

SAFETY STATEMENT



Corrib Rowing & Yachting Club, Earls Island, Galway.

May 2022

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REFERENCE DOCUMENTS

1. Safety, Health & Welfare at Work Act 2005.
2. Safety, Health & Welfare at Work (General Application) Regulations 2007.
3. Merchant Shipping (Pleasure Craft) (Lifejackets & Operation) (Safety) Regulations 2004.
4. Pleasure Craft (Personal Flotation Devices & Operation) (Safety) Regulations 2005.
5. Code of Conduct for Boat Owners & Users - IWAI Publication.
6. 14 Steps to Safe Boating (Irish Water Safety publication).
7. Guidelines for Safe Recreational Water Environments (WHO)
8. Children First – National Guidelines for the Protection & Welfare of Children.
9. CRYC Rules (Updated March 2022)
10. CRYC Regulations
11. C.R.& Y.C. Environmental Policy
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**GENERAL POLICY STATEMENT
ON
RISK ASSESSMENT.**

Corrib Rowing & Yachting Club is committed to achieving and maintaining high standards of health and safety for all Employees, Members, Visitors and others. To do this requires (1) the identification of hazards which threaten health and safety, (2) assessment of the risks which these hazards pose, and, (3) putting in place control measures which, as far as is reasonably practicable, will protect against them. This process is termed "risk assessment".

Risk Assessments will be carried out periodically as a check on our performance in safely managing the work undertaken and protecting health. These checks will involve the building structure, the equipment in use and the methods of operation we employ. The Risk Assessments will be carried out by Corrib Rowing & Yachting Club but it is essential that all employed by and use the facilities of Corrib Rowing & Yachting Club fully participate in the process, co-operate and contribute to the process.

Our objective is to endeavour to provide a safe and healthy environment for all our Staff, Members and Users of the facilities, to meet our statutory obligations to Contractors, Workers and any member of the Public that may be affected by our operation. It is vital that you, the Staff & Members, read this document carefully, understand your role and be fully aware of the overall arrangements for Health and Safety by Corrib Rowing & Yachting Club.

Safety is a condition of employment and membership and non-compliance with Health & Safety Policy is subject to the Disciplinary Procedures in the Club. Failure to comply may result in disciplinary action up to and including dismissal and / or prosecution.

It is intended that this document will be a working document which will be amended from time to time to take into account the introduction of new equipment and any changes in work practices. A Consultation process will be put in place which may help to improve our approach to Safety, Health and Welfare in the Workplace. You are encouraged to ensure that this process is a success.

This Safety Statement will be reviewed on an annual basis or more often where considered necessary and / or required by legislation.

Signed _____
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President & Chairperson, Management Committee, Corrib Rowing & Yachting Club.

Date : _____

President & Chairperson's Health & Safety Responsibilities.

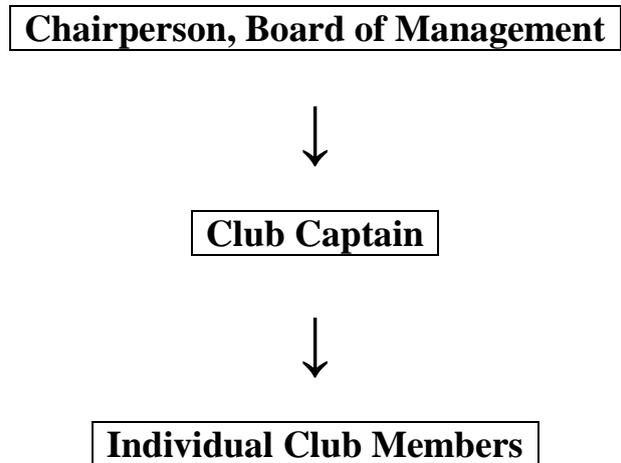
- To co-ordinate health, safety and welfare within Corrib Rowing & Yachting Club.
- To delegate responsibility for implementation of the Policy.
- To carry out safety audits in the workplace on a continual basis.
- To carry out risk assessments in order to identify hazards, assess the risks these pose and to put in place control measures to eliminate or reduce these risks so far as is reasonably practicable.
- To inform himself / herself of changes in legislation and regulations under the Safety, Health & Welfare at Work Act 2005.
- Investigate or have Accidents and Dangerous Occurrences investigated.
- To maintain Records as necessary under the Act and the Regulations.
- Report or have Accidents and Dangerous Occurrences reported to the Health & Safety Authority as required under the Act and the Regulations.
- Facilitate a Consultative Process within the Club.
- Facilitate the selection / election for Safety Representative(s) among the workforce, as appropriate.
- Include Health & Safety issues in the Club Disciplinary Procedures.
- Establish an adequate Health & Safety Budget to facilitate and implement a safety awareness culture within the Club.
- Encourage all Staff & Members to participate in safety awareness programmes throughout the year.
- Develop training courses and programmes on health & safety issues to ensure that accident prevention is to the fore.

Club Captain's Health & Safety Responsibilities

- To implement safety, health & welfare policy in Corrib Rowing & Yachting Club.
- Develop, co-ordinate and ensure the Consultative Process of the Club.
- Bring representations on health & safety from the Staff & Members to Management.
- Develop a Health & Safety culture within the Club.
- Facilitate Safety Meetings as necessary.
- Keep the Safety Policy and Safety Statement under continuous review throughout the year. Amend and revise as necessary.
- Carry out Fire / Emergency Evacuation Plan rehearsals throughout the year and record the results.
- Ensure that adequate supplies of PPE are provided by the Club for use by Staff and / or Members.
- Ensure that Staff comply with using the PPE provided.
- Replace damaged, torn, ineffective PPE without delay.
- Record the issue, receipt of all PPE to Staff..
- Ensure there is an adequate supply of first aid materials and record issues and receipts in Accident Book.
- Ensure that all fire fighting equipments are in good working order and are inspected and certified on an annual basis or as deemed necessary.
- Arrange for the contents of the Safety Statement to be brought to the attention of all Staff and get signatures of Staff on Safety Statement.
- Answer queries from Staff on issues of health, safety & welfare as appropriate.
- Keep Management informed on all matters pertaining to safety, health & welfare in Corrib Rowing & Yachting Club.
- Investigate, on Management's behalf, any accident, dangerous occurrence, near miss, loss or damage occurring on Corrib Rowing & Yachting Club premises in association with the Safety Representative and / or Safety Committee.
- Compile Reports for Management.

Implementation of Control Measures.

The implementation of Control Measures is delegated as follows :



Resources

Corrib Rowing & Yachting Club commits itself to providing *safe places of work, safe work practices, safe systems of work and competent staff*. This is outlined in the Company Policy Statement at the beginning of this Safety Statement. Considerable resources of different types have been and will continue to be expended in achieving our aims and objectives. A co-ordinated constructive approach to safety and health is necessary to attain a workplace which is safe and without risk to the health of all Staff.

Resources committed to this end include :

- Finance.
- Time.
- Training.
- Consultation.
- Personal Protective Equipment (PPE).
- Monitoring workplace practices.
- Monitoring compliance with procedures and the proper use of PPE provided.
- Posting of health & safety signs.
- Welfare facilities.
- Accident / Incident and Dangerous Occurrences Investigation with a view to identifying and addressing the cause.

The Club expects all it's Staff & Members to co-operate with the Management Committee, and one another, to ensure an accident free environment and record. Suggestions from groups and individuals are welcome as to how best manage Safety, Health & Welfare in Corrib Rowing & Yachting Club.

Allocation of Specific Responsibilities.

Number	Area of Responsibility	Name of Person Responsible.
1	Training	
2	Fire Safety	
3	Personal Protective Equipment	
4	Internal Audits	
5	First Aid	
6	Maintenance	
7	Chemical	
8	Catering	
9	Evacuation Procedures and Rehearsals	
10	Health & Safety Consultation Meetings	
11	Accident / Incident & Dangerous Occurrences Investigation and Reports	

The Safety, Health and Welfare at Work Act 2005.

General Duties.

The aim of all health and safety law is to prevent accidents and protect health. This is summarised in the key Sections of the Act. The Act sets out :

- The requirements for the control of safety and health at work.
- The management, organisation and the systems of work necessary to achieve those goals.
- The responsibilities and the roles of Employers, the Self-employed, Employees and Others.
- The procedures needed to enforce and ensure that the goals are met.

The Act requires an input from all employed persons since safety is everybody's responsibility. A process of consultation between Employer and Employee is necessary in order to provide a *safe place of work, safe work practices and systems and, competent employees.*

Safety, Health and Welfare are paramount in ensuring these goals. The use and application of commonsense, remaining focused and supervision of activities will go a long way in achieving an accident free enterprise.

The Act details the duties and responsibilities of Employers and Employees. Included in these duties are Self-employed persons, Persons who have control over places of work, Manufacturers, Importers and Suppliers of equipments, machinery, articles or substances which are used at work. Also included under "Suppliers" are Designers, Installers and Erectors.

It can be seen therefore that the Act imposes duties on both the Employer and the Employees. These duties are outlined in more detail on the following pages.

The term "Employer" in this Safety Statement refers to Corrib Rowing & Yachting Club, Earls Island, Galway.

General Duties of Employers

Employers (including Self-employed persons) are primarily responsible for creating and maintaining a safe and healthy workplace. The Employer's duties include :

- To manage and conduct all work activities in order to ensure the safety, health and welfare of persons at work. This includes the prevention of improper conduct or behaviour likely to result in Employees being put at risk e.g. bullying and harassment, horseplay etc...
- To design, provide and maintain a *safe place of work* that has *safe access and egress*, and utilises *plant and equipment which is safe and without risk to health*.
- To prevent risks to health and safety from the use of any articles or substance, or from exposure to physical agents, noise, vibration and ionising or other radiations.
- To plan, organise, perform, maintain and, where appropriate, revise systems of work which are safe and without risk to health.
- To provide and maintain welfare facilities for Employees at the workplace.
- To provide information, instruction, training and supervision regarding safety and health to Employees, which must be in a form, manner and language that they are likely to understand.
- To co-operate with other Employers who share the workplace so as to ensure that safety and health measures apply to all Employees (including fixed-term and temporary workers) and to provide Employees with all relevant safety and health information.
- To provide appropriate protective equipment and clothing to Employees.
- To appoint one or more competent persons to specifically advise the Employees on compliance with the health and safety legislation.
- To prevent risks to other persons at the place of work.
- To ensure that "reportable" accidents and dangerous occurrences are reported to the Health & Safety Authority.
- To prepare Risk Assessments and Safety Statements.
- To prepare and revise adequate plans and procedures to be followed in the event of an emergency and carry out drills on same.
- To obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his / her Employees.

General Duties of Employees

Employees (including full or part-time, permanent or temporary, regardless of any employment or contractual arrangement they may have) also have duties and responsibilities under the Act. Employees must :

- Comply with all relevant current health & safety legislation.
- Take reasonable care to protect themselves and any other person who may be affected by their acts or omissions at work.
- Not be under the influence of any intoxicant, such as alcohol or drugs or a combination of both, to the extent that they could be a danger to themselves or others while at work.
- If reasonably required by his or her Employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered medical practitioner who is a competent person, as may be required by Regulations made under the 2005 Act.
- Co-operate with their Employer or appointed other person with regard to safety, health & welfare at work.
- Not engage in any improper conduct or behaviour such as violence, bully or horseplay, which could endanger the safety and health of another person at work.
- Participate in safety and health training provided by their Employer.
- Make proper use of all machinery, tools, articles, substances etc... and use all personal protective equipment (PPE) provided for use at work.
- Report any defects in the place of work, equipment etc.. which might endanger safety and health.
- Report dangerous work practices and systems to the Employer.
- Report any breaches of health and safety legislation which he / she becomes aware of and which is likely to endanger themselves or any other person.
- Not intentionally or recklessly interfere with, misuse or damage any thing provided under health and safety legislation or provided to protect persons at work directly or indirectly.

Employees are expected to be fully conversant with their responsibilities under the Act and to comply with all relevant health and safety instructions. A co-ordinated, pro-active approach to these issues is essential to ensure that Corrib Rowing & Yachting Club will achieve it's objectives.

General Duties of Persons in Control of Places of Work

Persons who have control over :

- A non-domestic place of work that has been made available to the Employees of another person,
- The means of access to and egress from that place of work, or
- Any article or substance provided for use at that place of work (other than Employees of the person in control

Has the duty to ensure, so far as is reasonably practicable, that

- The place of work,
- Access to it and egress from it, and
- Any article or substance so provided,

are safe and without risk to health.

General Duties of Other Persons.

The Act places duties on any person who designs, manufactures, imports or supplies any article used at work to ensure, so far as is reasonably practicable, that :

- The article is designed and constructed so that it can be used safely and without risk to health at work,
- It complies with any relevant legislation which implements a Directive of the European Union, and
- The article is properly tested and examined so as to meet such requirements.

The person must also provide information and any updating information about the safe use of the article to any person he / she supplies the article to. The information must relate to the use for which the article has been designed, manufactured or tested and must include information on :

- The safe installation,
- Use,
- Maintenance,
- Cleaning,
- Dismantling, or
- Disposal without risk to safety or health.

A person who erects, assembles or installs an article for use at a place of work must ensure that there is nothing in the way in which it is erected, assembled or installed that makes it unsafe or a risk to health, so far as is reasonably practicable.

Consultation and Safety Representation.

Under Section 26 of the Act, Employers have the duty to consult his / her Employees in order to make and maintain arrangements to enable the Employer and the Employees to co-operate in the promotion and development of safety, health & welfare and to monitor the effectiveness of measures put in place.

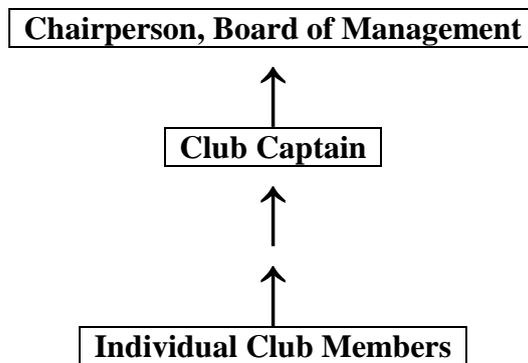
Employees have the right to make representations to and consult with their Employer on matters relating to their safety, health and welfare.

The Employer is obliged to consider any representations made by his / her Employees regarding safety, health & welfare, and, so far as is reasonably practicable, to take any appropriate or necessary action.

In addition to the above this Section affords rights to Employees as follows :

- To make representation to and to consult with their Employer on matters of safety, health and welfare in their place of work.
- To select a Representative from amongst their workforce to represent them on matters of safety, health and welfare in their place of work.

Representation Chain



Safety Representative.

Once the Safety Representative has been selected and agrees to act for the workforce, he/she assumes certain rights. It is emphasised that these are rights and not additional duties.

- Subject to prior reasonable notice to the Employer and to agreement between the Safety Representative and the Employer as to frequency, the right to carry out inspections on the whole or part of the place of work or immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to safety, health & welfare of any person.
- The right to investigate accidents and dangerous occurrences provided that he does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,
- Subject to prior notice to the Employer, the right to investigate potential hazards and complaints made by any Employee,
- The right to accompany HSA Inspector on any tour of inspection other than one relating to investigating an accident,
- The right to accompany an Inspector, at the discretion of the Inspector, who is carrying out an investigation.
- At the discretion of the Inspector concerned, where an Employee is being interviewed by the Inspector with respect to an accident or dangerous occurrence, the right to attend the Interview where the Employee so requests.
- The right to make representations to an Employer on any aspects of safety, health and welfare at work,
- The right to make oral or written representations to Inspectors on matters of safety, health and welfare at work, including the investigation of accidents or dangerous occurrences,
- The right to receive advice and information from HSA Inspectors on matters of safety, health and welfare at work,
- Consult & liaise with any other Safety Reps on safety, health & welfare at work, who may be appointed in the project whether or not those other Safety Reps work in the same place of work, in different places of work under the control of the Employer or at different times at the place of work.
- The Employer shall afford the Safety Representative such time off from his/her duties as may be reasonable, without loss of pay, to enable him/her to acquire the knowledge necessary to discharge his functions as safety representative, and,
- To discharge his/her functions as safety representative.
- To be informed when an Inspector attends the place of work for the purpose of an inspection.
- Arising from his/her functions the Safety Representative shall not be placed at any disadvantage in relation to his/her employment.

Consultation Mechanism.

To comply with the commitment outlined in the Policy Statement, Corrib Rowing & Yachting Club proposes to put in place a Consultation Mechanism to enable a free flow of ideas and a method to address matters of safety, health and welfare in the workplace.

- Regular Meetings.
- Proper Agenda.
- Recording of Minutes of Meetings.
- Record of Proposals, Decisions, Recommendations and Progress Reports on decisions.

The effectiveness of any Consultation Mechanism is more likely to be ensured if the following points are taken into account :

- Management should be encouraged to commit the necessary financial and staff resources.
- Management and Employees should be encouraged to participate in the process.
- Employees should be encouraged to communicate their views and/or complaints through the proper channels.
- Sensible recommendations should be implemented without delay.
- Line management should not ignore or hinder recommendations.
- Employees should be adequately trained in and informed of safety and health matters.
- The Agenda for Meetings should be varied and relevant.
- Employees should be prepared to consider new options or approaches to problem areas.

Recommended Agenda.

There should be regular Meetings under a specific agenda which could include the following items :

- Progress Report on the implementation of the Safety Statement.
- Examination of the Accident Record since the previous Meeting.
- Special consideration of any recent serious incident or dangerous occurrences.
- Practical safety and health suggestions or solutions from both Management and/or Employees.
- The provision and use of Personal Protective Equipment (PPE).
- Special activities such as a “Safety Week”.
- Safety and Health training needs in the workplace and Training Reports on Training Courses attended by Management and/or Employees.
- Any items arising from The Safety Statement (Regulation 20).

The Principles of Prevention.

There are nine (9) Principles listed in the Schedule 3 of the Safety, Health and Welfare at Work Act 2005 aimed at providing safety and health in the workplace.

These are as follows :

1. *Avoidance of Risks.*
2. *The evaluation of unavoidable risks.*
3. *The combating of risks at source.*
4. *The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.*
5. *The adaptation of the place of work to technical progress.*
6. *The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.*
7. *The giving of priority to collective protective measures of priority over individual protective measures.*
8. *The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.*
9. *The giving of appropriate training and instruction to Employees.*

Risk Assessment Regulations.

Regulations set out specific targets or define particular processes which are required in law to be followed in order to achieve compliance with the main Safety, Health and Welfare at Work Act 2005.

The general principles enshrined in the Act have been amplified or fleshed out in many respects by a number of detailed **Regulations**. These are contained in the Safety, Health and Welfare at Work (General Application) Regulations 2007.

It is important to understand and appreciate the full implications of these Regulations 2007. They contain detailed legal requirements on nine (9) major issues concerning safety, health and welfare at work.

1. Workplace & Workplace Equipment (Part 2 Chapters 1 – 5).
 - a. Workplace,
 - b. Use of Work Equipment,
 - c. Personal Protective Equipment,
 - d. Manual Handling of Loads,
 - e. Display Screen Equipment)
2. Electricity (Part 3)
3. Work at Heights (Part 4).
4. Physical Agents (Part 5 Chapters 1 - 2).
 - Control of Noise at Work.
 - Control of Vibration at Work.
5. Sensitive Risk Groups (Part 6 Chapter 1 - 3).
 - Protection of Children & Young Persons.
 - Protection of Pregnant, Post Natal & Breastfeeding Employees.
 - Night Work & Shift Work.
6. Safety Signs & First Aid (Part 7 Chapters 1 – 2).
 - Safety Signs at Places of Work.
 - First Aid.
7. Explosives Atmospheres at Places of Work (Part 8).
8. Schedules 1 – 10 associated with above Parts.

In addition to these General Application Regulations 2007, there are a number of other important regulations which should be noted.

- The Ionising Radiation Regulations 2019.
- The Safety, Health & Welfare at Work (Carcinogens) Regulations 2001 - 2019.
- The Biological Agents Regulations 2013.
- The Chemical Agents Regulations 2001 - 2021.
- The Safety, Health & Welfare at Work (Exposure to Asbestos) Regulations 2006 & Amendment 2010.
- Merchant Shipping (Pleasure Craft)(Lifejackets and Operation)(Safety) Regulations 2004.
- Pleasure Craft (Personal Flotation Devices & Operation) (Safety) Regulations 2005.
- Guidelines for Safe Recreational Water Environments – World Health Organisation 2003.

Training and Instruction.

Training in work practices and systems of work is vitally important in minimising the possibility of accidents and injury. It is the policy of Corrib Rowing & Yachting Club to alert & advise all it's Staff & Members to the dangers / hazards of manual handling injuries, where relevant and appropriate. This is particularly true in the area of **manual handling of loads** such as pushing, pulling, transporting, putting down, lifting of boats, engines, fuel tanks, boat supports etc....

In the Club grounds & activities, the lifting and moving of loads can be the cause of injuries. Every effort should be made by both Staff and Members to minimise this risk by ensuring they are not exposed to the possibility. There are individual risk factors and Staff & Members may be at risk if he/she :

- *Is physically unsuited to carry out the task in question*
- *Is wearing unsuitable clothing, footwear or other personal effects,*
- *Does not have adequate or appropriate knowledge or training.*

The following should also be considered when assessing the capacity of the individual Worker to lift or move loads :

- Has the Worker any previous experience or training ?
- Has the Worker had any back pain in the past ?
- Has the Worker any reservations about his/her lifting ability ?
- Are the Workers generally fit ?
- Do the Workers appear physically capable of doing the manual handling jobs assigned to them ?

First Aid, as an immediate response to accidents and injuries, is important and Corrib Rowing & Yachting Club will endeavour to have at least one member of staff qualified in Occupational First Aid.

Where new equipment is brought into the workplace, instruction and training in the use of this new equipment will be provided to relevant Staff & Members.

Good Housekeeping Rules.

The SHAWAWA 2005 places an onus on both the Employer and the Employee as outlined in previous pages. A safe and healthy workplace is dependent on commonsense and co-operation. A simple way of improving the workplace from a safety, health and welfare point of view is to abide by a few simple housekeeping rules. By housekeeping is meant taking the responsibility for ensuring that the work area is kept clean and tidy. Untidiness can cause accidents and wastes time, energy and materials.

- Smoking : Smoking is not permitted in work areas and / or where there is fuel, or other combustible materials.
- The Protective Clothing provided for use in the workplace must be worn at all times. It should be kept in good condition.
- All Employees of Contractors / Sub-contractors will wear, while on Club grounds, the relevant PPE provided for them by their Employers.
- Foot-wear should be of a good sensible type conducive to providing support to the wearer, particularly where prolonged periods of standing are part of the duties. In this case safety footwear is required.
- Horseplay will be avoided at all times in work areas on Club grounds.
- All Manual Handling of Loads activities should be carried out in the proper proscribed manner.
- Accidents and near misses will be reported to Club Management without undue delay.
- All rules, signs and instructions will be adhered to.
- Stores : Where Stores are established, only authorised personnel may enter the Stores areas.
- Contractors / Sub-contractors should not permit discarded materials such as papers, plastics, steel bands, pallets etc... to scatter around the Club grounds. Good Housekeeping procedures will be adopted by all. All Contractors / Sub-contractors are expected to keep their house in order at all times.
- All Contractors / Sub-contractors are responsible for the safety and security of their own equipments & materials while on Club grounds but must conform with the overall security and storage arrangements put in place by Corrib Rowing & Yachting Club.
- All walkways and access routes will be kept obstruction free at all times by all Contractors / Sub-contractors.
- Debris will never be thrown from heights.
- All plant, machinery and equipment will be dis-abled on completion of work activities.

Fire Safety.

Section 18 (2) of the Fire Services Act 1981 & 2003 states :

- *“It shall be the duty of every person having control over premises to which this section applies, to take all reasonable measures to guard against the outbreak of fire on such premises, and to ensure as far as is reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire”.*

This Safety Statement includes a **Fire Safety Plan** or an **Emergency Evacuation Plan**.

Section 37 of the Fire Services Act 1981 & 2003 enables the Minister for the Environment to make regulations in relation to premises to which Section 18 applies. At present a Code of Practice is applicable - “Code of Practice for the Management of Fire Safety in Places of Assembly”. This is not legally binding but is a recommended code which will eventually be enshrined in law through regulations.

The following points are recommended :

- The Fire Services Act 1981 & 2003 states that a Fire Register should be kept.
- An Emergency Evacuation Plan should be drawn up, implemented and rehearsed. This should be recorded.
- All Staff members should be fully briefed on their role in these Plans.
- The Fire Evacuation Plan should be rehearsed at least twice a year. This should be recorded.
- A Fire Safety Audit should be carried out on a regular basis and the results recorded.
- A complete check of all fire fighting equipment should be included in the general Fire Plan.
- A complete check of all fire fighting equipment should be carried out on a regular basis.

FIRE SAFETY PLAN.

On discovery of a fire :

- Raise the Alarm – Step 1.
- Call the Fire Brigade – Step 2.
- Evacuate the Premises – Step 3.
- Fight the fire, if possible – Step 4.
- Isolate the fire, if possible – Step 5.

Step 1

Raise the Alarm.

- Alert All Employees.
- Activate the Break Glass Unit in the premises, if installed.

Step 2.

Call the Fire Brigade.

- Dial 999 / 112.
- Give exact location address of the Fire and any other information required by the Brigade.

Step 3.

Evacuate the Premises.

- All Persons to leave the Premises by the nearest Emergency Exit.
- All Persons to go to designated Assembly Points in where Roll Call can be taken.

Step 4.

Fight the Fire.

- Do not endanger yourself.
- If possible, fight the fire using the relevant Fire Extinguishers available in your Location.

Step 5.

Isolate the Fire.

- Close all Doors and Windows in the vicinity of the Fire.
- If possible, remove any combustible materials from the immediate vicinity of the Fire.

General Fire Safety Notes.

- In the event of a fire on Corrib Rowing & Yachting Club grounds & premises - follow instructions.
- Go to designated Assembly Point and await Roll Call.
- Move away from the relevant premises to a safe distance, when instructed.
- Do not attempt to re-enter the Building.
- Do not interfere with the Fire Brigade when it arrives.
- Seek medical assistance if necessary.

If and When the Alarm sounds.....

- Proceed to the nearest Fire / Emergency Exit.
- Close all windows and doors as you exit.
- Go to the designated Assembly Point and remain at that Point.
- When Roll Call is made answer loudly and clearly.
- Do not leave the Assembly Point unless instructed to do so.
- Await instructions from authorised person.
- Do not re-enter the Building until it is declared safe and the fire has been extinguished.

Information to give Fire Brigade.

- Exact location of the fire / emergency – name & full address of the premises.
- Best route for access to exact fire location.
- Location of Fire Hydrants nearest to the fire location.
- Any Process Dangers on site or in close proximity to fire location.
- Any hazardous materials on site or in close proximity to fire location.
- Any damage likely to occur should the fire spread.
- Any other information requested by the Fire Brigade.

On Arrival of Fire Brigade.

- The Senior Person present should meet the Fire Officer.
- Inform him / her of the evacuation situation.
- Inform him / her of any developments since the Fire Brigade was called.
- Inform him / her of exact location of the fire in the premises.
- Remain available for further information or requests.

Procedures for Contractors / Sub-contractors & Others coming on site.

- Contractors / Sub-contractors will hold suitable insurance cover and be in possession of an up to date Safety Statement.
- Contractors / Sub-contractors will not use Corrib Rowing & Yachting Club equipment or the services of it's Employees without the express permission of the Management Committee.
- All Contractors / Sub-contractors will inform Corrib Rowing & Yachting Club of any hazard they are bringing onto the Club grounds. They will be informed by Corrib Rowing & Yachting Club of any hazards to which they may be exposed and they will only operate in the areas to which they have been granted access.
- All Contractors / Sub-contractors will provide to Corrib Rowing & Yachting Club details of training records in compliance with the Construction Regulations 2013 for their own personnel, where applicable. This relates in particular to Safe Pass Programme, Driver qualification for diggers, dumpers, forklifts, Certification for Scaffolders.
- All Contractors / Sub-contractors will comply with the Site Traffic Plan regarding access & egress, speeding, parking arrangements and Reporting to Site Office (where in place).
- All Contractors / Sub-contractors will ensure that good housekeeping procedures are adopted in their particular activities while on Club grounds. In particular, all footpaths, roads and access routes will be kept free from mud, debris, work equipments, rubbish and discarded building materials.
- In the interests of safety, security and good management, all Visitors to the Site must report to the Site Office (where in place) on arrival.
- On-site Induction Training will be provided to each Contractor and their Employees prior to commencement of work.

Workplace Stress.

Occupational Stress is now considered to be one of the greatest hazard facing workers in the workplace. Stress in the workplace is the new disease of the present age and it is estimated that one in three workers suffer from stress related illnesses.

Stress can be described as "the reaction in people to excessive demands, pressures and expectations". Just like cholesterol, there seems to be 'good' stress and 'bad' stress. A certain amount of stress may be good for you, such as stress from a demanding sport or challenges of the job . It pushes us to be our best, to grow and excel. We need this stress to stay healthy and to give our lives meaning.

Everyone knows, however, that high levels of bad stress are not good. Stress can affect your immune system, make your heart rate and blood pressure jump and wear you out, mentally and physically.

It is clear that, for many people, a job can be more than a source of income and identity. It can also be the source of ill health and unhappiness. Most of us spend at least eight hours a day in our work environment and more if we include travel, extra work etc. . . which can mount up to 10 - 12 hours a day. If we are unhappy in our work, this can effect other areas of our lives, as it is impossible to just switch off as if closing a door or turning off the light. It is ironic that the qualities most likely to make people successful in work - aggression, ambition, drive and energy - are those which are most likely to cause work related illnesses.

Job Stress - The Symptoms.

What are the symptoms ? The list is long :

- Fatigue. Insomnia.
- High blood pressure.
- Headaches.
- Ulcers.
- Heartburn.
- Inability to concentrate or relax.
- Changes in appetite.
- Waning sexual interest.
- Alcoholism.
- Aggressive behaviour.
- Irritability .

This is not a definitive list.

A hopeless feeling of overload. being unable to cope. unable to leave the job behind at night or at weekends. a feeling of being trapped with no way out - these are the stages at which there is a problem.

If not addressed the result can be depression, irritability . anger, absenteeism, social avoidance or other stress related illnesses.

How does it happen ?

It is likely to occur where there is :

- Prolonged or increasing pressures without relief.
- A series of conflicting demands without easy solutions.
- A sense of powerlessness over the demands being made.
- Organisational changes that impact on the individuals.
- Continuous threats of violence or aggressive behaviour with little or no defence.

Stress problems can be intensified by:

- The presence of bullying, conflict, harassment or indifference and contempt to Staff needs.
- Lack of leadership and clear direction.
- Work arrangements. deadlines and demands set without consultation and appearing to be set in stone.
- Staff experiencing a high degree of uncertainty about their direction, purpose, objectives and the job.
- Outside interferences.

Five basic reactions to stress.

People usually react in five different manners :

- Talk to others but do not take direct steps to rectify the situation.
- Work harder and longer to try to overcome the overload.
- Get involved in an engrossing recreational activity so they feel refreshed and capable of doing more work in a shorter time.
- Withdraw physically from the situation.
- Analyse the situation, revise strategies and look for ways to change the problem.

How can we cope ?

1. Take charge of the situation.
2. Be realistic about what you can change.
3. Take one step at a time.
4. Be honest with colleagues.
5. Let your Employer help.
6. Slow down.
7. Recognise the danger signals.
8. Take care of your physical health.
9. Learn to relax.
10. Don't neglect your private life.
11. Consider change.
12. At the right time seek help.

Remember, you are NOT alone. Your colleagues will help, will understand and will support you. Seeking help is NOT a weakness, rather it is a sign of strength and self-acknowledgement. If you are suffering from job stress, you are in good company. Most of us feel that way at some point in our lives.

It is important to remember that, however bad your situation may appear, there is always something you can do, some steps you can take. There is no easy solution, no quick fix but making the effort will be worthwhile.

If you do not look for a solution you can expect :

- Decline in work performance.
- Decrease in morale.
- Adverse effect on relationships at work, and,
- Increase in stress related illnesses.

Recommendations.

- Discuss stress with colleagues on regular basis.
- Discuss stress with Management on regular basis.
- Under the Consultation mechanism, develop a policy for Corrib Rowing & Yachting Club to deal with stress and stress related illnesses. Under the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Policy Statement at the beginning of this Safety Statement commits Management to address this problem.
- Introduce daily relaxation exercises at home and / or at work.
- Take regular exercises.
- Examine diet.
- Examine priorities in one's life.

HARASSMENT AND BULLYING.

1. Bullying.

Bullying is defined by the Health and Safety Authority as *“repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and / or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work”* Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate a relationship. The definition goes on to emphasise that bullying is aggressive behaviour which is systematic and ongoing and does not relate to isolated, one-off incidents of aggression.

The Employment Equality Act 1998 outlaws bullying and it will not be tolerated by Corrib Rowing & Yachting Club.

The **Effects** of bullying can result in any or all of the following :

- Emotional effects (severe anxiety).
- Cognitive (concentration) effects (making mistakes, having accidents).
- Behavioural effects (smoking, excessive drinking, overeating..).
- Physiological effects (contributing to raised blood pressure, heart disease).
- Reduced resistance to infections, stomach and bowel problems.
- Skin problems.

There are different **Forms / Types of Bullying** :

- Exclusion with negative consequences.
- Physical contact including assault, pushing, shoving, jostling.
- Verbal abuse / insults.
- Being treated less favourable than colleagues.
- Intrusion by pestering, spying, stalking.
- Menacing behaviour.
- Intimidation
- Aggression.
- Undermining behaviour.
- Excessive monitoring at work.
- Humiliation.
- Withholding work-related information.
- Repeatedly manipulating a person’s job content and targets.
- Blame for things beyond the person’s control.
- Vandalism of personal property.

2. Sexual Harassment.

Section 32 of the Employment Equality Act 1998 outlaws harassment of Employees and defines it as ***“any act or conduct which is offensive, humiliating or intimidating on a discriminatory ground including acts of physical intimacy, spoken words, gestures, or the production, display or circulation of written material or pictures”***.

Sexual Harassment is defined as unsolicited, unreciprocated behaviour of a sexual nature to which the recipient objects or could not reasonably be expected to consent to, and may include:

- Unwanted physical contact.
- Rude or suggestive behaviour whether physical or verbal.
- Sexual derogatory statements or sexually discriminating remarks.
- Displays of pornography or sexually explicit material in the workplace.

Sexual harassment will not be tolerated by Corrib Rowing & Yachting Club, as a matter of policy and any incident should be reported immediately to the Club Management. Sexual harassment can extend to nearby Residents, fellow workers or other business contacts.

To this end Corrib Rowing & Yachting Club, will :

- Communicate to all Staff & Members that bullying or harassment by any employee of Corrib Rowing & Yachting Club, regardless of status, will not be tolerated.
- Identify the areas on site where this type of activity may be a problem.
- Offer identified victims counselling.
- Offer the instigators training to change their behaviour (if they are not to be dismissed).
- Instigate a Complaints Procedure and / or Disciplinary action to be taken should bullying be proved.
- Outline behaviour which is unacceptable (See Forms / Types of Bullying above).

Club Management & Staff have responsibilities to :

- Be aware of behaviour that is deemed unacceptable.
- Make every effort to ensure that bullying and harassment does not occur in Corrib Rowing & Yachting Club, activities.
- Ask the instigator to desist from his / her actions, where it is observed personally, and, to make note of the incident.
- Advise the victim of the complaints procedures and offer assistance.
- Try to foster an anti-bullying culture in the workplace.

The Safe Use of Plant & Machinery.

Activities in Corrib Rowing & Yachting Club may involve everyday usage of various plants and machines. It is imperative that the Operators of such equipments utilise them in a safe manner in order to prevent accidents and injuries both to themselves and others who may be affected by their acts or omissions.

Corrib Rowing & Yachting Club operates under the terms of the Safety, Health & Welfare Act 2005 and the various Regulations. It is expected that all Contractors / Sub-contractors will carry out their own specific activities in complete compliance with these same Act & Regulations. In particular :

- ❑ All Employees must be trained and authorised to operate the plant or machinery which they use.
- ❑ Employees must NOT ride on, as passengers, any site vehicles unless it is safe to do so and the vehicle has such a facility.
- ❑ Employees must NOT carry out adjustments or maintenance on plant or machinery without first switching off, stabilising and / or disconnecting such plant and machinery.
- ❑ Only competent persons are authorised to carry out such adjustments and maintenance.
- ❑ All guards must be in re-placed on plant and machinery after adjustment and / or maintenance.
- ❑ Employees must NOT use any plant and / or machinery which are not fully guarded.
- ❑ Employees are legally obliged to report any defects in or damage to plant and / or machinery of which they become aware, without delay, to their immediate Supervisor or Employer. Such plant and / or machinery must not be used until re-placed or repaired.
- ❑ Employees must wear relevant Personal Protective Equipment (PPE) when using plant and / or machinery.
- ❑ Any plant and / or machinery which is hired in for particular jobs, such as scaffolding, hoists, chains, belts, compressors etc.. must carry current certification and the Operators of such plant and / or machinery must be trained.
- ❑ Plant and / or machinery which operates using petroleum products must never be re-filled without first switching off and allowing to cool down.

Control of Substances Dangerous to Health.

Corrib Rowing & Yachting Club will operate in full compliance with the Safety, Health & Welfare (Chemical Agents) Regulations 2001 and current Code of Practice and expects Contractors / Sub-contractors to adhere to these Regulations.

Such Substances will be securely stored in an allocated area and all relevant safety and security measures will be enforced. To this end Corrib Rowing & Yachting Club will :

- ❑ Identify the Hazardous Substance.
- ❑ Carry out a Risk Assessment on the Substance.
- ❑ Record the results.
- ❑ Acquire the Material Safety Data Sheets for each particular substance.
- ❑ Put in place relevant Control Measures.
- ❑ Inform all Staff & Members of the process and the Emergency procedures to be adopted should they become affected or should spillages occur.
- ❑ Restrict access to and use by only authorised and competent persons.
- ❑ Carry out health surveillance on Employees where necessary.
- ❑ Where necessary provide relevant PPE and ensure the proper usage of same.

This section relates in the main to exposure to chemicals, lead, asbestos, carcinogenic materials.

Personal Protective Equipment.

All Staff of Corrib Rowing & Yachting Club and those of other Contractors / Sub-contractors will comply with the various Regulations regarding the supply, supervision and usage of PPE.

Corrib Rowing & Yachting Club will maintain records of issue and replacement of relevant PPE, in particular hard hats, safety footwear, high visibility clothing, face masks, respirators, goggles, glasses, ear defenders / muffs, wet weather equipment.

Corrib Rowing & Yachting Club will carry out inspections on the relevant PPE on a regular basis. Where deemed necessary they will replace defective, damaged or obsolete equipment and re-issue to the particular individual.

Manual Handling of Loads.

As far as is reasonably practicable, Corrib Rowing & Yachting Club will eliminate or reduce the need for it's Staff & Members to manually handle materials.

Where it is deemed necessary, training may be carried out for Staff & / or Members in the Manual Handling of Loads as per Regulations 2007.

Staff & Members of Corrib Rowing & Yachting Club will utilise the principles of good manual techniques in all necessary activities involving manual handling.

Use of Electricity.

Prior to commencement of work involving electricity on Corrib Rowing & Yachting Club grounds, the Club will enquire from and seek advice from the ESB on the location of any overhead and / or underground supply lines or power cables. These will be clearly identified and marked on the grounds.

All energisation of any electrical circuits or supplies will be in accordance with current Standards, Recommendations and relevant Codes of Practice.

All installation of electricity supplies will be carried out by competent, qualified and authorised persons only.

If required, Corrib Rowing & Yachting Club will provide his own totally separate supply of electricity for site use relevant to lighting and power with it's own meter. This supply will be installed, maintained and kept safe in compliance with ESB, ETCI and 2007 Regulations.

All electrical equipments in use on Club grounds will comply with the requirements of the Act, Regulations and ETCI standards.

All Operators of, in use, electrical equipments on Club grounds must be inspected on a regular basis, in particular prior to use, ensuring guards are in place, there is no damage to the equipment, that cables, plugs etc.... are in good condition and all portable equipment operates on 110v supply only.

Where damage to equipment or cabling is noted it will be taken out of service without delay and replaced. All repairs and / or maintenance to such equipment will be carried out by competent persons only.

In using electrical equipments and the relevant cabling, care must be taken to ensure that they do not cause slips, trips and falls, and, that the cabling must never be used in wet conditions or through wet conditions.

Safety Signs.

Corrib Rowing & Yachting Club will erect all relevant mandatory signs throughout it's grounds and ensure they remain in place. Perimeter fencing / hoarding will be erected to prevent unauthorised entry to the site.

Security on Site.

Relevant and adequate fencing and / or hoarding will be erected on the Club grounds perimeter to keep out trespassers and other unauthorised persons. Signage will be erected to warn such persons of the existence of the Club grounds and as a warning of inherent hazards, risks and dangers.

On completion of the day's activities, Corrib Rowing & Yachting Club will ensure that all fencing / hoarding is secured, all locks are engaged, all machinery is dis-abled and rendered safe and inoperable and access to the Club grounds and equipments is restricted in so far as is reasonably practicable.

Liaison with Local Authorities and other Agencies.

Where Contractors are involved in carrying out works on Club grounds, Corrib Rowing & Yachting Club will consult with outside agencies as appropriate in a timely and effective manner. In particular the Local Authorities in regard to access & egress, water supplies, gas supplies (if relevant), ESB, Gardai, Fire Brigade, Emergency Services, HSA and others, as the need arises.

Much of the consultation may be done off site but if on site the initial meetings will take place at the Club Office and then move to the specific area of the site as necessary.

All such meetings will be arranged by Corrib Rowing & Yachting Club or it's authorised agent.

Close liaison will be maintained with the Client, the Project Manager and the PSDS, where & when appointed.

Hazard Identification, Risk Assessment & Control Measures.

1. Rowing & Yachting Activities & Areas.

1.1. Boat Repair Shed.

Hazards.

- Access.
- Members' Private Lockers.
- Storage & Use of Paints & Varnishes.
- Gas Cylinders.
- Fire Extinguishers.
- Use of Mobile Steps.
- Manual Handling.
- Use of Trestles.
- Slips, Trips & Falls.

Risk Assessment.

- Medium but can be reduced provided due care and attention is paid to good housekeeping procedures and control measures.

Who is affected ?

- Members / Staff.
- Visitors.
- Contractors.

Control Measures.

- Access & Use of this Shed will be confined to Staff & Members only. The Shed will be kept secure and closed when not in use.
- Members' Lockers are the responsibility of the Member. The contents of these Lockers will not include illegal substances, materials or other items likely to present hazards to Members / Staff.
- In using paints and / or varnishes, Members will ensure there is adequate ventilation in the Shed to dissipate fumes & vapours arising from such use.
- All paints / varnishes, if stored, will be stored with the lids tightened and closed.
- When using all paints and / or varnishes Members will not smoke within the confines of the shed.
- Paint / varnish tins will not be left lying around in order to prevent slips, trips & falls to other Members / Staff.
- Paint / varnish tins will be carefully disposed of when finished with. Members will remove the empty tins from the Club without delay.

- Gas Cylinders will only be used in well ventilated locations. Members will ensure that the hoses and fittings used with the cylinders are not perished or damaged.
- Smoking will not be permitted when in the vicinity or working with gas cylinders.
- Fire Extinguishers will be wall mounted in easily accessible and conspicuous locations.
- The Fire Extinguishers will be checked on a regular basis to ensure they remain in good working order and have not been interfered with or used. The results of these checks will be recorded in the Club Fire Safety Register.
- All Fire Extinguishers will be inspected & certified on an annual basis.
- The results of such Inspections & Certification will be recorded in the Club Fire Safety Register.
- Access to the Fire Points (where fire fighting equipment is located) will be kept obstruction free at all times.
- The Mobile Steps provided for use by Members will be checked on a regular basis to ensure they are in good safe condition.
- Before use of the steps, Members will check that the steps are not broken or damaged. If found to be faulty, the Member will remove the steps from use and bring to the attention of the Caretaker without delay.
- When using the mobile steps, Members will ensure the steps are on solid, even ground.
- Members will exercise good Manual Handling of Loads Techniques when working with boats and / or engines. See Manual Handling of Loads Section 3 on Pages 72 – 74.
- Where trestles are utilised in supporting boats, the Member will ensure that the trestles are in good condition and safe to use.
- In using the trestles, they will be positioned on solid level ground and care will be taken to ensure they are adequately & properly balanced at all times.
- Staff & Members who are using the facilities of this Shed will ensure that the floor area of the Shed is not the cause of slips, trips & falls through wet floors and bad housekeeping.
- Wet floors will be dried up without delay and work materials will be kept tidy and after use will be stored away safely.

Persons responsible to implement Control Measures.

- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.2. Club General Stores.

Hazards.

- Generator.
- Lawnmower.
- Mobile Steps.
- Fire Point.
- Obsolete materials stored in small store room (shower room).
- Slips, Trips & Falls.
- Upper Floor Level Storage.
- Manual Handling of Loads.

Risk Assessment.

- Medium but can be reduced provided due care and attention is paid to good housekeeping procedures and control measures.

Who is affected ?

- Members / Staff.
- Visitors.
- Contractors.

Control Measures.

- Access & Use of this Shed will be confined to Staff & Members only. The Shed will be kept secure and closed when not in use.
- The Generator in this shed will be maintained in good working order and all guards will be kept in place at all times.
- The Generator will be used by competent persons only.
- If re-filling the fuel tank, the equipment will be first switched off and permitted to cool down before attempting to fill the tank in order to prevent splashes of fuel on hot surfaces.
- The Lawnmower will be used by the Caretaker only (if that is part of his duties).
- When cutting the grass, the User will ensure that all stones or solid objects have been removed from the lawn before starting.
- During grass cutting activities, the User will ensure that Members, Visitors etc... do not approach the machine in order to prevent possible injuries from flying objects.
- In removing a filled grass box, the User will first switch off the machine and in replacing the box, the engine will be in the off condition.
- User will not attempt to remove any blockages or compressed grass while the lawnmower is operating.

- In re-filling the fuel tank, the User will switch off the machine and allow it to cool down.
- The Mobile Steps provided for use by Members will be checked on a regular basis to ensure they are in good safe condition.
- Before use of the steps, Members will check that the steps are not broken or damaged. If found to be faulty, the Member will remove the steps from use and bring to the attention of the Caretaker without delay.
- When using the mobile steps, Members will ensure the steps are on solid, even ground.
- Fire Extinguishers will be wall mounted in easily accessible and conspicuous locations.
- The Fire Extinguishers will be checked on a regular basis to ensure they remain in good working order and have not been interfered with or used. The results of these checks will be recorded in the Club Fire Safety Register.
- All Fire Extinguishers will be inspected & certified on an annual basis.
- The results of such Inspections & Certification will be recorded in the Club Fire Safety Register.
- Access to the Fire Points (where fire fighting equipment is located) will be kept obstruction free at all times.
- The stairs to the Upper Level will be maintained in an obstruction free condition in order to prevent slips, trips & falls.
- The Upper Level floor will be kept tidy and obsolete, unused materials will be removed / disposed of.
- All activities in this General Storage Area will utilise good manual handling of loads techniques which involve lifting, setting down, transporting, moving, pushing, pulling of materials such as crates, boats, trestles etc...

Persons responsible to implement Control Measures.

- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.3. Main Boat Repair Shed.

Hazards.

- Slips, Trips & Falls.
- Compressor.
- Industrial Heater (Space Warmer).
- Manual Handling.
- Ladder.
- Crane & Associated Equipments. See Section 1.4 following.
- Power Tools such as Sanders & Saws. See Section 1.5. following.
- Wet Floors.
- Centre Drainage System.
- Fire Extinguishers.
- Fuel Storage.
- Emergency Exit Door.
- Ventilation.

Risk Assessment.

- Medium but can be reduced provided due care and attention is paid to good housekeeping procedures and control measures.

Who is affected ?

- Members / Staff.
- Visitors.
- Contractors.

Control Measures.

- Access & Use of this Shed will be confined to Staff & Members only. The Shed will be kept secure and closed when not in use.
- Good housekeeping procedures will be adopted at all times by Staff & Members in order to prevent slips, trips & falls.
- The compressor will be maintained in good working order at all times.
- All belt guards will be maintained on the equipment at all times.
- Blow guns or nozzles etc... connected to compressed air lines will never be pointed at any other person or animal in order to ensure there is no accidental discharge of air towards these individuals.

- When dis-connecting an airline from a quick-release coupling, the User will keep a firm grip on the flexible airline in order to prevent a “whipping” action which could cause an injury.
- Users of the compressor will never work on or near a compressor with loose clothing, necktie or long hair which could be sucked in by the compressor, motor or flywheel.
- Users will not attempt to modify or adapt the compressor to any other use.
- Users will not attempt to use any other hose lines except that designed for use with the compressor.
- Users will not attempt to stop the flow of air by kinking the hose line.
- Pressure on the compressor will not exceed 30PSI (2 BAR).
- In using the compressor, the Manufacturers Instructions will be followed stringently.
- The Industrial Heater (Space Warmer) will be maintained in good working order and will be serviced as per Manufacturers Instruction & recommendations.
- In handling the Heater, Members will be careful not to get burned by the metal casing of the Heater.
- All manual handling activities will utilise good manual handling techniques... See Section 3 on Pages 72 – 74.
- Staff & Members will only use a ladder for working at height where the risk assessment has demonstrated that the use of a more suitable work equipment is not justified because of the low risk and will only be used for a short duration or the existing features on the site can not be altered.
- The surface on which the ladder rests will be stable, firm, of sufficient strength and of suitable composition to support the ladder.
- The rungs or steps of the ladder will remain horizontal at all times.
- When using a ladder, Users will ensure it remains stable during it's use.
- A suspended ladder will be so attached in a secure manner, with the exception of a flexible ladder, it can not be displaced and swinging is prevented.
- A ladder used for access will be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.
- No interlocking or extension ladders will be used unless it's sections are prevented from moving relative to each other while in use.
- Where a ladder or a run of ladders rises a vertical distance of 9 metres or more above it's base, sufficient safe landing areas or rest platforms will be provided at suitable intervals, where reasonably practicable.
- In using ladders always ensure that the said ladders are in good condition,

- A ladder will be used in such a manner that there is a secure handhold and secure support available to the Employees at all times. And that the User can maintain a safe handhold when carrying a load unless, in the case of a stepladder, the maintaining of a handhold is not practicable when a load is being carried and the risk assessment has shown that the use of a stepladder is justified because of the low risk and the short duration of use.
- A portable ladder will be prevented from slipping during use by securing the stiles at or near it's upper or lower end, effective anti-slip or other effective stability devices or any other arrangement of equivalent effectiveness.
- A mobile ladder will be prevented from moving before it is used.
- Users maintain a good firm grip and balance.
- Never use a makeshift ladder or lean sideways from a ladder.
- Always use correct angle for ladder i.e. 4 up x 1 out x 1 above.
- All spillages and damp patches from rain coming in the main door will be dried up without delay in order to prevent slips, trips & falls.
- The Centre Drainage System will be maintained in a free flowing condition. Blockages will be cleared away without delay.
- Fire Extinguishers will be wall mounted in easily accessible and conspicuous locations.
- The Fire Extinguishers will be checked on a regular basis to ensure they remain in good working order and have not been interfered with or used. The results of these checks will be recorded in the Club Fire Safety Register.
- All Fire Extinguishers will be inspected & certified on an annual basis.
- The results of such Inspections & Certification will be recorded in the Club Fire Safety Register.
- Access to the Fire Points (where fire fighting equipment is located) will be kept obstruction free at all times.
- It is Club policy that "NO FUEL STORAGE IN ANY SHED" is permitted. Staff & Members will adhere to this policy and ensure that all fuel is stored in the Fuel Storage Container provided in the Main Yard of the Club premises.
- The Emergency Exit Door to the rear of this Shed will be maintained Obstruction free at all times both internally & externally.
- If Staff & Members are using paints & varnishes in this Shed, they will ensure there is adequate ventilation at all times.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.4. Cranes & Lifting Gear.

Remember lifting gear includes chain slings, wire rope slings, shackles, rings, hooks, spreader beams, man made fibre slings. Lifting gear is that which connects the load to be lifted onto the lifting appliance (e.g. crane etc.). Reference Safety, Health & Welfare at Work (General Application) Regulations 2007 – Part 2 Chapter 2.

Hazards.

- Collapse of equipment.
- Failure of lifting gear.
- Crushing.

Risk Assessment.

- The Risk Assessment is high.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures.

- Corrib Rowing & Yachting Club will carry out regular inspections of the main lifting arms / struts looking for cracks, wear and tear, and corrosion.
- Staff & Members will never use a lifting appliance unless they have been trained and are competent and authorised to do so.
- Staff & Members will check to make sure that lifting gear is sound and free of any defects before use.
- Any defects noted will be reported immediately and the equipment will be taken out of service.
- Staff & Members will never ride on lifting loads.
- Staff & Members will never ride on loads.
- Staff & Members will always use tag lines to control the load especially important in windy conditions or where the load is awkward / unwieldy in shape.
- Users will always keep well clear of any load and make sure others do likewise.
- All Lifting gear will be thoroughly examined by a competent person at least once in every period of six months.
- A report of the result of each examination in the prescribed form will be signed by the competent person and it will be entered in the General Register within 14 days.
- All Chains, ropes and lifting tackle will be thoroughly tested and examined by a competent person before being put into use

for the first time and will be examined at least once in every period of six months. The results of each test and examination will be entered in the General Register.

- All cranes and other lifting machines will be of good construction, sound material, adequate strength and free from patent defect, and will be properly maintained.
- All such equipment will be examined by a competent person at least once in every period of 14 months and details entered in the General Register.
- Always check all lifting gear before using it. Make sure there are no obvious defects. Also check it's Safe Working Load (S.W.L). Never use lifting gear that is not marked with its S.W.L.
- Never take a chance with inadequate equipment or the S.W.L less than the load.
- Never use lifting gear that appears defective, i.e. broken wires, strained hooks, bent shackles, cut or frayed webbing etc. report them immediately to the Club Safety Officer.
- Never use lifting gear for towing plant or vehicles.
- Never exceed 90° on multi-leg slings without advice.
- Always check that you know the weight of the object to be lifted and use appropriate lifting gear. The weight of the lifting gear and the crane hook block must be added to the weight of the load. Seek advice if in doubt.
- Always store lifting gear away from any possible damage.
- When slinging a load ensure that the crane hook and crane hoist ropes are vertically over the load and in line with the centre of gravity of the load.
- Before the load is lifted ensure you stand well back and clear of the load in case the load may swing.
- Do not place yourself in a trapment area.
- Keep your hands away from any trapment point on the chains and hooks.
- Never stand under a suspended load.
- Do not lift on the point of the hook.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.5. Power Tools.

Reference Safety, Health & Welfare at Work (General Application)
Regulations 2007 - Electricity.

Hazards.

- Electrocutation.
- Burns.
- Cuts.
- Abrasions.
- Eye injuries.
- Lack of guards.
- Noise.
- Dust and fumes.
- Vibration.

Risk Assessment.

- High

Who is affected ?

- Employees.

Control Measures.

- Only power tools complying with relevant safety standards and vibration will be used.
- Use of transformers and 110v only.
- Daily and prior usage checks on all cabling, plugs.
- Proper earthing.
- All guards will be in place before usage.
- Removal of defective or faulty tools from usage.
- Only trained users will operate power tools.
- PPE will be worn by the users to protect against dust, fumes, ejection, noise and will include gloves, ear defenders, dust masks, respirators, safety glasses.
- Power tools will not be left lying around after use but will be securely stored away.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.6. Main Yard.

Hazards.

- Vehicular Traffic.
- Slips, Trips & Falls from untidiness and obsolete / unwanted / abandoned materials such as barrels, boat trailers, boats.
- Storage & of boats & trailers & Dry-docking of boats.
- Storage of fuel on dry-docked boats.
- Tractor.
- Removal Trailer.
- Database of all Boats & Trailers on Club grounds.

Risk Assessment.

- High - Medium but can be reduced provided due care and attention is paid to good housekeeping procedures and control measures.

Who is affected ?

- Members / Staff.
- Visitors.
- Contractors.

Control Measures.

- All vehicular traffic within the boundaries of the Club grounds will be strictly controlled at all times.
- Parking of POVs (Privately Owned Vehicles) will park only in designated areas. Such vehicles are the responsibility of the Owners. The Club accepts no responsibility for damage to or thefts from these POVs.
- A practice by Members of parking their cars and those of their spouses / partners on the Club grounds while Owners go to work should be actively discouraged as these vehicles may cause hazards to other Members, Employees or outside Contractors. In some instances, these cars have been known to block access / egress by other vehicles including Emergency Vehicles.
- The parking of boats and / or boat trailers will be controlled in designated locations with the permission of the Club Committee.
- The parking of boats and / or trailers within the boundaries of the Club grounds & the maintenance of such vehicles will be the responsibility of the Owners.

- Such boats & trailers will be maintained in good working order at all times and the “jockey” wheels will also be in good working order.
- Where such vehicles are parked for a considerable time without any obvious use of the boat & trailer, the Club Management reserves the right to request the Owners to remove such vehicles in the interest of health & safety. There are some boats & trailers on the grounds which are the property of non-Members. These should be removed without further delay.
- Membership will not convey the right to dump or abandon boats and / or trailers within the boundaries of the Club grounds.
- Members who park boats and / or trailers on Club grounds will ensure that the area around such vehicles is maintained in a safe, clean & hygienic condition at all times. Floor boards, oars, plastic bags, empty paint tins, bottles and other general rubbish will be removed for disposal by the Owners.
- Where boats (of all sizes) are dry-docked, the Owners will ensure they are safely supported by the recommended ackrows only. Owners will check on a regular that all such boats remain in safe condition. Where it is noted that such boats have been displaced, it will be the responsibility of the Owners to rectify the situation.
- Boats (Cruisers mainly) will not be dry-docked using barrels or other non-acceptable supports. Timber frames are not acceptable from a health and safety point of view as they are subject to wood rot and collapse.
- Boats which are dry-docked will be drained of fuel for the duration and the fuel will be removed from the Club grounds or stored in the provided Fuel Storage Container and the Oil Tank. Any spillage of fuel or other environmental hazards will be the responsibility of the boat Owner and costs for cleaning up will be borne by the Owner.
- All boats of whatever kind will be maintained in a seaworthy condition at all times.
- It is strongly suggested that an up to date database of all boats & trailers parked / moored / abandoned on the Club grounds be established without delay.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.7. Fuel Storage Container & Oil Disposal Tank.

Hazards.

- Fire.
- Burns.
- Fumes.
- Dermatitis.

Risk Assessment :

- High.

Who is affected ?

- Staff.
- Members.
- Visitors.
- Contractors.

Control Measures :

- Petrol / Diesel fuel will be stored in suitable tank / container which will be securely locked away in metal container when not in use.
- Fuel tanks / barrels / containers will be located away from all sources of ignition.
- Adequate fire fighting equipment will be available to enable personnel on site to fight a fire should it break out.
- No smoking in the vicinity of fuel storage areas.
- Access route for Fire Brigade to location of explosion and / or fire will be kept clear of obstructions.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.8. Water Front including slipways, gangways & edges.

Hazards.

- Lack of edge protection along waterfront.
- Drowning.
- Lack of Lighting.
- Lack of Warning Notices.
- Lack of Lifebuoys.
- Slips, Trips & Falls.
- Lack of end protection on gangways between cruisers.

Risk Assessment.

- High - Medium but can be reduced provided due care and attention is paid to good housekeeping procedures and control measures.

Who is affected ?

- Members / Staff.
- Visitors.
- Contractors.

Control Measures.

- Railing or other edge protection should be erected along the pathway at the river's edge to prevent Members and others falling into the water and possibly drowning.
- Similar edge protection should be erected at the slipway for the same purpose.
- The area along the water's edge should be adequately lit at all times during hours of darkness when Members are on the Club grounds.
- The Club will erect a series of warning notices along the water's edge or on the approaches to the water.
- A series of suitable lifebuoys will be located at intervals along the water's edge, suitably mounted on poles.
- The area all along the water's edge will be kept obstruction free at all times in order to prevent slips, trips & falls.
- The gangways between the moored cruisers will be checked on a regular basis to ensure they are safe to use and have not been damaged by berthing cruisers or wood rot.
- The ends of these gangways will be protected by a barrier to prevent Users from falling over the edge.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

1.9. Rowing Activities.

Hazards.

- Drowning - Lifejackets.
- Lack of Lifebuoys.
- Slips, Trips & Falls.
- Ability to swim.
- Manual Handling.
- Access and egress the boats.
- Access / egress point on the shore.
- Visiting / Guest Rowing Clubs.

Risk Assessment.

High - Medium but can be reduced provided due care and attention is paid to good housekeeping procedures and control measures.

Who is affected ?

- Members / Staff.
- Visitors.
- Contractors.

Control Measures.

- While rowing activities are non-competitive, Members involved do so at their own risk. All rowing activities will comply with health & safety procedures adopted by competitive rowers. See www.rowingireland.ie for Guidance Documents detailed in “Start Rowing” section of the website.
- It is suggested that an Adult Consent Form be completed by each Participant in the rowing activities of the Club similar to that detailed in the “Start Rowing” documentation.
- A suitable lifebuoy will be located at the area where the rowing boats are stored.
- The area where the boats are launched and removed from the water will be kept obstruction free at all times in order to prevent slips, trips & falls and adequate space will be afforded for Rowers to launch and remove their boats to / from the water.
- Consideration should be given to the wearing of life-jackets during the rowing activities. It is understood that only the Cox wears one but since the activity is for non-competitive purposes, the wearing of a life jacket could be considered for all of the crew.

- Rowing participants will be capable of swimming – non-swimmers will not be permitted to partake.
- All Participants in the rowing activities will be trained in good manual handling techniques, in particular, the actions in putting the boats in the water and removing the boats from the water.
- The launch point will be checked on a regular basis to ensure it is secure and in a safe condition to use.
- Any Rowing Clubs who use the facilities of Corrib Rowing & Yachting Club will comply with the contents of this Safety Statement.
- It is suggested, as discussed with Committee Members, that consideration be given to reconfigure the launch spot e.g. the solid walkway might be removed and the floating tanks be moved closer to the edge of the launch area. It is also suggested that these floating tanks might be anchored in a manner which would permit the tanks to move up and down depending on water levels. In addition, a third row of tanks might be helpful & beneficial

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

2. Main Clubhouse.

2.1. Upstairs Office.

Hazards.

- Slips, Trips & Falls from untidiness.
- Electrical appliances and cabling.
- Computer & associated Equipment.
- Distribution Board.
- Ergonomic Chair.
- Manual Handling of Loads.
- Head Protection.
- Fire Extinguishers.
- Visitors.

Risk Assessment.

The Risk Assessment is low provided due care and attention is paid to Safety Procedures.

Who is affected ?

- Staff.
- Clients.
- Visitors.

Control Measures.

- Good Housekeeping Procedures will be adopted at all times in the Office in order to avoid slips, trips and falls.
- Unwanted and un-necessary materials and equipments will be removed from the Office in order to free up space.
- The Office Staff will report any faulty equipment, i.e. chair, desks, shelving, wiring etc. immediately to the Manager or immediate supervisor.
- All un-necessary electrical appliances will be unplugged when not in use.
- Regular checks will be carried out on plugs & sockets and cabling for faults or damage.
- All repairs to and / or replacements of damaged or faulty equipment will be carried out by a competent person only.
- Staff will be advised on tidiness and if they require more shelving for documents to be removed off the floor, it will be supplied.
- Electrical wiring will be kept tidy, particularly with Computer equipment.

- Monitors will be so positioned i.e. eye level, to avoid possible neck injury.
- Where Staff are working with keyboard & mouse on a regular basis (in excess of 5 hours per week) Wrist rests will be provided to Staff in order to avoid Repetitive Wrist Strain.
- Dangerous chemicals and inks are used in photocopiers and printers, so great care will be utilised in changing toners etc... Manufacturers' Instructions to be followed.
- Ergonomic Chairs will be utilised properly to provide back and foot support for Users.
- Staff will ensure that manual handling activities are carried out using good manual handling techniques only.
- In places, the ceiling of the premises is quite low which could lead to Staff & Members hitting their heads off the steel beams. Warning signs will be posted in select areas to alert Office Users of this hazard.
- Fire extinguishers will be wall mounted in easily accessible conspicuous location in the Office near the Entrance Door.
- All Visitors to the Club will be requested to "sign-in" before accessing any areas of the Club.
- Children of Members & Visitors are the responsibility of the Parents of the children and children will not be permitted to ramble around unaccompanied.

Persons responsible to implement Control Measures.

- Staff.
- Club Members

When to implement.

- Immediate and on-going.

2.2. Snooker Hall / Meeting Room Downstairs.

Hazards.

- Slips, Trips & Falls from untidiness.
- Radiators (Gas).
- Plugs & Sockets.

Risk Assessment.

The risk assessment is low provided due care and attention is paid to Safety Procedures.

Who is affected ?

- Staff.
- Clients.
- Visitors.

Control Measures.

- Good Housekeeping Procedures will be adopted at all times in these public rooms in order to avoid slips, trips and falls.
- Combustible materials will not be placed against, on top of or behind the radiators in order to prevent a possible outbreak of fire.
- Staff Member / Caretaker will check the rooms for gas leakage before opening the premises to Members.
- Any suspicion of a leakage will be checked out without delay and the premises will be closed to Members until the matter has been rectified.
- Plugs & Sockets will be checked on a regular basis to ensure they remain in good condition.

Persons responsible to implement Control Measures.

- Staff.
- Club Members

When to implement.

- Immediate and on-going.

2.3. Storage Area (Off old bar).

Hazards.

- Slips, Trips & Falls from untidiness.
- Plugs & Sockets.
- Manual Handling of Loads - Storage.
- Radiators / Heaters.
- Assembly Points.

Risk Assessment.

- Provided due care and attention is paid to control measures the risk assessment is low.

Who is affected ?

- Staff.
- Members.
- Visitors.
- Contractors.

Control Measures.

- Staff will implement an effective housekeeping procedure to prevent Slips, Trips & Falls.
- The floor areas will be regularly supervised and wet floors will be dried up without delay.
- When the floors are being washed, proper warning signs will be erected.
- All litter will be swept from floors on a regular basis.
- Fire Extinguishers will be checked regularly to ensure they are in working order.
- Fire Extinguishers will be inspected and certified on an annual basis by the Suppliers.
- Results of such Inspections will be recorded in the Club Fire Safety Register.
- The Fire Extinguishers will be wall-mounted in a conspicuous, easily accessible location.
- Training in the practical use of Fire Extinguishers will be given to Staff by Supplier.
- No combustible materials will be placed adjacent to, against, behind or on top of radiators. All papers will be removed from behind the radiators to prevent possible fire.
- Staff will be trained in proper load handling procedures.
- Assembly Points will be identified by Management to be used

in the event of an Emergency Evacuation and all Staff will be informed of the location of the designated Assembly Point.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members

When to implement.

- Immediate and on-going.

2.4. Toilets.

Hazards.

- Wet and untidy floors can cause personal injuries through slips, trips and falls.
- Sinks and toilets that are not properly cleaned can cause hygienic problems.
- Immersion Heater Room in Ladies.
- Small Access Room in Gents to back of cylinders for Toilets.

Risk Assessment.

- Provided due care and attention is paid to control measures the risk assessment is low.

Who is affected ?

- Staff.
- Members.
- Visitors.
- Contractors.

Control Measures.

- A proper housekeeping procedure will be established :

For example:

- Cleaning record sheets will be placed in toilets stating date, time and name of person who inspected and cleaned the toilets, sinks, etc.
- When being cleaned, warning signs will be put in place.
- Blocked toilets will be cleared immediately.
- Broken seats will be replaced immediately.
- All disposable items will be removed on a regular basis.
- An adequate supply of hand cleaning soaps / liquids in all toilets will be provided.

Persons responsible to implement Control Measures.

- Staff.

When to implement.

- Immediate and on-going.

2.5. Kitchen.

Hazards.

- Electrical equipment.
- Burns.
- Sink / wash-up area.
- Disposal of rubbish.
- Untidiness.
- Cleanliness.
- Hygiene.
- Fire.
- Fire Extinguishers.
- Gas Radiators.
- Access by Members.

Risk Assessment.

- Low.

Who is affected ?

- Staff.
- Members who may use the facilities.

Control Measures.

- **Good housekeeping procedures** will be adopted at all times.
- All **electrical equipment** will be handled with care ensuring hands are dry.
- Ensure all electrical equipment is switched off after use.
- First Aid Kit / Burns Kit will be remained stocked as per HSA Guidelines for Contents of First Aid Boxes & Kits.
- All Counter-tops and **sinks** will be kept hygienically clean at all times. Use “Clean as you go” policy.
- **Discarded foods** stuffs and cartons will not be allowed to accumulate in the Kitchen but will be removed to rubbish bin on a daily basis.
- All litter will be swept from floors on a regular basis.
- A dustpan and brush will be available for the removal of broken glasses and / or bottles.
- All electrical appliances will be regularly checked and any faults immediately rectified by a qualified person or appliances replaced.
- Food spillage on floor will be removed without delay.
- Staff handling coffee, tea, teapots etc... will take great care to avoid burns and spillages on other Staff Members.

- Floor will be swept on regular basis to avoid slips. Floor will be washed on a regular basis to prevent “stickiness”.
- No flammable materials will be allowed accumulate.
- Unused food will not be allowed to accumulate or to contaminate surfaces.
- All surfaces will be kept clean and tidy, and, be regularly washed.
- Knives or other sharp instruments will be used with great care and due diligence.
- Food stored in the Fridge will be checked daily and out-of-date foods stuffs will be discarded.
- Fire Blanket will be maintained in good working order.
- **Fire Extinguisher** will be wall-mounted in a conspicuous accessible location.
- The radiators in the Kitchen will not be used to dry clothing or other combustible materials. No such material will be placed against, on top of or behind the radiators.
- The **Emergency Exit Door** will be kept obstruction free at all times both internally & externally..

Persons responsible to implement Control Measures.

- Club Management.
- Staff.

When to implement.

- Immediate and on-going.

3. Manual Handling of Loads.

Reference Safety, Health & Welfare at Work (General Application)
Regulations 2007 – Manual Handling of Loads.

Hazards :

- Back Injuries.
- Upper limb disorders.
- Injuries to feet and hands.

Risk Assessment :

- High.

Who is affected ?

- Employees.
- Contractors.

Control Measures :

- Eliminate or reduce, so far as is reasonably practicable, the need for manual handling.
- Training in good manual handling techniques where it is not possible to eliminate the need.
- All Staff will wear safety footwear when involved in manual handling activities.
- Gloves will be provided to Staff for handling of loads.

Persons responsible to implement Control Measures.

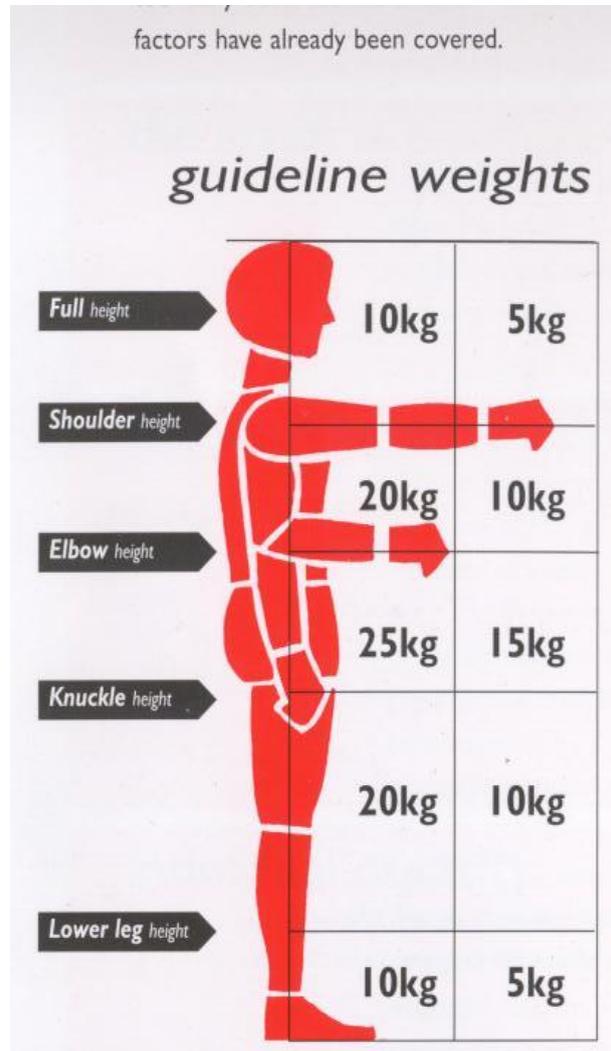
- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

These Guidelines are for adult “Males” (fit and healthy) in the best working conditions.

For adult “Females” all weights should be reduced by one third.



PRINCIPLES OF GOOD MANUAL HANDLING TECHNIQUES.

1. Assess the **TASK, AREA** and **LOAD**.
2. **BEND** the Knees.
3. Adopt a **BROAD, STABLE** and **FIRM** base.
4. Keep your **BACK STRAIGHT**.
5. Take a **FIRM PALMER GRIP**.
6. Keep your **ARMS IN LINE WITH TRUNK**.
7. Keep the **WEIGHT CLOSE TO YOUR CENTRE OF GRAVITY**.
8. TURN YOUR **FEET** IN THE **DIRECTION OF MOVEMENT**.

4. Chemical or Biological Substances.

Hazards.

- Explosion.
- Fire.
- Poisoning.
- Corrosion.
- Irritability.
- Sensitising.
- Danger to the environment.

Risk Assessment.

- The Risk Assessment is low provided due care and attention is paid to Control Measures.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures.

- Corrib Rowing & Yachting Club will obtain a Material Safety Data Sheet (MSDS) for all chemical / biological products prior to use.
- A risk assessment for all such products used on the Club grounds will be carried out prior to them being used on the grounds for the first time.
- Written procedures will be produced, as necessary, outlining the control measures to be put in place prior to handling the chemical / biological products and the PPE to be used.
- All MSDS will be readily available to the persons using the products.
- All chemical / biological products will be securely stored away from sources of ignition.
- All chemical / biological products likely to cause damage to the environment, particularly to water sources, will be securely stored away from these sources.
- All relevant and suitable PPE will be provided to and used by the Staff of Corrib Rowing & Yachting Club when using such products.

- Members using such products should make themselves aware of the hazards, the risk involved and the safety precautions required to protect themselves.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

5. Sub-contracting of Work.

Hazards.

- Lack of Insurance.
- Lack of Safety Statements.
- Untrained personnel.
- Absence of Safe Pass Cards and other necessary Skills Cards.

Risk Assessment.

- The Risk Assessment is considered low provided Sub-contractors co-operate with Corrib Rowing & Yachting Club.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures.

- See “**Procedures for Contractors / Sub-contractors & Others coming on site.**”

Persons responsible to implement Control Measures.

- Club Management.
- Staff.

When to implement.

- Immediate and on-going.

6. Personal Protective Equipment.

Hazards.

- Noise.
- Eye Injuries.
- Inhalation of fumes / Dusts.
- Falling Objects.
- Foot Injuries.
- Weils Disease.

Risk Assessment.

- The Risk Assessment is high on building sites.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures.

- Employees will be provided with and will wear hearing protection when using saws, sanders, drills, planers, angle grinders and nail guns.
- Employees will be provided with and will wear suitable goggles when working with nail guns, drills, saws and other equipment which ejects pieces of materials which could cause eye injuries.
- Employees will be provided with and will wear face masks or respirators (if necessary) when working with equipment such as cement, lime, skim, plasticizer which produce dusts and splashes.
- Employees will ensure there is plenty of ventilation when using such materials indoors.
- Employees will wear safety footwear to prevent possible foot injuries from protruding nails or other sharp edges.
- Employees will be provided with and will wear hard hats and high visibility jackets at all times while on site.
- Club Management will record the issue and replacement of all PPE in the PPE Book.
- All issued PPE will be checked on a regular basis for wear and tear and will be replaced without delay where faults or defects are discovered.

- All Persons involved in any cleaning up activities will wear gloves at all times in order to prevent an infection of Weil's Disease. Be mindful that there are rodent points around the Club premises. Members will not clean up the various areas without this protection. Individuals with open wounds will be particularly careful.

Persons responsible to implement Control Measures.

- Staff.
- Members.

When to implement.

- Immediate and on-going.

7. Control & Disposal of Waste Materials.

Hazards.

- Bad Housekeeping.
- Hygiene.
- Contamination.
- Litter.
- Fire.

Risk Assessment.

- The Risk Assessment is low provided due care and attention is paid to Control Measures.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures.

- Good Housekeeping Procedures will be enforced on the Club grounds by Corrib Rowing & Yachting Club.
- A Club Policy should be developed in this matter for environmental reasons.
- Discarded foodstuffs will be placed in a rubbish bin and will not be left lying around to attract scavengers and / or rodents.
- Combustible materials will be stored, prior to disposal, away from sources of ignition.
- Sub-contractors will be responsible for the disposal of their own specific waste materials. All such waste will be removed from the Club grounds by the Sub-contractors.
- Members will remove waste materials from the grounds for disposal elsewhere.
- All Waste Materials will be stored in a skip, where provided on site. The contents of this skip will be disposed of safely and securely by agreement with the Local Authorities.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

8. Use of portable electrical equipment.

Reference Safety, Health & Welfare at Work (General Application)
Regulations 2007 - Electricity.

Hazards :

- Untrained Operators.
- Damaged / Faulty Equipment.
- Electrocution.
- Burns.
- Excessive voltage.

Risk Assessment ;

- High.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures :

- Only trained competent Operators will use the equipment.
- All such equipment will be inspected and checked before use on site by the operators.
- Damaged / Faulty equipment will not be used on site but will be removed for repair by competent person.
- Such equipment will be operated using 110v only.
- Cables and flexes will be inspected and checked before use on site.
- First aid repairs will not be tolerated on site.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members.

When to implement.

- Immediate and on-going.

9. Generator / Compressor / Power Washer.

Hazards.

- Electrocution.
- Burns.
- Explosion.
- Ventilation.
- Maintenance / Repairs.

Risk Assessment.

- The Risk Assessment is medium but can be reduced provided due care and attention is paid to Control Measures.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures.

- The Generator / Compressor / Power Washer will be operated by competent persons only.
- All maintenance and repairs to be carried out by qualified and competent persons only.
- Adhere to Makers Instructions and Safety Precautions at all times in the running of the machinery.
- Maintain proper records of inspection and maintenance.
- Ensure adequate ventilation at all times.
- Extreme care will be taken in re-filling the equipments with fuel. Equipments will be permitted to cool down before attempting to re-fuel.
- All fuel will be carried in dedicated and safe containers.
- Fuel caps will be kept tightly secured at all times.
- Generators and compressors will be secured in vans when being transported.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members

When to implement.

- Immediate and on-going.

10. Boat Club Activities.

Ref : As detailed at front of Safety Statement, including

- Club Code of Conduct,
- IWAI Code of Conduct,
- Club Membership Conditions
- Guidelines for Safe Recreational Water Environments – WHO.
- Children First – National Guidelines for the Protection & Welfare of Children.

Hazards.

- Drowning.
- Swamping of Other Water Users.
- Hypothermia.
- Equipment Failure.
- Sinking of boat.
- Child Protection.

Risk Assessment.

- The Risk Assessment is medium but can be reduced provided due care and attention is paid to Control Measures.

Who is affected ?

- Employees.
- Customers / Clients.
- Visitors.
- Contractors.

Control Measures.

- Members when on water will wear suitable personal flotation device.
- Members on water together with their family members, guests or others will ensure that such devices are worn at all times.
- Boat Owners will ensure that they do not swamp other water users and will abide by the Corrib Rowing & Yachting Club Code of Conduct and the IWAI Code of Conduct when on the lake & river.
- Boat Owners will ensure that there is suitable & adequate warm clothing available for use by themselves and others when on the water.
- Before going out on the water, boat owners will ensure their crafts and engines are in good condition and in reliable working order.

Engines should be serviced at regular intervals depending on usage but at least once a year.

- Should a boat hit any submerged objects (e.g. rocks, buoys, markers or other craft etc...) the boat owner will ensure the vessel has not been holed or damaged in any way likely to lead to the boat sinking before continuing the journey.
- All Members & their Guests will at all times respect and protect children in their care when out on the water.
- Any observed or notified mal-treatment of any child will be reported to the Club Management without delay for investigation by the relevant authorities.

Persons responsible to implement Control Measures.

- Club Management.
- Staff.
- Members

When to implement.

- Immediate and on-going.

ACCIDENT REPORTING PROCEDURE.

The Reporting of an accident and / or Dangerous Occurrence is a very important part of the management and control of health & safety on Corrib Rowing & Yachting Club grounds.

The location of a First Aid Box will normally be in the Club House. All Staff & Members of Corrib Rowing & Yachting Club and of Sub-contractors will be informed of this fact.

All Accidents necessitating the use of contents of the First Aid Box will be recorded in the Club Accident Book which will be co-located with the First Aid Box.

All Dangerous Occurrences and “near misses” will be reported to the Club Management without delay to enable a timely and thorough investigation of the circumstances.

A serious accident will be reported without delay to the Club Captain and / or Caretaker who will then take charge of the accident site.

The following Procedure will be carried out :

- Observe the accident location and the condition of the injured person.
- Isolate the location by the erection of barriers to prevent intrusion by others.
- If there is a risk of further injury, move the injured person to safety.
- Contact Medical Assistance by phoning the local GP or nearest Hospital giving details of the location, access route, injuries involved.
- Administer Emergency First Aid if required and feel competent to do so.
- Inform Club Captain and / or Caretaker (where applicable).
- If the injured party is being removed to Hospital, delegate a suitable person to accompany the injured person.
- Inform the nearest relative of the injured party of the accident.
- Commence an investigation of the circumstances surrounding the accident.
- Identify Witnesses, if any, and take written statements from same.
- Complete the Accident Report (IR 1) or Dangerous Occurrence Report (IR 3)
- Take sketches and / or photographs of the accident scene.
- Preserve the accident scene for possible investigation of HSA Inspector. Do not interfere with the accident scene.
- Club Management will notify Insurance Company and have the accident further investigated if deemed necessary.

Suggested format.

Notification of Meeting.

The next Meeting will be held on
(Insert the Date)
at
(Insert location)
at
(Insert the time).

AGENDA.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10. Any other Business.

Suggested format.

Minutes of Meeting Held on (Insert the date here)

In Attendance : (Insert Names)

Apologies : (Insert Names)

1. Opening Address
2. Minutes of previous Meeting.
3. Matters arising.
4. Adoption of Minutes
5. Agenda
6. Decisions
7. Action by.
8. Closing remarks.
9. Date of next Meeting (if agreed).

Easy Reference Telephone Numbers.

Name: Corrib Rowing & Yachting Club.

Address: Earls Island, Galway.

Quick Find	Name:	Telephone Number
Doctor:	_____	_____
Hospital:	_____	_____
Fire Brigade:	_____	_____
Garda Station:	_____	_____
Designated Person:	_____	_____
First Aiders:	_____	_____
HSA Local Office:	_____	_____

**RECOMMENDED CONTENTS OF FIRST-AID BOXES AND KITS
AS OUTLINED IN HSA DRAFT GUIDELINES 1993**

MATERIALS	FIRST-AID TRAVEL KIT CONTENTS	FIRST - AID BOX CONTENTS 1 - 5 PERSONS	FIRST - AID BOX CONTENTS 6-25 PERSONS	FIRST - AID BOX CONTENTS 26-50 PERSONS
1. Adhesive Plaster	12	12	20	40
2. Sterile Eye Pads (Bandage attached)	-	-	2	4
3. Individually Wrapped Triangular Bandages	2	2	6	6
4. Safety Pins	2	2	6	6
5. Medium Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 10 x 8 cms)	-	-	6	8
6. Large individual Wrapped sterile Unmedicated Wound Dressings (approx. 13 x 9 cms)	1	1	2	4
7. Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (approx. 28 x 17.5)	-	-	3	4
8. Individually wrapped wipes	8	8	8	10
9 Paramedics Shears	1	1	1	1
10. Pair of latex gloves	1	1	2	2
11. Steriwash 20 mls	-	2	4	4
12. Sterile Water 500 mls	-	-	1	1

NOTES:

Where more than 50 persons pro rate provision should be made.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

Each container should hold at least 300 ml and should not be re-used once sterile seal is broken. At least 900 ml should be provided. Eye bath/ eye cup/ refillable containers should not be used for eye irrigation.

Notification of Incident / Accident Form incl Dangerous Occurrence

Where –

- a. An Employee dies as a result of an accident at their place of work or in the course of carrying out their work in a location other than their normal place of work,
- b. An Employee, as a result of an accident at their place of work or in the course of carrying out their work in a location other than their normal place of work, is prevented from performing their normal work for more than 3 consecutive days, excluding the day of the accident but including any days which would not have been working days,
- c. An Employee dies within one year as a result of an accident at their place of work or in the course of carrying out their work in a location other than their normal place of work.
- d. Any person who is not at work but who as a result of an accident related to a place of work or a work activity dies, within one year of the accident,
- e. Any person who is not at work but who as a result of an accident related to a place of work or a work activity suffers any injury or condition which, due to the nature or severity of the injury or condition, results in the person being taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility, or
- f. There is a Dangerous Occurrence,

The Responsible Person shall—

- a. in the case of a death, as soon as possible after the death comes to his or her knowledge, supply the Authority, by the quickest practicable means,
 - with the name of the deceased,
 - brief particulars, and,
 - the location of the accident and,
 - within 5 working days of the death, send a written report to the Authority in the approved form, or,
- b. in the case of a non-fatal injury, or a dangerous occurrence, as soon as reasonably practicable and not later than 10 working days after the event,
 - Send a written report to the Authority in the approved form.
 - In the case where a responsible person is a self-employed person, it shall be sufficient compliance with paragraph (1) if the self-employed person makes arrangements with some other person for that person to make the notification or report required by that paragraph on behalf of the self-employed person.

- Where an accident which is reportable under paragraph (1) occurs and causes loss of life to a person, no person shall disturb the place where it occurred or tamper with anything at that place before.
 - That place has been inspected by an inspector, or
 - The expiration of 3 clear days after reporting in accordance with paragraph (1) of the accident.
 - Nothing in this Regulation shall prohibit the doing of anything by or with the consent of an inspector, or anything required to be done in compliance with any other statutory provision.
 - In any proceedings taken in respect of a contravention of this paragraph consisting of the doing of any act, it shall be a defence to prove that the doing of the act was necessary for securing the safety or health of any person.

c. Keeping of Records.

- The responsible person shall keep a record of any accident or dangerous occurrence which is required to be reported under Regulation 225 to the Authority, for a period of 10 years from the date of the accident or dangerous occurrence.
- A record required to be kept under this Regulation shall contain the same information as in the approved form referred to in Regulation 225(1).
- A record required to be kept under this Regulation shall be kept at the place where the work to which it relates is carried on or, if this is not practicable, at the usual place of business of the responsible person.
- Where an employer is required by or under statute (other than the Act) to keep a record of injuries or deaths at work, such a record shall be sufficient compliance with paragraph (1) if it contains the particulars specified in paragraph (2).
- Where the Authority requests a responsible person to send it extracts from a record required to be kept by this Regulation, the responsible person shall comply with such a request as soon as possible.

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14 Steps to Safe Boating (Irish Water Safety publication).

1. Check condition of boat and equipment, hull, engine, fuel, tools, torch.
2. Check the weather forecast for the area
3. Check locally concerning dangerous currents, strong tides etc.
4. Do not drink alcohol when setting out or on your trip
4. Carry an alternative means of propulsion e.g. Sails and oars or motor and oars
6. Carry a first aid kit on board and distress signals
7. Carry a fire extinguisher, a hand bailer or bucket with lanyard and an anchor with rope attached.
8. Carry a marine radio or some means of communication with shore
9. Do not overload the boat – this will make it unstable
10. Do not set out unless accompanied by an experienced person
11. Leave details of your planned trip with someone ashore
12. Always wear a lifejacket
13. Keep an eye on the weather – seek shelter in good time
14. Remember these rules and come home safely

GLOSSARY OF TERMS.

- Hazard :** A Hazard means anything that can cause harm (e.g. dangerous chemicals, electricity, working at heights from ladders.)
- Risk :** Risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of harm suffered.
- Risk Assessment :** Risk assessment is a careful examination of what, in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.
- Controlling Risk.** Controlling risk means, and the law requires, that you do all that is reasonably practicable to ensure that the hazard will not injure anyone. (e.g. by eliminating the hazard, enclosing it in a totally enclosed container, using general or local exhaust ventilation, safe operating procedures or providing personal protection, as a last resort)
- Safety Statement.** A Safety Statement is Management’s programme, in writing, for safeguarding the health and safety of Employees while they work.
- Dangerous Occurrence.** A Dangerous Occurrence means an occurrence which occurs at any place of work other than at a mine or quarry and is an occurrence which is specified at a reference number in the Twelfth Schedule. See back of Form of Notice.
- An Accident.** An Accident is a unplanned event such as a severe sprain, a laceration, broken bone, concussion, unconsciousness or ill-health or immediate sickness due to exposure to dangerous substances, fumes or gases. It must be reported to the HAS where the injured Employee is unable to work for more than three consecutive days. This includes weekends and other normal days off.
- Reasonably Practicable.** This means an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work..

