



OFFALY ROWING CLUB

EVENT SAFETY PLAN

Title:	<i>Tullamore Time Trial – Event Safety Plan 2023</i>						
Doc. Code:	ORC-TTT-EP	Issue Date:	22/09/23	Version:	0.3	Prepared by:	Clive Duke



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**TULLAMORE TIME TRIAL
EVENT SAFETY PLAN 2023**



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1 Introduction

We at Offaly Rowing Club welcome you to Tullamore Time Trial (TTT) 2023. We hope to offer a safe environment in which you can fully enjoy your days racing. Creating a safe environment is an important aspect of this event and we need your cooperation and help to achieve this. We therefore respectfully ask that you fully read this Event Safety Plan taking note of the control measures in place and fully detail them to those under your control.

Offaly Rowing Club cater for up to 160 scullers over 4 races in addition to our interacts with coaches, spectators, residents and the general public. It is essential that all persons uphold good safety practices and give due consideration to the contents of this Event Safety Plan.

This Event Safety Plan will incorporate key safety points for all the participating rowing clubs and their members. Our safe environment will only be possible through the full cooperations all competitors, officials and visitors.

A copy of the Event Safety Plan is lodged with Rowing Ireland.

2 Safety Procedures & Preventive Measures

2.1 Safety Instructions & Information for Competitors and Spectators

2.1.1 Equipment

It is the responsibility of each rower to ensure that the equipment they are using is safe and compliant with Rowing Ireland Safety guidelines. All boats must be presented to safety marshals before being permitted entry to the slip with particular focus on bow balls and heel restraints.

2.1.2 Swimming Ability

It is the responsibility of each club to ensure that each of their competitors are in good health and able to swim 100m in line with Marine Notice 42/2022

2.1.3 Competitors' Responsibility

While we endeavour to provide a safe systems at this event, each competitor and competing club also has a duty of care to themselves and others, including:

- Their own safety, remembering that they have a duty of care to themselves and any third party both on the water and on land.
- Ensuring that any item of equipment (e.g. boats, blades, etc.) is safe and prepared to the standards as required. Spot checks may be made by marshals to check on bow ball, heel restraints or other quick release mechanisms.
- Ensuring that their boats comply with the buoyancy requirements.
- The strict observance of any 'local rule' or traffic/circulation pattern along with any competition specific safe' provisions, details of which are contained within this document.
- Deciding whether or not they are competent to use the water course in the prevailing weather conditions; this decision may be taken by the individual or their coach.
- Adequate clothing / protection is worn suitable to the conditions on the day.

2.1.4 Canal Hazards

Approximately half-way (1000m to 1500m markers) through the racing course there is a slight bend in the canal. Advance warning of this bend will be identified by marker tape on the South Bank. Rowers should be cognisant of this bend and their position in the canal in advance of navigating it.



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The canal poses a risk with bodied water. It is approx. 1.5m in depth with a muddy bottom and marginal aquatic weeds, trees, and vegetation. In the event of a capsize or collision with the banks, resulting in an unplanned swim which could lead to hypothermia, contamination, or drowning, safety marshals are in place. To minimise this risk, rowers should row in the centre of the canal where possible, avoid any collisions with the bank and avoid areas that have high vegetation growth.

2.1.5 Spectators Hazards

In the interests of public safety, It is **strongly recommended** to follow racing on a bike on the “South” bank of the canal (The Grand Canal Greenway). This is however on the opposite bank of the boathouse. To cross the canal, it is advised to use the nearest bridge, just 650m to the east of the boathouse (towards Ballycommon). ORC **do not** recommend crossing the canal via the canal lock. Any person choosing to cross at this location does so at their own risk.

2.1.6 Club Policies

The Club has a No-Smoking policy and smoking is not permitted in any part of the Boathouse or club grounds.

2.2 Extreme weather conditions & other threats

Where extreme weather conditions or other situations that could require the cancellation or postponement of racing, either for the day or until the conditions change, the decision will be the responsibility of the TTT Committee. The committee or the Safety Advisor also reserve the right to amend this plan if weather or competition conditions on the day make this necessary. Amendments, postponement or cancellation will be published in advance where possible via social media and rowing Ireland website or if required during the event over the public-address system.

In the case of lightning a risk warning will be broadcast advising participants already on land to avoid moving boats and oars during the period of the storm. The message shall make clear whether racing could be resumed if conditions improve and whether crews already on the water should return immediately or complete their race first. As soon as the decision is made, every effort will be made to get all competitors back to land as safely and as quickly as possible.

As for determining when things are safe, the TTT Committee will use the 30-30 rule. After you see lightning flash, count the number of seconds it takes until you can hear thunder crack. If the time is less than 30 seconds, you are still in danger and should stay in a safe place. Similarly, a person should wait 30 minutes after seeing the last flash of lightning as it may linger after a storm.

2.3 Capsize

- Safety is of utmost importance for us here at ORC so for the duration of all events we will have safety marshals along the course with a throwline in the event that a capsize were to occur. All safety marshals have phone access for communication to the event coordinator to arrange for medical care.
- Safety Marshalls will inform oncoming boats of the capsize and direct them to pass and inform the Race Marshalls to delay further boats until such time that the canal is clear to competitors.
- The boat should be left as secure as is reasonably based on temperature and wind to avoid further collision with other boats.
- Competitors are to **STAY WITH THE BOAT**
- The canal is of limited depth, especially along the banks. In most cases rowers will be able to stand in the event of capsizing and will be encouraged to bring their boat to the bank to avoid collision with other boats.



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- When the course is clear capsized rowers should return to the clubhouse as soon as possible to put on dry clothes to avoid hypothermia.

2.4 Safety Briefing

Safety briefing will commence 30 minutes before race time and mandatory attendance of all competitors is essential. Safety Briefing will take place at the ORC club house

3 Vehicular Traffic Plan

3.1 Approaching the Club

- Access to the club grounds is along a narrow canal road in which cars, trucks and agricultural vehicles may use along with emergency vehicles in the event of an emergency. With this in mind we ask that all visiting clubs, competitors and public civilians be cautious of road usage and avoid blocking key areas along the road.
- We request that vehicles approach the club **via Tullamore** (as opposed to the Ballycommon side). Vehicles that may be towing club trailers should take particular care while crossing the humpbacked bridge on approach to club as it is narrow, and potential exists for boats to hit off the side walls, electrical poles or newly installed fencing that is in place.

3.2 Vehicle Parking

- Trailers can be parked in the club grounds, but vehicles may be asked to park in the adjoining field to maintain access to the clubhouse. This is only a short walk to the club house and slip.
- Extreme care should be taken when using the car park in order to prevent injury to persons on foot or when carrying boats. Cars are to be parked away from the boathouse doors and must not obstruct the way to the slip. Cars are parked at the owner's risk and the club takes no responsibility to any damage caused.

3.3 Navigating the public road as a pedestrian

- When crossing the road outside the club to get to the slip, all personnel must be aware that cars, trucks, and large agricultural vehicles may pass. This poses a risk of collision and a road traffic accident. All personnel must remember the roadway is a public road and should proceed with appropriate caution.
- ORC strongly recommend using the South Bank of the canal (Grand Canal Greenway) to following the event which can be accessed by road bridge (650m to the east of the start). OCR do not recommend crossing at the lock.

4 Launch & Race Plan

4.1 The Slip

- Rowers should launch at the slip in accordance with the schedule published prior to the event. All rowers will be going in the same direction towards the starting area.
- Scullers should arrive at the slip area with their gates opened and the footrest adjusted appropriately before slipping.
- Scullers are asked to launch facing West (away from the lock).
- As scullers proceed to the starting zone they should remain to the centre of the canal and left-centred around the bend.



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4.2 Travel to Start Zone

- There is no room for a warm-up in the starting zone so scullers must try to do so on their way up to the starting zone where it is safe to do so. It can take up to approximately 15-20 minutes to reach the starting zone from the launching area.

4.3 Starting Zone

- At the starting area scullers may turn their boat and line up according to their bow number and stay until all rowers have reached the starting Zone. Boats are to line up as follows with lower numbers closest to start line:
 - Odd Number – South Bank
 - Even Numbers – North Bank
- Scullers will then be called to the starting line by number and will race towards the slipway at the club house.

4.4 The Race

- 250m markers will be visible on the North Bank. When passing the finish line, all rowers are to row light and return to the slip

4.5 Finish Zone

- Upon their arrival back to the club they can come into the slipway if there is a suitable gap and remove their boat from the water in a safe but quick manner so as to allow other rowers access to the slip.

5 Emergency Action Plan

5.1 Emergency Contact Details

There is no public telephone facilities within Offaly Rowing Clubs boathouse and mobile phone coverage on certain networks may be limited. Most officials will have access to a mobile phone which can be used in the event of an emergency.

Event Co-ordinator	Clive Duke	087 9838347
Alternative Contact	Ken Clarke	087 2345426
Safety Advisor	Clive Duke	087 9838347
Offaly Civil Defence (Medical Cover)		086 1273814
Offaly Civil Defence (Medical Cover)		083 4843614
Emergency Service	Fire Service National Ambulance Service An Garda Síochána	999/112
Midland Regional Hospital, Tullamore		(057) 932 1501

Key contact details will be issued to all safety marshals in advance of the event.

5.2 Fire

In the event of a fire on or adjacent to ORC Club House or surrounding area, ORC officials are to evacuate the premises and call the for Tullamore Fire Brigade via the emergency contact number 999/112. The fire should only be tackled if it has been deemed safe to do so.



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5.3 Medical Emergency

Offaly Civil Defence will provide first aid cover for the duration of the event. Any person who requires medical assistance, or who requires medical assistance pending the arrival of emergency services should make contact with any club official who will arrange for the attendance of medical assistance. A medical point will be staged at the club house. Contact details for medical assistance will be made available via Whatsapp prior to the event being staged.

Where a medical emergency occurs, emergency services should be immediately contacted via 999/112 and the incident reported to the event coordinator.

In the event of an emergency, the nearest Accident and Emergency unit is at Midlands Regional Hospital of Tullamore.

Offaly Civil Defence will provide medical cover and will be present throughout the entire competition. Where an

6 Reporting of incidents

Any witnessed incidents should be reported to Race Control for recording purposes. All incidents during the day will be entered into the Rowing Ireland **IROWsafe** accident and incident online report system.



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Appendix 1 - Risk Assessments

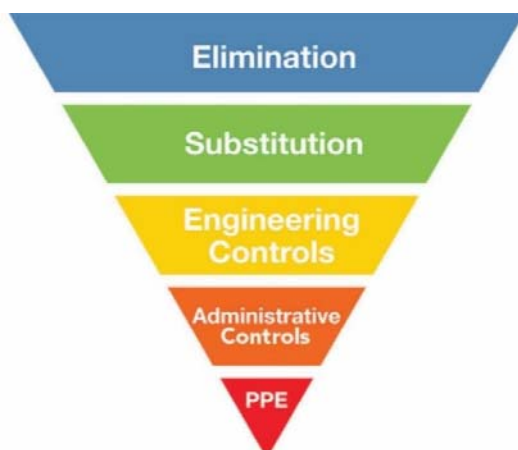
Definitions

- **Hazard** - is a potential source of harm or adverse health effect on a person or persons.
Any circumstance, substance, device, object, or microorganism that can cause death, harm, injury, damage or loss is a **hazard**. Hazards are quantified according to their potential to do harm, i.e. their associated risk. A hazard cannot be controlled. Exposure to a hazard, and hence the chances (or risk) of harm, can be controlled, by containment, guards, protective devices, or eliminated
- **Risk** - is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.
Risk expresses the chances of some event happening and usually refers to the likelihood or probability of harm to life, property or the environment
- **Risk Assessment** – A risk assessment is the overall process of estimating the magnitude of the risk and deciding whether or not the risk is tolerable or acceptable.
The **Risk Assessment** process can be described as:
 - Hazard Identification
 - Risk Assessment (the exercise)
 - Risk Control.

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

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

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



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



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Risk Assessment Matrix Utilised

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

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

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

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

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

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

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



OFFALY ROWING CLUB

RISK ASSESSMENT

Title: RA - Offaly Head of the River/ Tullamore Time Trial

Doc. Code: ORC-RA-01

Issue Date: 07/01/21

Version: 1.0

Prepared by: Clive Duke

Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)								
Navigating Public Road	<ul style="list-style-type: none"> Struck by Vehicle (Road users including cars, trucks and agricultural vehicles) 	ABCDE	<ul style="list-style-type: none"> Activities will be limited to minor single carriageway roads. One way system for participants / support vehicles Marshal assigned at Club entrance to coordinate boats/rowers/spectators/coaches crossing road to slip and to allow vehicles on public road to pass Written instructions to clubs prior to attendance Verbal instructions on the day 	All Organising Committee Safety Officer								
		<table border="1"> <tr> <th>Likelihood</th> <th>Severity</th> </tr> <tr> <td>3</td> <td>5</td> </tr> </table>		Likelihood	Severity	3	5	<table border="1"> <tr> <th>Likelihood</th> <th>Severity</th> </tr> <tr> <td>1</td> <td>5</td> </tr> </table>	Likelihood	Severity	1	5
		Likelihood		Severity								
		3		5								
Likelihood	Severity											
1	5											
Risk Rating BEFORE Controls	Risk Rating AFTER Controls											
15	5											
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)								
Rowers Proceeding to Race Start/Race/ Race Finish	<ul style="list-style-type: none"> Still water (approximately 1.5m deep), with a muddy bottom and marginal aquatic weeds, trees and vegetation. Hypothermia/Drowning 	AD	<ul style="list-style-type: none"> Row along the centre of the canal where possible. Avoid collisions with the bank and crabs caused by aquatic weeds. Be aware of bends, weed banks etc. Ensure that the safety equipment in the boat (heel straps, quick release) is operational before launching. Do not row without supervision suitable to your level of competence. In the event of falling into the water, apply the overturning drill. Get out of the boat, turn it the right way up, use it to make your way to the bank. Get out of the water and get dry as soon as possible. Make the boat as secure as is reasonable based on temperature and wind. Emergency First Responders (or higher level) on standby for duration of the race Written instructions to clubs prior to attendance Verbal instructions on the day 	All Organising Committee Safety Officer								
		<table border="1"> <tr> <th>Likelihood</th> <th>Severity</th> </tr> <tr> <td>4</td> <td>3</td> </tr> </table>		Likelihood	Severity	4	3	<table border="1"> <tr> <th>Likelihood</th> <th>Severity</th> </tr> <tr> <td>4</td> <td>1</td> </tr> </table>	Likelihood	Severity	4	1
		Likelihood		Severity								
		4		3								
Likelihood	Severity											
4	1											
Risk Rating BEFORE Controls	Risk Rating AFTER Controls											
12	5											

PERSONS AT RISK CODE: A – Rowers,
B – Coaches,
C - Volunteers, D – Visiting Clubs, E –
Public

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Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Spectators/ Public Viewing	Unprotected Canal Banks	BCDE	<ul style="list-style-type: none"> Spectators to be advised that safe crossing to the greenway bank of the canal should be carried out via the bridge 650m north (towards Ballycommon) Emergency First Responders (or higher level) on standby for duration of the race Written instructions to clubs prior to attendance to warn of unprotected canal bank. Verbal instructions on the day 	Organising Committee Safety Officer
		Likelihood Severity		Likelihood Severity
		2 4		1 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		8		4
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Navigating/ Passing other Race Boats	Collision	AD	<ul style="list-style-type: none"> Traffic will be marshalled in a single direction. Obey marshal's instructions Crews pass on steerer's right / sculler's left. Give way to racing boats 	Marshalls Rowers
		Likelihood Severity		Likelihood Severity
		4 4		2 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		16		8
Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)
Pleasure Cruisers /Barges	Collision	AE	<ul style="list-style-type: none"> No access to canal section on day of race head Notification to Waterways Ireland to intention to hold Time Trial. 	Organising Committee
		Likelihood Severity		Likelihood Severity
		2 4		1 4
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls
		8		4

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Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)		
Launching of Boats	Slips Trip & Falls	ABCDE	<ul style="list-style-type: none"> • Access to public road to be marshalled and controlled to ensure traffic flow and safe access to slip. • Launch to be kept clear of spectators • Suitable launching facilities provided • Additional assistance to crews as required 	Organising Committee		
		Likelihood		Severity	Likelihood	Severity
		3		4	1	4
		Risk Rating <u>BEFORE</u> Controls		Risk Rating <u>AFTER</u> Controls		
		12		4		

Notes:

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



OFFALY ROWING CLUB

RISK ASSESSMENT

Title: **RA - Water Based Accidents**

Doc. Code: **ORC-RA-07**

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

Version: **2.0**

Prepared by: **Clive Duke**

Activity	Hazard	Risk Group		CONTROL MEASURES	Responsible Person(s)	
Rowing	<ul style="list-style-type: none"> Collision of boats <i>Leading to Accident, injury or death to person(s) or damage to equipment/boats</i>	A		<ul style="list-style-type: none"> Rowers must stay aware of other canal users including other rowers, cruisers etc. Rowers must check who is out already and look ahead frequently (every 10 strokes). Rowers must communicate with other users. Rowers must pass on sculler's left / coxes right, overtake on the opposite side. When training or racing at a scheduled time, move from end to end as a group and let others know when you will be turning. Crews / scullers leaving the boathouse end should give way to crews / scullers returning from the other end. Allow for different levels of skill and experience. Juniors are to have persons on bank patrol to notify rowers of approaching boats 	Rowers Coaches Bank Patrollers	
		Likelihood	Severity		Likelihood	Severity
		4	3		4	1
		Risk Rating BEFORE Controls			Risk Rating AFTER Controls	
		12			4	

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Activity	Hazard	Risk Group	CONTROL MEASURES	Responsible Person(s)		
Rowing	<ul style="list-style-type: none"> • Capsize of Boat following collision with canal bank, other boats or instability of rower <p>Leading to Hypothermia/ Drowning</p>	A	<ul style="list-style-type: none"> • Rowers should row in the centre of the canal where possible, avoid any collisions with the bank and avoiding areas that have high vegetation growth • Boat safety equipment must be checked regularly this includes heel straps and quick release strap • Rowers must not commence without the supervision of a designated bank patrollee • Those on bank patrol should carry a throw line tied to a long rope with them in the case of a capsize occurring • The boat should be left as secure as is reasonably based on temperature and wind to avoid further collision with other boats. • Capsized rowers should return to the clubhouse as soon as possible to put on dry clothes to avoid hypothermia. • All rower must undertake a capsize drill on an annual basis • In accordance with Marine Notice 42/2022 <ul style="list-style-type: none"> ○ All persons must be capable of swimming 100m while wearing light clothing. All members must make a declaration upon renews of membership or upon joining. Parents/Guardians must make the declaration on behalf of their dependants. ○ Where persons are not in capable of swimming 100m while wearing light clothing, they are requested to undertake swimming lessons. Until such time that they capable of swimming the required distance, persons will not be permitted to row in regattas or time trials outside of the canal environment (i.e. on flowing water) ○ Unescorted outing are not permitted unless preapproved by the head coach. ○ Coxswains are to wear an approved personal flotation device/lifejacket at all times. 	Rowers Coaches Bank Patrolters		
		Likelihood		Severity	Likelihood	Severity
		4		4	4	1
		Risk Rating BEFORE Controls		Risk Rating AFTER Controls		
16		4				

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

Marine Notice 42/2022 Requirement	Deviation by Offaly Rowing Club
Coaching launches should be on the water at all times when rowing craft are in use.	Coaching/Safety Launches will not be utilised by ORC and the following controls are in place to support this decision: <ol style="list-style-type: none"> 1. Canal is static water of limited depth allowing persons to stand when capsize occurs. 2. Canal is of limited width with carriageways on both banks (Grand Canal Greenway & Public Road) 3. All rowers/group of rowers are accompanied by Coaches/Bank Patrols (Persons carrying out Bank Patrol must keep pace with rowers and are required to be on a bicycle or running adjacent. Walkers are not considered bank patrolters)

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C - Volunteers, D – Visiting Clubs, E –
Public

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