



**University of Limerick SU**

**Clubs and Societies Safety Statement**

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**2009-2010**

**Rowing Club**

## **1. Introduction**

This safety statement is designed to set out the control measures that the club has in place to reduce the risk associated with its activities to the minimum that is reasonably practicable.

The document sets out the role of the society's/club's officers with respect to safety.

It also sets out the standards that the Students Union require the society/club to adhere to.

The officers have overall responsibility for ensuring safety standards are high and that members are aware of these standards.

Officers should bring this document to the attention of members and explain to them the basic safety rules that all members must adhere to when participating in society/club activities.

Officers should customize the Safety Statement to their own society or clubs requirements.

### **1.1 Role of the President of the Club/Society**

The Presidents role with respect to safety involves the following;

- ensuring that everyone is familiar with the Safety Statement,
- that there are first aiders and first aid equipment available if required,
- that trip leaders are suitably experienced,
- ensuring that novices are well looked after
- that relevant training is provided where necessary,
- and that everyone is aware of the action to be taken in an emergency.

### **1.2 Role of the club/society member**

- Clubs and Societies endeavor to offer their members a safe environment in which to participate in activities. The Officers will, to the best of their abilities, bring to the attention of members the risks associated with the activities. However members are expected to make themselves aware of hazards and to be responsible for their own health and safety.
- They must not jeopardize the health and safety of other members through their own actions.

- Members are expected to follow instructions given by Officers or trip leaders
- Members should attend relevant training courses provided for them.
- They should raise any safety concerns that they have with an Officer or trip leader.
- Members should inform an Officer or trip leader of any relevant medical conditions that might impinge on their ability to participate or that might affect emergency first aid treatment.
- Members are responsible for obtaining as much information as possible about any planned activity, so as to be able to make an informed decision as to whether it is a suitable activity for them.

### **1.3 Communicating the contents of the Safety Statement**

An administration seminar is held on an annual basis. The overall content of the Safety Statement will be dealt with at this seminar. At least one club officer must attend the seminar and inform other officers of the content .

## **2. Reporting of accidents**

Accidents that occur as a result of the clubs activities or while a member is participating in the club's activities must be investigated, recorded on the SU accident report form (form attached in the appendix) and a copy sent to the SU within 5 days of the accident occurring.

Members are insured against personal injury while participating in club activities. Non members are not. The SU will deal with claims that may arise. Officers must ensure members are signed up in the membership book provided by the Students Union. As each membership book is completed it must be returned to Paul Lee. Officers must also submit an electronic copy of the membership list.

Accidents are defined as incidents where a person is injured to such an extent that they require first aid or other medical treatment (doctor, nurse, hospital visit).

### **2.1 Serious accidents and fatalities**

Serious accidents or fatalities must be reported to the Development Officer, Paul Lee as soon as possible. If Paul is not available the Secretary General must be notified or the President of the Students' Union.

### Contact details

- Paul Lee, Development Officer 0860435307
- Secretary General 061 202324
- President 061 202326 086 0435300

### 3. First aid

For activities where there is a risk of minor injury an officer of the club must be designated to maintain a suitable first aid kit. For activities where there is a higher risk of injury the club should have a designated trained first aider with each group.

Clubs should contact the Development Officer to arrange to participate in a first aid course.

The first aid kit must be brought on trips away. The recommended contents of a travel first aid kit are given below however certain activities may require specialized contents.

Materials	First Aid Travel Kit Contents
Adhesive Plasters	12
Individually wrapped Triangular bandages	2
Safety Pins	2
Large Individually wrapped sterile Unmedicated Wound Dressing (approx. 13x9cms)	1
Individually Wrapped Wipes	8
Paramedic Shears/scissors	1
Pairs of Latex Gloves	1
Additionally, where there is no clear running water, Sterile Eye Wash	1

### The designated first aiders are

Andrew Hurley 0863198177  
Frances Judge 0868254335  
Alice O Sullivan 0879685429  
Ger Duff 0861962559  
Martin McKeon 0879836453  
Emer Timony-Nolan 0857339043

The officer in charge of the first aid kit is: **Ger Duff 0861962559**

First aid kit contents can be purchased from the SU.

#### **4. Hiring of transport**

When hiring minibuses or other vehicles for club outings only those named as drivers (with the appropriate drivers license) are insured to drive the vehicle. Other club members must not drive. Where possible only minibuses fitted with seat belts should be hired, check with the hire company before hand.

#### **5. Hiring of venues**

If a venue (external to UL) is to be used by the club for its own activities or for events a club officer should ensure that there are sufficient trained security persons at the venue for the duration of the event (if required). The officer must clarify whether the venue will provide these or if they need to be supplied by the club. If there is any doubt about numbers of security the Ents Committee should be consulted.

The club officer should also request the venue manager to sign the declaration set out in the form (attached in appendix). This form is a fire safety declaration of compliance with the relevant legislation and provides assurance to the club's officers that the venue is safe from a fire safety perspective. This form is not required when clubs or societies are using conventional venues such as hotel function rooms and nightclubs but is needed when hiring halls, marquees and venues not usually used for large groups.

#### **6. Purchase of services**

Where a club uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or equipment belonging to a service provider an officer of the club must ensure that the service provider has public liability insurance. A copy of the certificate of insurance should be obtained by an officer of the club prior to the use of the venue or equipment. A copy of the insurance certificate must be given to the Development Officer Paul Lee.

Ensure that the insurance policy wording does not exclude any of the activities that your club will be participating in. If the service provider cannot provide a certificate then the club should use an alternative service provider.

## **7. Hiring in equipment to be used on campus**

If a club or society is hiring in equipment for use on campus such as bouncy castles or performers such as fire jugglers, the club's officers must first obtain permission from the Student's Union. Once permission is obtained the club must get an up-to-date copy of the service provider's insurance certificate. A copy of the insurance certificate must be sent to;

**Cliona Donnellan, Buildings**  
**Fax 202416**  
**Phone ext 2496**

The equipment/event can only proceed if the event is given the go-ahead by UL's insurers through Cliona Donnellan.

## **8. Safety checks on equipment owned by the SU & society/club.**

Equipment purchased by clubs is the property of the SU and must be returned to the SU should the club cease to operate.

To ensure the safety of users the SU require club officers to carry out visual checks on all equipment whose use could have implications for health and safety, i.e. if the equipment was faulty or in poor condition it may adversely affect the health and safety of users.

Checks must be carried out at the start of the first term before the equipment is used and the checks must be formally documented. A copy of the visual inspection must be sent to the Development Officer, Paul Lee.

### 8.1 General equipment issues

The guidelines of the Irish Amateur Rowing Union should be adhered to including the following;

- All coxswains, umpires, coaches and launch personnel to wear lifejackets or buoyancy aids when afloat
- When any boat is placed on the water and before embarkation, it should be checked to ensure that it is in a safe condition and that its moving parts are in working order,
  - Check for leaks.
  - Check buoyancy compartments, seals and ventilation bungs.
  - Check outriggers, swivels, seats and stretchers for security.
  - Check that heel release mechanisms are effective, i.e., quick release devices and heel restraints.

- Check rudder lines, steering mechanism, rudder and fin to ensure that everything is secure and in good working order.
- Check oars and sculls for damage and ensure that "buttons" are securely and properly set.
- Heel Release Mechanism - Where boats are fitted with "shoes" an effective release mechanism must be in place to ensure that the heels are released immediately a strain is put upon them consequent to accident or injury involving boat or person. Heel restraint cords/straps should be correctly adjusted and members instructed in the technique of release in the event of capsizing.
- Laced Shoes - check that laces are adequate to hold foot firm but check also that shoes are not over tied immobilising and trapping the foot as a result. It is recommended that lace-ups be replaced by "velcro" straps.
- Velcro Shoes - check for wear in the Velcro strapping and replace regularly. Initial instruction of rowers and scullers should be given in boats without fitted shoes. Clogs or stretcher boards are recommended for beginners.

All coaching launches and safety boats shall carry the following safety aids:

- A bailer, and, for inflatable rubber dinghies, a suitable inflation pump and a spare inflation valve.
- A sound signalling warning device, capable of attracting attention over at least 200 metres.
- A grab line at least 15m (50ft) long with a large knot tied in one end to assist throwing (ideally a purpose made rescue/heaving line - 'throw bag').
- Thermal exposure blankets.
- Life buoys and blankets.
- A basic first aid kit (contents recorded and checked as before).
- A sharp knife in carrying sheath.
- A paddle.
- Simple handholds fixed to the side of the launch to give help to any person being rescued and provide self-help should the driver fall overboard.
- Engine cut-out lanyard device.
- Anchor and line.

## **9. Loaning of equipment**

Club equipment or equipment belonging to the University must not be loaned to third parties who are not members of the SU club. A club

member must not borrow equipment for use by third parties even if the club member is present or in the group using the equipment.

## **10. Using electrical equipment**

### **Risks**

There are a number of risk associated with electrical equipment.

- If you damage electrical equipment, for example a cable, then bare live wires may be exposed.
- Apparatus may be wrongly connected so that outside metal parts become live.
- Even equipment which does not have a mains power supply itself can become dangerous. For example, some audio systems have loudspeakers with terminals at dangerous voltages.
- Electrical equipment that overheats can cause fire.

### **Precautions**

- Maintenance, inspection and repair should only be carried out by someone who is suitably qualified.
- Do not rely on other people's equipment being in a safe condition or properly connected. Check before you use it.
- Do not connect or use incompatible items of equipment.
- Use a residual current device (RCD) on the power supply to instruments, audio equipment and any other equipment which club members use. If the RCD trips it is a sign that there is a fault that could be dangerous. Do not ignore the warning. Have it checked and get the fault fixed by a competent person.

## **11. Training of leaders/instructors and ratio of experienced persons to novices**

Where the club is affiliated to a national body, governing body or federation the requirements of that body must be adhered to.

## **12. Trips in Ireland (day and longer) where club members may be involved in potentially hazardous activities**

Club officers must leave contact details with a designated responsible person before setting out on a trip, giving the destination and estimated time of return. The club officer should contact the designated person on

return of the club members. In the event of a problem arising the designated person should be instructed to contact the appropriate authorities and the SU.

### **13. Trips abroad**

Trips abroad should be notified in writing to the Development Officer, Paul Lee, at least one week prior to departure. The names of all trip participants, their next of kin and contact addresses and numbers must be provided to the Development Officer.

### **14. Bullying**

Clubs and societies of the Student's Union operate do not tolerate bullying. Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying. Sanctions will be taken against those found to be in breach of the policy. Club or society members should contact the Welfare Officer for assistance on this issue.

### **15. Leptospirosis/Weil's Disease**

The risk of contracting Leptospirosis from recreational water is small; however the consequences can be fatal if not treated quickly. The precautions should be taken to reduce the risk of infection,

- Cuts and abrasions (including blisters) should be covered with waterproof dressings.
- Wear footwear to avoid cuts and protect feet when paddling in the water (launching a boat).
- Shower after contact with the water.
- Wash hands thoroughly before eating or drinking.

If 'flu like symptoms develop shortly after contact with the water (1-3 weeks) then your doctor should be contacted and advised of the circumstances of exposure.

### **16. Manual handling**

Moving equipment necessitates some manual handling which if done incorrectly could lead to injury.

Members should be aware of their capabilities and no one should be required to lift beyond their capacity.

Members should test the weight before lifting and get assistance if required.

### **Good handling technique for lifting**

**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? For a long lift, consider resting the load midway on a table or bench to change grip.

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

**Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

**Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, get help.

**Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

## **17. Annual Review of Safety Statement**

At the start of the first term the officers of the club/society should review the contents of its own safety statement and ensure that the contents are still relevant to the activities of the society/club.

If the society/club is participating in additional activities that may have safety implications the officers should draw up a policy to state how the club is going to minimize the risk associated with those activities. For example if the Windsurfing Club decided to branch out into kite surfing then the additional activity should be dealt with.

The names of those designated to look after first aid kits, etc should be changed. A new copy of the Safety Statement should be produced and dated with the current academic year clearly printed on the cover. A copy of the revised Safety Statement must be given to the Development Officer, Paul Lee. The receipt of funding from the SU is contingent on the receipt of an up-to-date Safety Statement.



## **SU Accident Report Form**

*(to be filled on by an officer of the club and the person suffering the injury, copy to be sent to SU as soon as possible)*

1. Club:
2. Name of injured person:
3. Student id no:/Staff id
4. Term time address
5. Home address
6. Phone no.
7. Date of accident:
8. Location of accident
9. in UL(state where)\_\_\_\_\_
10. on trip(state where)\_\_\_\_\_
11. State the nature of the injury.
12. What first aid was provided?

13. Did the patient attend hospital? Yes/No  
14. State name and address of hospital.
15. Date patient attended if not day of accident.  
16. What treatment was received?

17. How did accident occur? (to be completed by patient)

18. Witness 1 Name

19. Term Address

20. Home address

21. Phone

22. Witness 1 statement

23. Witness 2 Name

24. Term Address

25. Home address

26. Phone

27. Witness 2 statement

**SU Use only**

Insurance company notified: Yes/No

Date:

Signed:



## **Fire Safety Declaration of compliance**

I declare on behalf of \_\_\_\_\_ that the venue is in compliance with Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985 and with the Code of Practice for the Management of Fire Safety in Places of Assembly. Numbers entering the premises will be controlled by the venue management.

\_\_\_\_\_  
Manager or authorized person

Date \_\_/\_\_/\_\_

**Equipment Check Form** (to be completed for equipment that may pose a health and safety risk if in poor condition, e.g. boats, trailers, protective equipment, harnesses etc)

**Club:** \_\_\_\_\_

**Officer carrying out check:** \_\_\_\_\_

**Date check carried out:** \_\_\_\_\_

Tick box if item is satisfactory (for each type of equipment there may be several items e.g.

Equipment description	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14

**Corrective actions required**

**Action taken**

Signed \_\_\_\_\_

Date actions completed \_\_\_/\_\_\_/\_\_\_

*If items are unsafe or pose a risk to health and safety please take them out of circulation and clearly mark on them that they are not to be used.*

A copy of this checklist must be sent to the Development Officer, Paul Lee.