailer weight plus the weight of the load (GVW), A 4WD Vehicle is recommended
- The towing Vehicle should be well maintained
- A full pre departure check should be carried out and should include
    1. Check tyre pressure and signs of wear
    2. Ensure all trailer lighting is operational
    3. Ensure the load is well secured
    4. If there is a load overhang ensure that it is highlighted
    5. Ensure the tow hitch is properly secured and safety chain/ handbrake pull is connected
- The Driver should carry the correct licence and insurance and be competent with trailers
- A spotter should always be used when reversing

- When attending regattas always park in the designated trailer park and use wheel chocks on inclines especially grass

3.4 FIRST AID

CONTROL MEASURES

The first aid boxes should be suitably marked and easily accessible.

The exact location of the First Aid boxes must be known by all members and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the Clubs' policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ❑ **Clubhouse Meeting room**
- ❑ **Safety Boat Bow Hatch**
- ❑ **Safety Advisors Vehicle**

- ❑ The First Aid Boxes is inspected on a monthly basis by the First Aider. This check and replenishment are recorded and kept on file.

- ❑ It is the Club's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all Rowing activities.

- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual Members who believe they might have a need of these items must be responsible for their own supplies.

- ❑ For junior members who have a notified medical condition Parents or Guardians may provide emergency medication solely for their use for example an inhaler for an asthmatic child or an EpiPen for a known allergy this will have been communicated to the club through the membership application form.

The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
  - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.

- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report from.

- ❑ The relevant trained first-aid person with safety Advisor will be responsible for completing the form.

3.5 REPORTING OF ACCIDENTS, INCIDENTS

All accidents and dangerous occurrences must be reported.

- ***Accident report Form***
  - The accident report form must be completed for all accidents no matter how trivial it may seem. Copies of this form are available from the safety advisor.
  - Forms are also listed in the appendix It is a direct Template of the standardized Rowing Ireland Accident form and once completed should be filed for record purposes and the accident should also be reported to the Irow-safe online reporting system on the rowing Ireland website

CONTROL MEASURES

- ***All Accidents, near misses and Dangerous Occurrences***

  - Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but trivial injuries.

3.6 CLUB WELFARE FACILITIES

The Club will ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc.

3.7 PERSONAL FLOTATION DEVICES

Wicklow Rowing Club shall ensure that all Members use Personal Flotation Devices and suitable weatherproof Clothing where and when required.

HAZARDS

1. Exposure
   Cold water Shock
   Drowning

CONTROL MEASURES

All safety equipment purchased by the Club will be to approved standards.

Wicklow Rowing Club will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to Members it will be use in a proper manner and after returned to its normal storage location. For PFDs this is the corridor outside the changing room where hangers are provided .

Protective Clothing, this is available for Coxswains or safety boat crew and is stored in the male and female changing rooms

Personal Flotation Devices there are 3 different types of PFDs used in the club

1. Automatic Gas type

20 in total for the use of junior members in the skiffs

2. Manual Gas Type

#5 in total for the use of Coxswains in skiffs and offshore FISA boats

3. Foam type.

12 in total for use in the FISA boats by Coxswains and rowers should also be retained in the boat's cargo nets at all times in case of emergency

All PFDs should be checked regularly for signs of wear/ damage and tested as per manufactures instructions

3.8 DESIGNATED PERSON ASHORE

It is the Policy of Wicklow Rowing Club that crews train at designated times only when the clubhouse is open and members are present. These times are generally from 16.00 to 21.00 weekdays (summertime) April to September and Sundays from 09.00 to 13.00

However, with the introduction of Offshore rowing the season has been extended to include February March and October and as an endurance sport the training area can extend up to 6 km. Training times have also been extended also 5-person crew is no longer the norm as Solo and doubles rowing is widespread

To Facilitate this type of rowing and meet current legislation additional Procedures have to be put in place They are as follows

DESIGNATED PERSON ASHORE

This person will record the training activities of rowers outside normal clubhouse hours These records should be recorded electronically and retained for at least 1 year.

Prior to a rower or rowers setting out to sea they must Firstly, inform the DPA in person or electronically of the following

- Name/s of rowers
- Type of boat being used
- Where they intend to go
- Planned time of Departure
- Planned time of a row and estimate time of return

The Notice should be given to the DPA electronically preferably WHATSAPP Once received The DPA will check the local weather conditions and forecast, and depending on the competency levels of the rower/s may give Permission to row

The rowers can ONLY proceed once the permit is given if there is no response from the DPA they must not set out they must always follow the DPAs instructions as he may also request that they take a VHF radio with them.

3.9 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of Wicklow Rowing Club that all of our clubhouse areas and Boats are smoke free. The Club recognises that all Members have a right to enjoy a smoke free environment. All members have a legal obligation to comply with the legislation. Smoking is prohibited throughout the Clubhouse with no exceptions. This policy applies to all Members.

IMPLEMENTATION
The overall responsibility for the implementation of this policy rests with the Club Committee or other person designated, for the time being. All members have an obligation to adhere to, and facilitate the implementation of this policy.

The person in charge for the Club is the Chairperson. He /She shall inform all existing members of the policy and their role in its implementation.

INFRINGEMENTS
Infringements of the No Smoking policy will be dealt with, in the first instance, under club rules. Members who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

SMOKING CESSATION
Information on how to obtain help quitting smoking is available from the National Smokers Quit line on call save 1850 201203 or the Health Promotion Department of local Health Authorities.

3.10 DRUGS AND ALCOHOL POLICY STATEMENT

Wicklow Rowing Club recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform tasks and consequently put themselves, the Club and others at significant risk.

All Members must be able to perform their duties whilst on Club business, or when they are in Club premises/ Boats in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Club has reasonable grounds to suspect that a member is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to suspension or revoking of the membership of the individual concerned.

The possession, distribution or sale of drugs or any associated materials whilst you are on Club property, Club owned Boats or other off-site locations, will lead to disciplinary action being taken.

3.11 Anti Bullying Policy

The Committee recognises and accepts its responsibilities as a sports Club to provide a safe and healthy environment for our Members. As part of our policy of maintaining good Sporting practice Wicklow Rowing Club wishes to clearly state that bullying of any kind will not be tolerated.

Bullying is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self.
Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the clubhouse and/or in the course of sporting interaction, which could reasonably be regarded as undermining the individual's right to enjoyment of rowing. An isolated incident of the behaviour described in this definition may be an affront to dignity at sport, but as a once off incident is not considered to be bullying.

Wicklow Rowing Club will strive to ensure that all Members are free to perform, and enjoy their sport in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Chairperson or the Safety Advisor.

The Club gives the undertaking that it will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Club will not be deterred in invoking the formal disciplinary procedures.

All members are invited to strive in ensuring that our clubhouse and general environment remains a pleasant and friendly atmosphere.

3.12 Children's policy

Wicklow Rowing Club has a thriving youth section beginning at under 10s12s 14s 16s 18s both male and female and adhere to all child safeguarding and Garda vetting policies we have a male and female child welfare officer.

The club appoints annually a youth Coach who will relay any youth members concerns or requests to the club committee

We also believe it is essential that Parents / Guardians are involved in the youth section and have a voice too.

In conjunction with our National governing body Rowing Ireland, Wicklow Rowing Club is committed to provide a safe environment for young people to train within our club.

Wicklow Rowing Club recognize that sport plays a vital role in the development of young people therefor it is our goal to provide a positive / safe environment where a child can develop and enhance skills with an holistic approach.

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tulsa's Child Safeguarding): A Guide for Policy, Procedure and Practice.

In addition to our Risk Assessment document, there are further procedures that support our intention to safeguard children while they are availing of our activities.

Wicklow Rowing Club has the following procedures in place as part of our Safeguarding Policies:

- At our AGM appointments of a relevant persons is detailed and responsibilities outlined to appointed person.
- A Child protection officer is appointed to carry out assessment and procedures for any allegations of abuse or misconduct by members or volunteers against a child availing of our activities
- GARDA VETTING is carried out on members, coaches and mentors who work with children in our activities.
- Continuous training and upskilling of child safeguarding training and information, including the identification of the occurrence of harm.
- Policies and procedures on reporting's of child protection or welfare concerns to Statutory Authorities.
- Display an up to date list of the persons in the relevant service who are mandated persons.

- Policies and procedures are kept available at the club and available for review on request.
- All membership applications need to be filled out and signed by a parent or guardian.
- Membership forms will provide authorized permission for the club to use photography of crews, advertising purpose or club information etc where the person considered a minor. Permission will also be sought for the administration of first Aid.
- Parents will be regularly updated about events training and club correspondence through a what's app messaging services. Parents along with the chairperson, secretary and child officer will be the only members with access to direct communication within this what's app messaging group.

We recognize that implementation is an ongoing process. Our club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities. Please note the following:

• That all members have been provided with a copy of this statement.
• This statement is available to parents/guardians, the Agency and members of the public on request.
• This statement will be displayed within the club.

Summary

In accordance to legislation all coaches and mentors will be garda vetted and an appointment of child protection will be made on a yearly basis at our club AGM. The child protection officer will have the responsibility to ensure child protection measures and protocols are followed and that all children are safe and cared for while training in Wicklow Rowing Club .

Risk assessments are carried out by the club safety officer and any concerns should be reported to them. The use of social media monitored for any breach of misconduct, no images with be shared of used by the club of any underage member unless parental consent is given.

HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

4.1 HAZARD INSPECTIONS

The management of the Club recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its members and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

- The policy of the Club is to identify hazards in the clubhouse and on the water. To assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

- "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of Club Members."

- "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."

- Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise, with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again, personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.
Scores:
1-6 = Very Low risk
7-12 = Low Risk
13-18 = Low to Medium Risk
19-24 = Medium risk
25-30 = Medium to High Risk
31-36 = High Risk, stop the activity and implement immediate controls.
Over 36 = Very high Risk, stop the activity and implement immediate controls.

Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
	2						
	3						
	4						
	5						
	6						

Notes:

Hazards = Things that can cause and injury.
Risk = The likelihood of an injury happening.

❑ **Risk Control**.
Control measures are intended to reduce the risk to an acceptable level.
❑ Where practicable the Club commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of sport and the standards and guidelines where these are available.

4.2 FIRE

FIRE HAZARDS

Fire and Emergency plan for the Clubhouse will be followed by the Wicklow Rowing Club Members. However, in general, the fire safety arrangements are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

(a) Guard against an outbreak of fire
(b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

(a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
(b) The instruction and training of members to familiarise them with fire and emergency evacuation procedures, fire call points and use of firefighting equipment.
(c) The holding of fire and evacuation drills.
(d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
(e) The provision of adequate fire protection equipment and systems.
(f) The inspection and maintenance of the fire protection equipment systems.
(g) The provision of assistance to the fire authorities.
(h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
(I) The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring

that all electrical equipment is switched off and unplugged when not in use.

A fire safety register will be maintained by the Club.

4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable firefighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect Members and visitors
4. Protect property.

Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in firefighting.

2. Evacuate the premises. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. The club Eircode is A67PF50

3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it develops

6. Members should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for. The Assembly point is located beside the pier it is 20 metres from the building and away from the road to ensure evacuees do not obstruct fire vehicles. It is clearly signposted

7. Make sure that the building is cleared of members and visitors. Close doors. See that no unauthorised person enters the building.

4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

4.2.3 FIRE DRILL

A fire drill shall be undertaken at least twice per year.

4.3 GOOD HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips: - Materials left lying in the open
- Slips: - On a greasy floor, slippery material strewn around
- Falls: - Use of materials for accessing higher work areas.
- Collisions: - Blockage of access aisles with materials
- Objects falling on people: - Improper stacking of materials
- Fire: - Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- The Committee will ensure that access routes are clear and water spills from the boats are cleaned up immediately.
- The Club will ensure that the clubhouse is maintained to a satisfactory standard and that any repairs are carried out in a timely manner

- Members must maintain the clubhouse in a tidy condition at all times.

- Members will ensure that all waste materials in and around the premises are cleared and disposed of safely in the bins provided.

- Oars should be placed on the racks when not in use and should never be left leaning against a will or left in the boat's oarlocks while in the clubhouse

- Boats should be chocked when stored upright with ample room to pass

- Boats that are being dried out should always be place inverted on the racks provided

4.4 MANUAL HANDLING LIFTING Of BOATS

HAZARDS

·%1 Incorrect method of lifting
·%1 Attempting to lift something which is too heavy
·%1 Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled. Skiffs need a minimum of 6 persons to lift so where possible use the beach launching Trolley. the quad also needs 6 persons so again the launching trolley should be used.

- Where possible measures shall be taken to reduce the amount of manual handling to a minimum. Mechanical handling devices supplied should be used in so far as is reasonably practicable.

- **A load shared is a load halved** It is Club policy that the last crew back to shore will be helped by the previous crew to lift the boat back into the clubhouse

- All members shall be made aware of this policy

1.5 ELECTRICITY

Wicklow Rowing Club Members will adhere to the controls that are put in place by the safety Advisor for the Clubhouse. Set out below are the general controls for the club.

HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Dangerous or defective cabling should be replaced or remedied in accordance with the N.S.A.I.'s rules.
- Electrical installations are checked regularly by a competent qualified electrician.
- Damaged extension leads are repaired or removed from use.
- Means of cutting off power to electrical installations and equipment e.g. fuses, trip switches, are provided and employees are aware of their locations.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by a Residual Current Device (RCD).
- Operation of the RCD is tested regularly in accordance with the manufacturer’s instruction
- Where appropriate all equipment not in use to be switched off, especially at the end of day excluding the Fridge and VHF Radio charger points
- Sufficient sockets shall be provided to prevent overloading by use of adapters.
- Proper plugs shall always be fitted to electrical appliances
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, or floors may be wet.
- Washing of boats indoors is prohibited

- Do Not plug in phone chargers or other such equipment if you have returned from training and are wet Dry yourself thoroughly before using any power points

4.6 Safety Boat

Wicklow rowing club has 1 safety boat it is a Mercury 4.5metre Rigid Hull Inflatable Boat (RIB) Powered by a 25 horse power Mercury 4 stroke outboard engine The RIB is designed to carry 7 Persons in total. It has a forward positioned jockey seat with steering and throttle controls. It has a GPS/depth finder fitted. One full tank of fuel will provide 10 hours of use . The rib was purchased in June of 2019 It currently has 90 hours runtime on it and was serviced / winterised in November 2019/2020/2021/2022.It has a forward bow compartment for storage of essential equipment. Its nominal top speed is 20 knots.

Hazards

No Kill chords. Unskilled driver. Engine failure. No first aid. Drowning

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- Ensure kill chord is in place and clip is working properly. Always Keep a second pull chord in the event that the driver falls overboard the other person on board can restart the engine to recover the driver.
- The boat driver should have attained the minimum level 2 power boat qualification before operating the craft
- The operators should be familiar with Maritime regulations which can be found in the Code of practice for the safe operation of leisure craft issued by the Dept of Marine.
- A first aid kit must always be on board and stowed safely.
- An anchor must be on board and requires a rope length that is 3 x times the nominal depth of water in the area of use
- Refer to the Safe operation of leisure craft booklet to confirm the safety equipment that must be kept on board.

- Always ensure you have ample fuel for you planned trip and if traveling outside the locality inform the DPA of the Details
- Ensure the engine is serviced regularly and the fuel is fresh and water free
- Personal Flotation Devices must be worn at all time while on the safety boat

4.7 Training at Sea

Wicklow Rowing club is a coastal Club based in Wicklow harbour our main training course is Wicklow Bay and our course starts at the north pier and extends for 1.5 km along the coast and within 500m of the shore. Both adults and juniors train on this course with juniors doing half the adult course. Adult 2.8 km. 1.4km up and back juniors do 1.4km. 700m up and back.

While on this course all crews are in full view of the club house. All junior novice crews learn to row within the safety of the harbour and are only permitted on to the course when competent which is generally 2 weeks (10 sessions)

We compete in 10 local regattas along the east coast from Arklow to Skerries in north Dublin Including Wicklow Greystones Bray Daley Dunlaoghaire Ringsend and Balbriggan .Each Regatta will have its own safety plan which all members must adhere to

We Have 3 different boat types

Skiffs 7.2m wooden boat 1.5m beam and .9m Draft
Coastal 4 7.2m Fibreglass 1.5m beam and .6m Draft
Offshore fibreglass/carbon fibre 10.4m 1m beam .4m Draft

HAZARDS

- Rough Seas
- Strong tides
- Sun Burn
- Swimmers
- Capsize
- Drowning
- Collision

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Control Measures

- If weather and sea conditions are poor the Safety Advisor and club captain will after consultation decide if training should be cancelled their decision will be conveyed to all members through the club's watts app Group
- There are no strong tides on the allocated training course but there are to the south of the Harbour at Wicklow Head thus this area is out of Bounds to all but the most experienced of crews. Crews must inform the DPA if they intend training there.
- For long duration rows in sunny or overcast weather sunscreen should be worn especially under the chin which can be severely affected by reflected sun.
- Coxswains and offshore rowers should be extremely vigilant while on the water as Swimmers can suddenly appear in the path of the boat Most Swimmers wear bright caps and tow brightly coloured floats which are easily seen but the occasional traditional swimmer does not take these precautions so extra vigilance is required
- Capsize practice should be performed within the harbour by offshore rowers as capsizing is a common occurrence is single and doubles. You should also practice how to get back into the boat
- Rowers should be able to swim at least 50m proficiently
- All Coxswains must wear PFDs
- All Coxswains shall carry a Vhf Radio in regattas and in training when they are on long or late rows
- All junior rowers under 16 must wear a suitable PFD
- The Appropriate number of Foam type PFDs must be carried in all offshore boats

- All Coxswains must have the appropriate skills and experience to control the boats safely
- The Safety boat shall escort all inexperienced rowers in the offshore boats until they become proficient.
- It is not normal practice to train after dark but when it is necessary boats must carry adequate lighting and a vhf radio
- To avoid collisions especially head on. Oncoming boats must steer to the right (Starboard) Be familiar with the localities shipping lanes, Fishing Grounds and under water obstacles

PART 5

ANNUAL REPORT TO BE GIVEN AT AGM

Safety Statement Document Review

Wicklow Rowing Club

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Club	Description of Changes	Date of update
15/09/22	R Dunne	Updating of child welfare policy	20/08/22
03/07/23	R Dunne	Update number of offshore boats and general review	04/07/23

Part 6 Sign Off

We the undersigned accept that:

- **We have been shown the Safety Statement,**
- **We know where it is to be kept for review,**
- **We will adhere to all safety rules as set out by Wicklow Rowing Club**
- **We will not act in any way that could be harmful to ourselves or any other person.**

Name in block	Signature	Date

Name in Block	**Signature**	**Date**

Appendix

Accident Report Form

Wicklow Rowing Club	
Coach in attendance, name:	

INJURED PARTY	
Name:	
Club:	
Home address:	

ACCIDENT DETAILS	
Form Completed By:	
Date:	**Exact Location:**
Time:	**Time Reported:**
Reported by, name:	

Wicklow Rowing Club

Safety Statement

Nature of Injury:	**How accident happened:** Describe what activity was taking place, for example training/event/getting changed
Name and contact details of witness	

Were the following contacted:	**Police** ☐ **Ambulance** ☐	
Parent/Carer Informed? ☐ **Yes** ☐ **No**	**By whom:**	
	When:	
Referred to Designated Safeguarding/ Children's Officer (DSCO)?	☐ **Yes** ☐ **No**	
DSCO Signature		Date:
Any further action to be taken?		
Has the injured person returned to *the club*? ☐ **Yes** ☐ **No**	**Signature of Management Representative** **Print name** **Position**	

All of the above facts are a true record of the accident/incident.

Signed: _____ Date: _____

Name: _____

(In the event of an accident occurring through insufficient training or faulty equipment/facilities, follow up action to include completion of Risk Assessment Form.

Safety Inspection Sheet

Inspector:		**Area:**		**Date:**
Structure, equipment, tool & Boats	**Inspection item**	**Substandard condition / practice noted**	**Corrective action required**	**Action by & date**

Member Suggestion forms

SECTION A: To be completed by member with suggestion

Member Name:_____ **Position:**_____

Date:_____

Details of Suggestion:

_____

_____

_____

_____

_____

_____

SECTION B: to be completed by Safety Advisor

Action Taken:

_____

_____

_____

_____

Signature:_____

Date_____

PART 8 Related Policies

8.1 Wicklow Rowing Club Environmental Policy Statement

Wicklow Rowing Club will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by its influence over others. We will strive for continual improvement in this area and take all reasonable measures to ensure our activities do not cause pollution.

We will at all times comply with the law in the ROI and with local bye laws in so far as they apply to the Environment. When setting performance targets for the company we will include measurable environmental targets and objectives.

The objective of this policy will be to identify our activities, analyse our environmental aspects and minimise the environmental impact of all operations.

All Club Members are trained on the environmental policy and strategy and its importance in mitigating and improving the Club's environmental performance.

Measurable targets and objectives can be identified under:

- Consideration being given to substitution of polluting substances with "greener" alternatives wherever possible.
- All waste disposals shall be carried out by registered carriers and removed to registered disposal sites.
- Documentation shall be held to demonstrate compliance with this.
- Wherever possible waste shall be recycled, reclaimed or reused.
- Liquid pollutants will not be allowed to enter watercourses.
- Only aquatic friendly detergents will be used to clean the boats
- The use of single use plastic bottles in the clubhouse or boats is forbidden

- The Club is a member of Clean Coasts and endeavours to organise 2 beach clean-ups over the course of a season

8.2 Wicklow Rowing Club Equality Policy

Wicklow Rowing Club is an equal opportunities Rowing Club & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of Wicklow Rowing Club to deal (consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

Wicklow Rowing Club, its Committee and Membership must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible suspension or revoking of membership.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this Club to practice equality & to be fair to all.