

Offaly Rowing Club
Health and Safety Policy and Statement
November 2020



It is the policy of Offaly Rowing Club to implement the Rowing Ireland Code of Practice for Water Safety <http://rowingireland.ie/rowing-ireland-watersafety-code>. Offaly Rowing Club is committed to the safety of its members and its guests engaged in club-related activities. The aim of Offaly Rowing Club's Safety Plan is to ensure that all members and visitors are made aware of the safety requirements of participating in rowing, sculling and related activities on the canal in Offaly.

Offaly Rowing Club will strive to conform to the requirements of all relevant legislation and the IARU water safety code. Offaly Rowing Club will follow any advice giving from Rowing Ireland, the Irish Government, and the National Public Health Emergency Team in accordance with any situation that causes imminent health and safety concerns.

Safety is everyone's responsibility:

- All members of the club have a duty of care towards safe rowing.
- No rowers/scullers may take to the water without the prior agreement from the Club Captain or designated Coach.
- No inexperienced rowers/scullers may take to the water without the supervision of a competent club approved coach
- All members should be aware of what to do in the case of a medical emergency
- All members must confirm that they are aware of their duties and responsibilities regarding safety.
- All members are responsible to report any incidents or damages to the Safety Officer or the designated Coach
- All coxswains must wear a properly fitted life jacket during any outings where they are needed and must be aware of all the rules of the water, hazards and what to do in the case of an emergency or accident
- Designated coaches need to make athletes aware of responsible conduct on and off the water
- All rowers must, as a condition of membership, be capable of swimming 50m unaided and make themselves familiar with the capsize drill.

Boathouse:

- Walkways in the boathouse must be clear and unobstructed by objects on the ground or boats on racks. To avoid slips, trips, and falls all riggers, trestles and other objects are to be returned to their designated areas. Everyone at the club must take care when passing through the bays avoiding hitting against any obstacle. Boats should be placed carefully on racks and ensure that they are properly supported by the boat racks.
- Another hazard when dealing with the boathouse is unsanitary conditions, vermin (including birds) and contaminated water. This arises because of the proximity of open

country, bird nesting, inappropriate disposal of rubbish and misuse of water. Any water at the boathouse from taps is not available for consumption. In the event that the water becomes contaminated members will be advised to bring their own water and cleaning equipment to prevent the spread of the contaminated water. Members may bring drinking water with them but must do so in sealed, cleaned containers that are disinfected regularly. Any refuse that members have must be brought home with them as the disposal at the club is limited.

- Non-members are required to sign a waiver and agree to abide by the health and safety policy prevailing at the club and agree to become a temporary member for the period of their visit.
- The changing rooms should be treated with respect by all users. If there is a spillage or a leaking pipe, committee members should be alerted. In this case floors may become slippery and it falls on all members/coaches/guests to make an effort to reduce or remove the risk when it arises.
- Due care should be taken by all members/coaches and guests to ensure the safety of all personal belongings and valuables, the club accepts no responsibility for any items lost or stolen on the premises/ carpark or slip.

Equipment:

- All rowing equipment must be checked by the crew before and after use and safety items such as bow balls, hatch covers and heel restraints must conform to the regulations of Rowing Ireland. Any faults should be reported to the Captain and the equipment should not be used again until it has been repaired.
- First Aid Kit /First Aid boxes are located in cabinet of the boathouse and should be checked and restocked regularly

Lifting Boats:

- Coaches and crews are to ensure that every care is taken to prevent injury when lifting boats in and out of the racks and the canal. One person is to be in charge of the manoeuvre, giving clear instructions before and during the lift.

Loading the Trailer:

- When crews are travelling to regattas or other training locations, the Captain will detail the trailer loading plan. Loading is to be strictly in accordance with this plan. The driver is to ensure that all boats and equipment are safely secured prior to departure and that the necessary requirements for rear projections and lighting are observed. Juniors should not load the trailer unsupervised.

Gym:

- All members are responsible for keeping the gym clean and tidy. After use, every member is responsible for returning all equipment to its proper location and for cleaning down all items of the equipment used to ensure good hygiene practice. All members will be responsible for their own safety while using any of the Club's gym equipment. Should any member have any queries regarding the correct technique or use of any item of equipment, he/she should ask the Captain or a Coach. Junior

members are not permitted to use any of the gym equipment (rowing machines or weights) unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee. The use of any gym equipment by social members and by guests is prohibited.

No Smoking Policy:

- The Club has a No-Smoking policy and smoking is not permitted in any part of the Boathouse or club grounds. Members are responsible for ensuring that their guests observe this policy.

Fire:

- In the unlikely event of a fire the Boathouse is to be evacuated and the car park used as a muster point. An attempt is to be made to account for individuals. Members are responsible for the safety of their guests.

Car Park:

- Extreme care is to be taken by all members when using the car park in order to prevent injury to people on foot or carrying boats. Cars are to be parked away from the boathouse doors and must not obstruct the way to the slip. Cars are parked at the owner's risk and the club takes no responsibility to any damage caused.

Telephones:

- There is no telephone at the club. A list of useful numbers is displayed on the wall in the entrance to the club and in the boathouse. For specific numbers of parents/guardians the committee members should be contacted. These numbers will not be readily shown at the club in the interest of data protection laws

Insurance:

- All rowers and those who use the club must be a paid-up member of Offaly Rowing Club before using any club equipment. All rowers wishing to use club equipment for rowing purposes must register with Rowing Ireland no later than October 10th each year.

Roadway:

- When crossing the road outside the club to get to the slip, all personnel must be aware that cars, trucks, and large agricultural vehicles may pass. This poses a risk of collision and a road traffic accident. All personnel must remember the roadway is a public road and should proceed with appropriate caution. i.e. make sure the road is clear before crossing.

Canal:

- The canal poses a risk with bodied water. It is approx. 1.5m in depth with a muddy bottom and marginal aquatic weeds, trees, and vegetation. In the event of a capsize or collision with the banks, resulting in an unplanned swim which could lead to hypothermia, contamination, or drowning. To overcome this, 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. This equipment should be replaced and operational before launching. Rowers must not commence without the supervision of a designated bank patroller. Those on bank patrol should carry a throw line tied to a long rope with them in the case of a capsize occurring. If a rower does end up capsizing, they should get out of the boat as quickly as possible and get to the surface of the water. Once they have recovered from the initial shock, they must turn the boat the right way up, return to the club and get into dry clothing as soon as possible. The boat should be left as secure as is reasonably based on temperature and wind.

- Rowers must stay aware of other canal users including other rowers, cruisers etc. check who is out already and look ahead frequently (every 10 strokes). Communicate with other users. 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.

Other Locations

- Hazard: Unknown obstacles, flow, tides, traffic, local rules etc.
Risk: Collisions, injury and worse.
Control: Become familiar with local conditions and hazards when you are a visitor. Be vigilant and cautious.
- *Offaly Head of the River/ Tullamore Time Trial/ other rowing events* Offaly Head of the River/Tullamore Time Trial caters for up to 160 scullers in four races.
- Hazard: Rowers unfamiliar with the location, extra numbers.
Risk: Increased risk of collisions, falling in and road traffic accidents.
Control: Observe controls identified above. Marshals provided to manage competitors at launch area, start and along the canal. Designation of areas for boat storage, parking and watching races.

First Aid

- Injured persons should be brought for appropriate medical treatment, or an ambulance called as soon as is practical.
Limited first aid supplies are stored in the boathouse for minor cuts, grazes etc.
Cuts etc. should be cleaned as soon as possible using water from a domestic supply and suitable soap.
- Accident reporting and investigation
- Any incident should be reported to the coach.
The coach will establish whether there are any issues requiring a systematic response.

Child* Protection

(* A Junior member or child is defined as less than 18 years of age.)

Everyone who participates in rowing is entitled to do so in a safe and enjoyable environment.

Offaly Rowing Club is committed to helping everyone in rowing accept their responsibility to safeguard Children from harm and Abuse and support them to do so.

Offaly Rowing Club is committed to:

- making the welfare of Children paramount. This means that the need to ensure that Children are protected is a primary consideration and may override the rights and needs of those adults working with them
- enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in rowing in a fun and safe environment
- taking all reasonable steps to protect Children from harm, discrimination, and degrading treatment and to respect their rights, wishes and feelings
- taking seriously all suspicions and allegations of poor practice or Abuse and responding swiftly and appropriately to them in accordance with current procedures
- ensuring that all Offaly Rowing Club employees who work with Children are appropriate for that role and responsibilities and provided with relevant training and are Garda Vetted through Rowing Ireland
- requiring all its member clubs, competitions, and regional councils to accept responsibility for the welfare of the Children in their care in accordance with all Offaly Rowing Club's policies and procedures, and to incorporate these in their constitutions and rules
- recognising that Children and families from minority group backgrounds may face additional barriers to accessing help and reporting concerns in respect of safeguarding issues.

Risk Assessment:

Before every outing, consider the risks that day.

This is a list of some of the things you should think about but is by no means exhaustive!

The Water

- What are the conditions like?
- Is it windy?
- Is it choppy?
- Is it dark?

If so, do not go out.

The Crew and Coaches

- Are your coach and cox capable of handling the conditions?
- Does your cox have a lifejacket and working cox box? •Is everyone appropriately dressed?
- Is anyone sick or injured?

The Equipment

- Does your boat have a bowball?
- Are all your heel restraints connected correctly?
- Are all your hatch covers closed?
- Are your boat and blades in good condition? **IF IN DOUBT, DON'T GO OUT**

Offaly Rowing Club incident report template:



DATE: LOCATION:

Details of incident/ near Miss: (attach photos, sketches, etc, to form if relevant)

2. Immediate Action Taken:

3. Comments / Suggestions for Preventative Measures

Signed:

Date:

Position:

DETAILS OF THE ACCIDENT

Where did the accident happen?

Were there any injuries?

Give a description of the accident: (Use extra sheets if required)

1 WHEN WAS THE ACCIDENT REPORTED? TIME DATE:

2 BY WHOM?

**3 To
WHOM?**

Probability of recurrence: (Tick ☒)	HIGH ☐ MEDIUM ☐ LOW ☐
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Details of injured person (if applicable) Name: Contact Number: Address: (if known)
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Further action to prevent recurrence:

DETAILS OF THE INJURY

Note: Please state left or right hand/foot, etc. and Index/Thumb etc. on form where relevant.

Indicate type of injury (Tick one box only)		Indicate parts of body injured	
☐	Bruising	☐	Open Wound Head Hand
☐	Concussion	☐	Internal Injury Eyes Fingers
☐	Abrasion, Graze	☐	Electrical Injury Neck Hip, Knee, Joint, Thigh
☐	Dislocation	☐	Other: Back, Spine Foot
☐	Sprain, Torn Ligament	☐	Chest Toes
☐	Poisoning	☐	Shoulder Extensive parts of body
☐	Infection	☐	Lower Arm Multiple Injuries
☐	Burns, Scalds	☐	Wrist Other:

Did Injured Person Attend:

First Aid: ☐	Hospital: ☐
Doctor: ☐	Specialist: ☐
Is the injured Person:	

CAPTAIN/SAFETY OFFICER: _____ **DATE:** _____

Note: Attach all relevant Witness Statements, Photos, Sketches, evidence of actions to this form.