



OFFALY ROWING CLUB

RISK ASSESSMENTS

Title: **Consolidated Risk Assessments**

Doc. Code: **ORC-CRA-2022**

Issue Date: **19/09/22**

Version: **0.2**

Prepared by: **Clive Duke**



OFFALY ROWING CLUB

CONSOLIDATED RISK ASSESSMENTS



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1 Changes since Last Revision

Author	Version	Version Date	Amendments	Assessors	Approved by
Clive Duke	0.1	29/12/21	• Document Creation	Clive Duke	
Clive Duke	0.2	19/09/22	• Updated to take account of Marine Notice 42/2022 and epilepsy risk assessment	Clive Duke	

2 Definitions

- **Hazard** - is a potential source of harm or adverse health effect on a person or persons.

Any circumstance, substance, device, object, or microorganism that can cause death, harm, injury, damage or loss is a **hazard**. Hazards are quantified according to their potential to do harm, i.e. their associated risk. A hazard cannot be controlled. Exposure to a hazard, and hence the chances (or risk) of harm, can be controlled, by containment, guards, protective devices, or eliminated

- **Risk** - is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

Risk expresses the chances of some event happening and usually refers to the likelihood or probability of harm to life, property or the environment

- **Risk Assessment** – A risk assessment is the overall process of estimating the magnitude of the risk and deciding whether or not the risk is tolerable or acceptable.

The **Risk Assessment** process can be described as:

- Hazard Identification
- Risk Assessment (the exercise)
- Risk Control.

All of this will be documented in a produced *Risk Assessment* document

- **Control Measures** – actions taken to remove a hazard (eliminate) or at least reduce it to a low level (minimise)

3 Procedure:

All Qualitative Risk Assessments will be based on *Section 5 – Risk Assessment Matrix Utilised*

A hierarchy of controls shall be used. Consideration shall be given to the following:



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RISK ASSESSMENTS

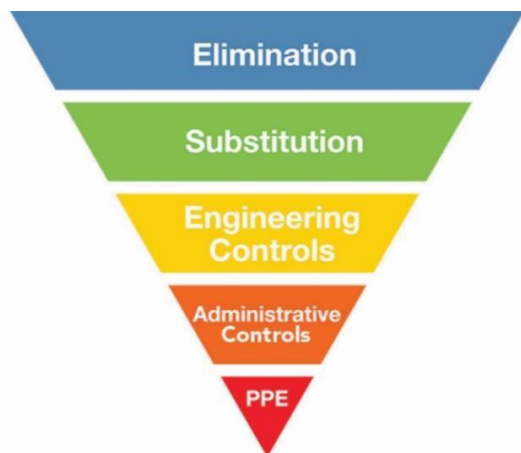
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- **Elimination** Physically remove the hazard
- **Substitution** Replace the hazard
- **Engineering controls** Isolate people from the hazard
- **Administrative controls** Change the way people carry out the task
- **Personal protective equipment** Protect the person with PPE

New Risk Assessments will be created where there is an identifiable deficiency upon introduction of new equipment a new system of operation is introduced

New Risk assessments should be validated by a minimum of 2 persons and put before the committee for approval.



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4 Review:

Risk Assessments should be reviewed every 3 years unless there is a significant change in the process, an incident has occurred or if there is another reason to believe that they are no longer valid.

Risk Assessments will be reviewed by the member assigned the role of the “Club Safety Advisor” and one other committee member and be presented to the committee for approval

5 Risk Assessment Matrix Utilised

The risk assessment method used requires a systematic approach to each hazard, assessing the severity in terms of the risk outcome and then the likelihood of that outcome actually occurring.

This method of assessing the hazard is called qualitative assessment where the severity and the likelihood as assigned numbers purely to help describe the quality of the risk and the product of the assigned numbers give an outcome. The outcome will determine for the user what action is to be taken.

The risk assessment process contained within this document is based on the following 5x5 Risk Assessment Matrix

Likelihood			Severity		
Very likely	5	(typically experienced by an individual once every 6 months)	Slightly Harmful	1	(on scene first aid only)
Likely	4	(typically experienced by an individual once every 3 years)	Minor Injury	2	(minor injury requiring GP visit)
Moderately Likely	3	(typically experienced by an individual once every 5 years)	Moderate Injury	3	(Referral to A&E plus up to one month recovery)
Unlikely	2	(typically experienced by an individual once every 15 years)	Serious Injury	4	(Injury resulting over one month's absence)
Very Unlikely	1	(typically experienced by an individual once during working life time)	Threat to life	5	(permanent disablement / death)

Risk Rating Number (The Level of Risk is calculated by multiplying the Likelihood by the Severity)			Severity				
			Threat to Life	Serious Injury	Moderate Injury	Minor Injury	Slightly Harmful
			5	4	3	2	1
Likelihood	Very likely	5	High 25	High 20	High 15	Med 10	Low 5
	Likely	4	High 20	High 16	High 12	Med 8	Low 4
	Moderately Likely	3	High 15	High 12	Med 9	Med 6	Low 3
	Unlikely	2	Med 10	Med 8	Med 6	Low 4	Low 2
	Very Unlikely	1	Low 5	Low 4	Low 3	Low 2	Low 1

Risk Rating Number	Descriptive Risk Rating	Interpretation and/or action
11+	High (Major)	Immediate Action Required. Activity should be stopped until control measures can be implemented to reduce risk to medium or low
6-10	Medium (Minor)	Activity Can Proceed, but with caution, and ensuring control measures are maintained. All reasonable efforts should be made to reduce risk rating to low.
1-5	Low (Observation)	Activity can Proceed. Control measure must be monitored and reviewed as required to ensure they remain suitable and sufficient



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6 ORC Risk Assessments

The Hazards & Risks associated with Offaly Rowing Club detailed hereunder. Risk Ratings are applied both before the Control Measures are implemented and after to demonstrate the importance of the Control Measures applied (or to be applied)

		OFFALY ROWING CLUB					
RISK ASSESSMENT							
Title: 6.1 Offaly Head of the River/ Tullamore Time Trial							
Doc. Code: ORC-CRA-2022		Issue Date: 19/09/22	Version: 0.2	Prepared by: Clive Duke			
Activity	Hazard	Risk Group		CONTROL MEASURES		Responsible Person(s)	
Navigating Public Road	• Struck by Vehicle (Road users including cars, trucks and agricultural vehicles)	ABCDE		• Activities will be limited to minor single carriageway roads. • One way system for participants / support vehicles • Marshal assigned at Club entrance to coordinate boats/rowers/spectators/coaches crossing road to slip and to allow vehicles on public road to pass • Written instructions to clubs prior to attendance • Verbal instructions on the day		All Organising Committee Safety Officer	
		Likelihood	Severity			Likelihood	Severity
		3	5			1	5
		Risk Rating BEFORE Controls				Risk Rating AFTER Controls	
		15				5	
Activity	Hazard	Risk Group		CONTROL MEASURES		Responsible Person(s)	
Rowers Proceeding to Race Start/Race/ Race Finish	• Still water (approximately 1.5m deep), with a muddy bottom and marginal aquatic weeds, trees and vegetation. Hypothermia/Drowning	AD		• Row along the centre of the canal where possible. • Avoid collisions with the bank and crabs caused by aquatic weeds. Be aware of bends, weed banks etc. Ensure that the safety equipment in the boat (heel straps, quick release) is operational before launching. • Do not row without supervision suitable to your level of competence. • In the event of falling into the water, apply the overturning drill. Get out of the boat, turn it the right way up, use it to make your way to the bank. Get out of the water and get dry as soon as possible. Make the boat as secure as is reasonable based on temperature and wind. • Emergency First Responders (or higher level) on standby for duration of the race • Written instructions to clubs prior to attendance • Verbal instructions on the day		All Organising Committee Safety Officer	
		Likelihood	Severity			Likelihood	Severity
		4	3			4	1
		Risk Rating BEFORE Controls				Risk Rating AFTER Controls	
		12				5	

Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Spectators/ Public Viewing	Unprotected Canal Banks	BCDE	- Spectators to be advised that safe crossing to the greenway bank of the canal should be carried out via the bridge 1km north (towards Ballycommon) - Emergency First Responders (or higher level) on standby for duration of the race - Written instructions to clubs prior to attendance to warn of unprotected canal bank. - Verbal instructions on the day	Organising Committee Safety Officer
		Likelihood Severity		Likelihood Severity
		2 4		1 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		8		4
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Navigating/ Passing other Race Boats	Collision	AD	- Traffic will be marshalled in a single direction. - Obey marshal's instructions - Crews pass on steerer's right / sculler's left. - Give way to racing boats	Marshalls Rowers
		Likelihood Severity		Likelihood Severity
		4 4		2 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		16		8
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Pleasure Cruisers /Barges	Collision	AE	- No access to canal section on day of race head - Notification to Waterways Ireland to intention to hold Time Trial.	Organising Committee
		Likelihood Severity		Likelihood Severity
		2 4		1 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		8		4

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Launching of Boats	Slips Trip & Falls	ABCDE		• Access to public road to be marshalled and controlled to ensure traffic flow and safe access to slip. • Launch to be kept clear of spectators • Suitable launching facilities provided • Additional assistance to crews as required	Organising Committee	
		Likelihood	Severity		Likelihood	Severity
		3	4		1	4
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		12			4	

Notes:

1. This is a general risk assessment for the Tullamore Time Trial that takes accounts of all stakeholders
2. Visiting Club will abide by their own Risk Assessments unless Control Measure detailed above provide a higher level of safety to all stakeholders
3. Additional Risk Assessments prepared and approved by ORC will be applied to ORC Rowers/Volunteers/Members.
4. A prepared Hazard Analysis Check Sheets must be completed on the day of the event.

	OFFALY ROWING CLUB RISK ASSESSMENT
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Title:	6.2 Driving Operations			
Doc. Code:	ORC-CRA-2022	Issue Date: 19/09/22	Version: 0.2	Prepared by: Clive Duke

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Towing Trailers	Failure to comply with the legal requirements	CE		• Drivers must hold the correct driving licence to drive the vehicle-trailer combination. <u>Drivers should refer to the guide at the end of this Risk Assessment.</u> • Drivers towing the trailer must ensure that have the appropriate licence and vehicle before the commencement of towing • OCR have agreed that the licence category for towing the OCR trailer and equipment should be established as Category BE. • Derogation will be permitted where the Category B licence holder can establish that legal requirements detailed above can be met. In order to do this, the weight of trailer full laden must be established and the vehicle proposed for towing must have the towing capacity available to it.	Driver(s) Towing	
		Likelihood	Severity		Likelihood	Severity
		3	5		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		15			5	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Towing Trailers	• Unsuitable vehicles • Unroadworthy vehicle • Overloaded vehicles • Unsuitable parking • Excess speed leading to Accidents /injuries or Death	CE		• Towing of OCR equipment relies on the use of private vehicles to tow the OCR Trailer. The owner of the vehicle should ensure that the vehicle is suitable for the task • Drivers/Owners will ensure that the trailer’s Gross Vehicle Weight (GVW) i.e. the weight of the trailer plus the load being carried, does not exceed the towing capacity of their towing vehicle • A pre-departure safety inspection should be carried out on both the trailer and vehicle. ○ Tyres are in good conditions and inflated to the correct pressure (including the spare) ○ Vehicle and trailer lights are operational ○ The vehicle is fuelled. ○ Wipers, defrosters and lights are in good working order ○ Ice-scraper or de-icer available for ice or snow. ○ Carry an emergency kit in your vehicle containing items such as: ○ A high visibility, reflective jacket, a torch with extra batteries ○ An emergency warning triangle, a mobile phone – for use only when parked. • A responsible person will guide all reversing operations with the driver. • Under no circumstances should a vehicle be used to tow OCR Trailer and equipment where a doubt exists as to its roadworthiness / safety • Vehicles should not be loaded beyond the safe carrying capacity • The regattas traffic system will be complied with. • Vehicles will be parked in the designated area only. • The prevailing road / weather conditions will dictate the safe driving speed while towing the trailer.	Driver(s) Towing	
		Likelihood	Severity		Likelihood	Severity
		3	5		1	5
		Risk Rating BEFORE Controls			Risk Rating AFTER Controls	
		15			5	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Towing Trailers	• hump-backed bridges / road depressions / road ramps leading to damage to vehicle/trailer/boats	CE		• Drivers will adjust their driving style to suit the prevailing road conditions • All ramps / depressions / arched bridges will be navigated at a speed that does not endanger the passengers / equipment • Where possible, a Banks person should be used to assist the driver in negotiating difficult areas when manoeuvring the vehicle and trailer.	Driver(s) Towing	
		Likelihood	Severity		Likelihood	Severity
		2	5		1	2
		Risk Rating BEFORE Controls			Risk Rating AFTER Controls	
		10			2	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Towing Trailers	• Puncture / Burst Tyre / Brake Failure Poor visibility Running out of Fuel <i>leading to Accidents /injuries or Death</i>	CE		• Bring the vehicle / trailer to a halt gradually into a safe location • All club personnel operating outside the vehicle will wear high visibility vests / jackets • The required warning triangle/ s will be placed the required distance • The required assistance will be summoned where the situation cannot be rectified by the driver of the vehicle • The hazard warning lights will be used • Travel with another vehicle where possible to assist in the event of a breakdown.	Driver(s) Towing	
		Likelihood	Severity		Likelihood	Severity
		2	5		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		10			5	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Transporting OCR Boats and Equipment	• Unsuitable trailers • Unsuitable towing vehicle Inadequate ties / anchor points Unsuitable straps • Over hang / projections • Spectators / public • Inexperienced loaders • Parking of Trailers • Unauthorised Use • Excessive speed <i>leading to Accidents /injuries or Death</i>	CE		• Boat trailers will be suitable for the task, be maintained in good working order, be properly used, and will not be towed otherwise than by a competent / approved person who is eighteen years or over. • The drivers will be aware of the maximum load to be carried on the trailer and the maximum load to be towed safely by their towing vehicle • The club trailer will only be towed by a suitable four wheel drive vehicle. • All boats / equipment will be secured so as to prevent unnecessary movement adequate ties / anchor points to secure the equipment will be available. Only OCR approved straps will be used • Care will be exercised to ensure that the load is evenly distributed and does not affect the stability of the vehicle / trailer • In the event of a rear projection by the boat in excess of 1.00m a suitable red flag will be used to highlight the end of the projection. During periods of darkness / twilight a rear flashing red light will be used instead of the flag. • Only trained / experienced club members will load / unload boats under the supervision of the driver of transporting the trailer and equipment • All trailers will be parked safely in the designated location in such a way that it does not present an unnecessary risk to anyone. • In regatta locations, the advice of the regatta organisers will be sought as regards suitable parking. • All trailers will be secured to prevent unauthorised use. • Drivers will not exceed the maximum legal speed limit for a vehicle towing a trailer i.e. 80km/hr.	Driver(s) Towing Volunteers	
		Likelihood	Severity		Likelihood	Severity
		3	5		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		15			5	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Towing Trailers/ Driving on Behalf of OCR	Poor weather (snow / ice / poor light / fog) <i>leading to to Accidents /injuries or Death</i>	CE		- Listen to weather forecasts, travel bulletins and any advices issued by An Garda Síochána or the Road Safety Authority and will be prepared to change or delay their journey as appropriate. - If weather forecast is severe, consideration should be given to not attending the event/activity. - Plan the journey and travel on major routes where possible. Allow extra time for their journey. - Turn their lights on to ensure that their vehicle is visible to other road users. - Ensure that screen wash is filled with appropriate anti- freeze solution. - Reduce their speed and drive according to the road and weather conditions, maintain greater stopping distances (double in wet weather and ten times greater in icy weather). Wear sunglasses (prescription glasses if required) if the sun is low. - Avoid harsh braking or acceleration and carry out any manoeuvres slowly and carefully. - Never feel pressurised to complete a journey if weather conditions are too dangerous. - Ensure that their vehicle is in a roadworthy condition prior to driving.	Driver(s) Volunteers Committee	
		Likelihood	Severity		Likelihood	Severity
		2	5		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		10			5	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Driving on Behalf of OCR	Driver Fatigue <i>leading to to Accidents /injuries or Death</i>	CE		- Avoid driving when you would normally be asleep. - Make sure you get plenty of sleep before a long drive. - Keep meals light during or immediately before you drive. - If you start to feel tired: - Find somewhere safe to stop and drink a coffee or other high caffeine drink. - Resist the temptation to carry on. - Towing times should be planned to avoid fatigue onset. - Drivers should take regular breaks on longer trips. Towing times should be planned to avoid fatigue onset.	Driver(s)	
		Likelihood	Severity		Likelihood	Severity
		4	5		2	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		20			10	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Towing Trailers/ Driving on Behalf of OCR	- Alcohol / Drugs - Uninsured Vehicle / Driver - Unrestrained persons - Unsuitable vehicle Driver <i>leading to Accidents /injuries or Death</i>			- The following is not permitted while driving--Alcohol consumption / Taking of drugs (unless prescribed medication) - High visibility vests will be worn by drivers / helpers, when outside of vehicles, and during periods of poor light - No person will drive while disqualified by law - Safety belts must be worn where members are being transported by road. - Safety belts must not be shared - Drivers must hold the correct driving licence to drive the vehicle-trailer combination	Driver(s)	
		Likelihood	Severity		Likelihood	Severity
		3	5		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		15			5	

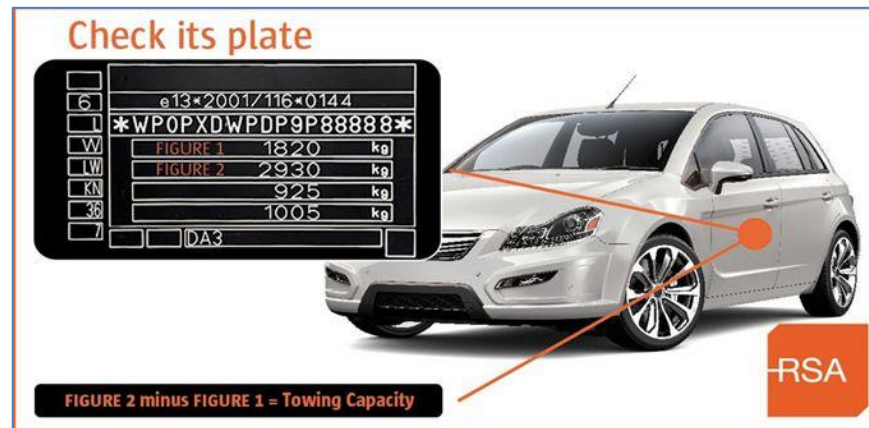
MAM	Maximum Authorised Mass. This is the weight of a vehicle or trailer including the maximum load it can carry in accordance with the manufacturer's design specifications. It is also known as Design Gross Vehicle Weight (DGVW).
DGCW	Design Gross Combination Weight is the maximum combined weight allowed for your vehicle and trailer according to the towing vehicle's manufacturers specifications
DGVW	Design Gross Vehicle Weight is the weight of a vehicle including the maximum load the vehicle itself can carry according to manufacturer's specifications.

Calculating the Towing Capacities of a Vehicle

You subtract Figure 1 (DGVW) from Figure 2 (DGCW)

$$2,930 \text{ kg} - 1820 \text{ kg} = 1,110 \text{ kg}$$

To find the towing capacity as shown on vehicle manufacturer's plate located inside passenger door or under bonnet as shown in the image below.



1. DGVW/Maximum Allowable Mass (MAM) of the vehicle including occupants, fuel and payload.
2. DGCW/the combined maximum allowable mass of the vehicle and trailer.
3. Maximum axle loads front
4. Maximum axle loads rear

DGVW of OCR Trailer

You will find this weight on the statutory plate fixed to your trailer or by contacting trailer manufacturer or authorised distributor.

OCR Trailer



- Manufacturer: Techau
- Baujahr/Year Of Manufacture: 2005
- Zul. Gesamtgewicht/Perm. Total Weight: 1500kg
- Achslast Vorn/Axle Load In Front: 1500kg
- Hinten/Rear:???

Clarification needed from Manufacturer needed before allowing Licence B Holder to Tow OCR Trailer

What is unladen weight?

This is the weight of the drawing vehicle or trailer when not carrying a load.

What licence do I need to tow a trailer?

For light trailers - that is, no more than 3,500kg - you will need either a B or BE licence

Category B	Category BE
A category B driving licence authorises you to drive a car, van or 4 x 4 which has a MAM/DGVW (as specified by the manufacturer) of not more than 3,500kg and is designed and constructed to carry no more than eight passengers in addition to the driver. You may tow a trailer provide:: • A trailer whose MAM/DGVW is not more than 750kg, or • If the trailer's MAM/DGVW is more than 750kg but the DGVW of the vehicle + the DGVW of the trailer does not exceed 3,500kg. Note: 1. You cannot exceed the of the Towing Capacity of the Vehicle Car, van and trailer  Large van or 4x4 and small trailer 	If the trailer's MAM/DGVW is more than 750kg and less than 3,500kg but the MAM/DGVW of the vehicle + the MAM/DGVW of the trailer does not exceed 7,000kg Note: 1. A car with a towing capacity of 2,000 kg can draw a trailer with a plated MAM/DGVW of 3,500 kg provided the combination of the weight of the trailer and any load does not exceed the towing capacity of the towing vehicle e.g. 2,000 kg. 

Example 1: A category 'B' licence



All figures below are expressed in kilogrammes – kg.

Manufacturer's Statutory Plate Affixed to the Car	Manufacturer's Statutory Plate Affixed to the Trailer
Figure 8	Figure 9
1900kg = the vehicle's MAM 3100kg = the vehicle's DGCW 975kg = Axle 1 Design Axle Weight 975kg = Axle 2 Design Axle Weight Specified towing capacity = 1200kg (3100kg minus 1900kg)	750kg = the trailer's MAM 1-750kg = Axle 1 Design Axle Weight 75kg = the technically permissible maximum mass at the coupling point. That is, the maximum weight to be transferred by the trailer to the towing vehicle at the coupling point.
Q. What driving licence is required to drive this vehicle combination and why? A. A category B licence is sufficient to drive this vehicle and trailer combination as the vehicle's MAM does not exceed 3500kg and the trailer's MAM does not exceed 750kg. <i>Note that a trailer with a MAM exceeding 750kg could be drawn with this towing vehicle by a category B licence holder provided the MAM of the vehicle and trailer combination is not greater than 3100kg and that the manufacturer's specified towing capacity of 1200kg (3100kg minus 1900kg) is not exceeded.</i>	

Example 2: BE Licence



Manufacturer's Statutory Plate Affixed to the Jeep	Manufacturer's Statutory Plate Affixed to the Trailer
Figure 10	Figure 11
2600kg = the vehicle's MAM 5400kg = the vehicle's DGCW 1290kg = Axle 1 Design Axle Weight 1800kg = Axle 2 Design Axle Weight Specified towing capacity = 2800kg (DGCW 5400kg minus MAM 2600kg)	3500kg = the trailer's MAM 1750kg = Axle 1 Design Axle Weight 1750kg = Axle 2 Design Axle Weight
Q. What driving licence is required to drive this vehicle combination and why? A. A category BE licence is required as the trailer's MAM exceeds 750kg and the combined MAM of the vehicle (2600kg) and trailer (3500kg) combination exceeds 3500kg. However, as the towing capacity of the 4x4 (2800kg) is less than the trailers MAM (3500kg) the operator must ensure that the trailer, when laden, does not exceed 2800kg. Note however, that if the MAM of the trailer was 900kg (instead of 3500kg) a driver with a B licence could draw the trailer since the combined MAM of trailer and vehicle would then not be greater than 3,500kg.	

Title:	6.3 Water Borne Diseases			
Doc. Code:	ORC-CRA-2022	Issue Date:	19/09/22	Version: 0.2
	Prepared by: Clive Duke			

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Water based training Activities	• Poor quality water • Animal urine-rats • Blue-Green Algae – Cyanobacteria Leading to: • <i>Infection from Weill’s Disease</i> • <i>Skin ailments</i> • <i>Gastroenteritis</i>	A		• All personnel operating on the water or handling club equipment will ensure that ○ Handwashing is the single most effect action to reduce the risk of infection. ○ Alcohol Gels/Rubs should be used to wash Cuts and abrasions (including blisters) before being 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 immersion in water ○ They adopt good personal hygiene habits i.e. Wash hands thoroughly before eating and drinking. • Where possible immersion or contact with water affected by algal scum will be avoided. After any contact all equipment will be hosed down to avoid contact with residual scum. • Members will be instructed that all clothing should be washed and thoroughly dried on returning home. • Where the quality of the water has been compromised either observed via vision or informed by a responsible agency, members will be instructed ○ Not to eat or drink before showering/ washing. • And if ‘foul’ water has been swallowed medical advice will be sought	Rowers Volunteers Coaches	
		Likelihood	Severity		Likelihood	Severity
		3	3		2	3
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		9			6	

	OFFALY ROWING CLUB RISK ASSESSMENT
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Title:	6.4 Faulty Equipment			
Doc. Code:	ORC-CRA-2022	Issue Date:	19/09/22	Version: 0.2
	Prepared by: Clive Duke			

Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Water based training Activities	- Leaking / Faulty boats - Faulty Riggers - Damaged oars / sculls - Unsuitable restraints in shoes <i>Leading to Cold water immersion, Hypothermia or Drowning</i>	AD		All
		Likelihood	Severity	Likelihood
		3	5	1
		Risk Rating <u>BEFORE</u> Controls		Risk Rating <u>AFTER</u> Controls
		15		5
			- All boats / equipment will be checked before and after use for the following to ensure: - No hull damage, leaks etc. - That buoyancy compartments, seals, hatch covers and ventilation bungs are secure and watertight - Bow ball is securely fixed and fully covers the bow of the boat - Heel straps are properly fitted and have 5cm play - That fixing screws or bolts do not represent a hazard in the event of accident. - That outriggers, swivels, gates, seats and stretchers are secure and operating freely - Check that rudder lines, steering mechanisms, rudder and fin, are secure and in good working order - That oars and sculls are not damaged and ensure that buttons are secure and properly set. - Check that one hand quick-release mechanism for shoes is fitted and operational o Check that shoe laces, shoes and Velcro straps are working and affixed - Juniors are to report any observed issues to their appointed coach for action - Masters are to document and report failures for action All boats/equipment that are defective are to be removed from use and sent for repair	

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Title:	6.5 Manual Lifting –Equipment Storage / Launching			
Doc. Code:	ORC–CRA-2022	Issue Date:	19/09/22	Version: 0.2
			Prepared by: Clive Duke	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Launching storing moving boats/ equipment	- heavy weights - awkward loads Leading to - back injury - Hand injury - Hernia - Muscle tear - Cramp - Crush Injury	ABC		- No person who has a history of back trouble will undertake any manual handling tasks - Equipment / stores / launch area to be organised and proper housekeeping techniques adopted. - Lifting activities will be arranged to avoid over-reaching or twisting when handling the equipment - All members at risk must receive instruction in the risks associated with manual handling, how injuries can occur, safe lifting and handling techniques and reporting procedures and early detection of symptoms. - Members will not carry anything that obscures their vision - Where possible all heavy items will be stored between shoulder and knuckle height. - Boats should be racked based on weight (lighter to top, heavier to bottom) - Coaches are to assign rowers to assist in removing/rehousing boat. The numbers assigned will be suitable for the type of boat, its location, the level it is located and its weight - Coaches/Rowers are to be cognisant of the ability of junior rowers to store boats given the weights, heights and location to be housed. - All rowers must assist in the moving and racking of boats to distribute the load	Rowers Coaches Volunteers	
		Likelihood	Severity		Likelihood	Severity
		4	3		3	3
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		15			9	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Racking of Boats	Racking collapse due to overloading/Climbing Leading to injury	ABC		- Racking system must be properly designed and installed. - Members are forbidden to climb racking to any height	Rowers Coaches Volunteers	
		Likelihood	Severity		Likelihood	Severity
		2	5		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		10			5	

	OFFALY ROWING CLUB RISK ASSESSMENT
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Title:	6.6 Traffic Management			
Doc. Code:	ORC-CRA-2022	Issue Date:	19/09/22	Version: 0.2 Prepared by: Clive Duke

Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Parking & Drop Off	Collision with pedestrian/boats/equipment <i>Leading to Accident, injury to person(s) or damage to equipment/boats</i>	ABCDE		Rowers/Coaches/Volunteers
		Likelihood	Severity	Likelihood Severity
		3	5	2 5
		Risk Rating <u>BEFORE</u> Controls		Risk Rating <u>AFTER</u> Controls
		15		10
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Crossing Public Road	Oncoming traffic who have right of way <i>Leading to Accident, injury or death to person(s) or damage to equipment/boats</i>	ABCDE		Rowers/Coaches/Volunteers
		Likelihood	Severity	Likelihood Severity
		2	5	1 5
		Risk Rating <u>BEFORE</u> Controls		Risk Rating <u>AFTER</u> Controls
		10		5

	OFFALY ROWING CLUB RISK ASSESSMENT
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Title: 6.7 Water Based Accidents				
Doc. Code: ORC-CRA-2022	Issue Date: 19/09/22	Version: 0.2	Prepared by: Clive Duke	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Rowing	Collision of boats <i>Leading to Accident, injury or death to person(s) or damage to equipment/boats</i>	A		- Rowers must stay aware of other canal users including other rowers, cruisers etc. - Rowers must check who is out already and look ahead frequently (every 10 strokes). - Rowers must communicate with other users. - Rowers must pass on sculler’s left / coxes right, overtake on the opposite side. - When training or racing at a scheduled time, move from end to end as a group and let others know when you will be turning. - Crews / scullers leaving the boathouse end should give way to crews / scullers returning from the other end. - Allow for different levels of skill and experience. - Juniors are to have persons on bank patrol to notify rowers of approaching boats	Rowers Coaches Bank Patrollers	
		Likelihood	Severity		Likelihood	Severity
		4	3		4	1
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		12			4	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Rowing	• Capsize of Boat following collision with canal bank, other boats or instability of rower Leading to Hypothermia/ Drowning	A		• Rowers should row in the centre of the canal where possible, avoid any collisions with the bank and avoiding areas that have high vegetation growth • Boat safety equipment must be checked regularly this includes heel straps and quick release strap • Rowers must not commence without the supervision of a designated bank patrollee • Those on bank patrol should carry a throw line tied to a long rope with them in the case of a capsize occurring • The boat should be left as secure as is reasonably based on temperature and wind to avoid further collision with other boats. • Capsized rowers should return to the clubhouse as soon as possible to put on dry clothes to avoid hypothermia. • All rower must undertake a capsize drill on an annual basis • In accordance with Marine Notice 42/2022 ○ All persons must be capable of swimming 100m while wearing light clothing. All members must make a declaration upon renews of membership or upon joining. Parents/Guardians must make the declaration on behalf of their dependants. ○ Where persons are not in capable of swimming 100m while wearing light clothing, they are requested to undertake swimming lessons. Until such time that they capable of swimming the required distance, persons will not be permitted to row in regattas or time trials outside of the canal environment (i.e. on flowing water) ○ Unescorted outing are not permitted unless preapproved by the head coach. ○ Coxswains are to wear an approved personal flotation device/lifejacket at all times.	Rowers Coaches Bank Patrolters	
		Likelihood	Severity		Likelihood	Severity
		4	4		4	1
		Risk Rating BEFORE Controls			Risk Rating AFTER Controls	
		16			4	

Marine Notice No. 42 of 2022 details **IMPORTANT SAFETY ADVICE** for those involved in Rowing. It is a “capture all” document which does not give consideration to the specific environment in which Offaly Rowing Club trains and the increased safety that the canal offers.

Marine Notice 42/2022 Requirement	Deviation by Offaly Rowing Club
Coaching launches should be on the water at all times when rowing craft are in use.	Coaching/Safety Launches will not be utilised by ORC and the following controls are in place to support this decision: - Canal is static water of limited depth allowing persons to stand when capsize occurs. - Canal is of limited width with carriageways on both banks (Grand Canal Greenway & Public Road) - All rowers/group of rowers are accompanied by Coaches/Bank Patrols (Persons carrying out Bank Patrol must keep pace with rowers and are required to be on a bicycle or running adjacent. Walkers are not considered bank patrolters)

Title:	6.8 Gym Equipment			
Doc. Code:	ORC-CRA-2022	Issue Date:	19/09/22	Version: 0.2
	Prepared by: Clive Duke			

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Normal Use of Gym	- House Keeping - Misuse of Gym Equipment <i>Leading to injury, Muscle Injury, Trip Injury</i>	A		- Only persons who have received instruction on how to use the equipment by a Coach are permitted to use the gym equipment - All gym equipment is to be returned to its correct location by the user when no longer in use, so as not to cause a trip hazard	Gym Users Coaches	
		Likelihood	Severity		Likelihood	Severity
		2	3		2	2
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		6			4	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Normal Use of Gym	- Infection - Cold start - Limited awareness <i>Leading to injury and/or illness</i>	A		- Only persons who have received instruction on how to use the equipment by a Coach are permitted to use the gym equipment - Always warm up before use - Always use a towel, wipe down equipment after use.	Gym Users Coaches	
		Likelihood	Severity		Likelihood	Severity
		3	3		2	2
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		9			4	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Normal Use of Gym	- Defective equipment - Poor Maintenance - Misuse of Equipment <i>Leading to injury, muscle injury, trip injury</i>	A		- All machines must be operated according to manufacturer’s instructions. - All members must be shown the correct operation of each machine and supervised the first time they use the machine to ensure correct operation - Each machine will be checked regularly for faults. If a fault is detected, and if is deemed necessary for safety reasons, the machine must be taken out of service until it can be repaired. - Only a competent person will service / maintain / repair all machines	Gym Users Coaches	
		Likelihood	Severity		Likelihood	Severity
		3	3		2	2
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		9			4	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
New Members using Gym Equipment	• Lack of knowledge • Misuse • Over exercise <i>Leading to injury, muscle injury, sprains/strains</i>	A		• New members must be shown each piece of equipment and shown the correct operation of the equipment • New members must be warned of the dangers associated with equipment • Any new member with history of muscle or bone injury are advised to consult their doctor before starting in the gym • All new members are introduced to the rules of the gym and are told they must inform a staff member if any defects are noted with equipment	Gym Users Coaches	
		Likelihood	Severity		Likelihood	Severity
		3	3		2	2
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		9			4	

	OFFALY ROWING CLUB RISK ASSESSMENT
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Title:	6.9 Bicycles			
Doc. Code:	ORC-CRA-2022	Issue Date:	19/09/22	Version: 0.2
Prepared by: Clive Duke				

Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Bank Patrol using Club Bicycles	Defective Bike <i>Leading to muscle injury</i>	BC		Club Bicycle Users
		Likelihood	Severity	Likelihood Severity
		2	3	2 2
		Risk Rating <u>BEFORE</u> Controls		Risk Rating <u>AFTER</u> Controls
		6		4
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Bank Patrol using Club Bicycles	Collision with Vehicle on Public Road <i>Leading to injury or death</i>	A		Gym Users Coaches
		Likelihood	Severity	Likelihood Severity
		3	5	2 5
		Risk Rating <u>BEFORE</u> Controls		Risk Rating <u>AFTER</u> Controls
		15		10

	OFFALY ROWING CLUB			
	RISK ASSESSMENT			
Title: 6.10 Untoward Behaviour – Junior Members				
Doc. Code:	ORC-CRA-2022	Issue Date:	19/09/22	Version: 0.2
		Prepared by: Clive Duke		

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Training / boating activities	• Child abuse Leading to Stress, Assault	A (Juniors)		• The Code of Ethics and Good Practice for Children’s Sport will be adopted as the policy on young members in the club • The club’s Child Safeguarding Statement will include the name and contact details of the designated person and the responsibilities attached to the role. • A person will be designated (Child Protection Officer) to be responsible for dealing with any concerns about the protection of children • The Child Protection Officer will receive the necessary training / instruction to include the categories and indicators of abuse/ reporting procedures etc. • A safe and clearly defined method of recruiting and selecting leaders will be adopted and consistently applied • No club member will operate with junior members unless thoroughly vetted and cleared by the Gardaí/Access NI.	Club Committee Child Protection Officer	
		Likelihood	Severity		Likelihood	Severity
		3	4		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		12			5	

It should be noted that the “Child Safeguarding Risk Assessment” and the “Child Safeguarding Statement” should be read in the addition to the above. These are separate documents and are available from the Chairperson, Child Protection Officer or any committee member

	OFFALY ROWING CLUB RISK ASSESSMENT			
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Title:	6.11 Covid-19			
Doc. Code:	ORC-CRA-2022	Issue Date:	19/09/22	Version: 0.2
Prepared by: Clive Duke				

Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Attending Training Activities	• Virus Spread between Coaches/Club Members/Visiting Clubs <i>Leading to illness</i>	ABCD	<u>Hand Hygiene</u> • Good hand hygiene will be promoted within the club ○ Adequate supply of soap for all to wash hands when required. ○ Alcohol Gel should be used by all persons attending the club and before handling any equipment. <u>Masks</u> • Masks are mandatory within the boat house, on club grounds and on the slip. <u>Pods/Groups</u> • Groups/Pods will be formed for the duration of Covid • An attendance records for each session will be maintained. Where a members is tests positive, the attendance record will assist with contact tracing. • Groups should be off the water and have equipment stored before the arrival of the next group/pod • Different Groups/Pods should not mix or mingle with each other <u>Equipment Disinfection</u> • All equipment will be disinfected after use and made ready for the next group to utilise. • Disinfectant solution or warm soapy water should be used to clean equipment <u>Changing Facilities</u> • Changing Facilities should only be used by those who have capsized during the training session • All person should attend in rowing apparel and should shower and change when they retuen home	Club Committee Coaches Rowers
		Likelihood Severity		Likelihood Severity
		4 4		2 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		16		8

Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Attending Training Activities	Virus Spread from Water Based Equipment <i>Leading to illness</i>	ABCD	Equipment Disinfection - All equipment will be disinfected after use and made ready for the next group to utilise. - Disinfectant solution or warm soapy water should be used to clean equipment	Club Committee Coaches Rowers
		Likelihood Severity		Likelihood Severity
		4 4		2 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		16		8
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Use of Gym Equipment	Virus Spread from use of Gym Equipment (ERGS) <i>Leading to illness</i>	ABCD	Equipment Disinfection - Before use, all equipment will be disinfected, including handles, screens seats etc - All equipment will be disinfected after use and made ready for the next group to utilise. - Disinfectant solution should be used to clean equipment and is to be provided. ERGs should be not be used unless disinfecting solution is available. Hand Hygiene - Hands must be washed before and after use Other Controls - Numbers using ERGs at any one time must be controlled. When multiple ERGs are in use they should be spread out and in excess of 2m from each other and passage of coaches between ERGs made available - The building must be ventilated when ERGs are in use - When deemed necessary by the Club Safety Officer/Committee, the use of ERGs and other gym based equipment may be suspended. This decision will be based on Covid-19 prevalence in the community	Club Committee Coaches Rowers
		Likelihood Severity		Likelihood Severity
		4 4		2 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		16		8
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Rowing/Water Sessions	Spread of Virus from contact with equipment (Sculls & Crew Boats) <i>Leading to illness</i>	ABCD	Equipment Disinfection - All equipment will be disinfected after use and made ready for the next group to utilise. - Disinfectant solution or warm soapy water should be used to clean equipment - Boats to be washed with water and detergent after every use. - Coaches/Volunteers and Rowers are to ensure all boats and equipment is quickly washed before the arrival of the next group. - Cleaning equipment is to be provided	
		Likelihood Severity		Likelihood Severity
		4 4		1 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		16		4

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Rowing/Water Sessions	Spread of Virus from contact with equipment (Oars) <i>Leading to illness</i>	ABCD		<u>Equipment Disinfection</u> - All equipment will be disinfected after use and made ready for the next group to utilise. - Disinfectant solution or warm soapy water should be used to clean equipment - Boats to be washed with water and detergent after every use. - Coaches/Volunteers and Rowers are to ensure all boats and equipment is quickly washed before the arrival of the next group. - Cleaning equipment is to be provided - If there is blood or other bodily fluid on the oar handles, this must be disinfected by the user before it is used by another user.		
		Likelihood	Severity		Likelihood	Severity
		4	4		2	4
		Risk Rating BEFORE Controls			Risk Rating AFTER Controls	
		16			8	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Club Activities	Spread of Virus through lack of knowledge of understanding of transmission methods <i>Leading to illness</i>	ABCD		- Signage is to be in place in key locations - Cough etiquette to be respected at all times. - Handshaking is not permitted - Non-Valved Masks are mandatory within the boat house, on club grounds and on the slip. - Physical distancing of 2m is to be respected at all times when not at the boat house, club grounds or on the slip (ie. On bank patrol). Where not possible to respect physical distancing, masks are to be utilised - Responsible persons/Covid Officers are obliged to report person who do not follow the Club’s Covid-19 Precautions		
		Likelihood	Severity		Likelihood	Severity
		4	4		1	4
		Risk Rating BEFORE Controls			Risk Rating AFTER Controls	
		16			4	
Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
First Aid Activities	Spread of virus while administering First Aid <i>Leading to illness</i>	ABCD		- Universal Precautions should be undertaken. Masks & Surgical Gloves should be used - Mouth to Mouth Resuscitation should not be given in the absence of a BVM. Chest compressions should be given - Those administrating first aid should operate within their CPGs		
		Likelihood	Severity		Likelihood	Severity
		4	4		1	4
		Risk Rating BEFORE Controls			Risk Rating AFTER Controls	
		16			4	

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Club Activities	Spread of virus when using water bottles and refill stations <i>Leading to illness</i>	ABCD		- Members shall not share water bottles or other drinking vessels - Water bottles should not be allowed to touch the taps or spouts to avoid contamination. - Members must supply their own		
		Likelihood	Severity		Likelihood	Severity
		4	4		1	4
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		16			4	

	OFFALY ROWING CLUB			
	RISK ASSESSMENT			
Title: 6.12 Members with Epilepsy				
Doc. Code: ORC-CRA-2022		Issue Date: 19/09/22	Version: 0.2	Prepared by: Clive Duke

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Rowing	Danger of drowning or serious injury due to seizure while rowing	ABCDE		- Members must declare medical conditions on their annual membership form. - Rowing Ireland Club Support were contacted to advise on risk - Rowing Ireland advise that the member must be seizure free for one year - A letter from the member’s GP confirming this seizure free status must be supplied prior to membership - As per club rules, any new membership requires approval from the committee and must be minuted as such. - The member or their legal guardian must undertake in writing to inform the club if there is any change to their seizure free status, or if they cease taking their prescribed medication. - If the member has a seizure, their membership will be suspended until their condition is back under control and their seizure – free status has been re-established. - Coaches must be informed of the member’s medical condition	Secretary and Head Coach	
		Likelihood	Severity		Likelihood	Severity
		3	5		1	5
		Risk Rating <u>BEFORE</u> Controls			Risk Rating <u>AFTER</u> Controls	
		15			5	