



THE INLAND WATERWAYS ASSOCIATION OF IRELAND

Cumann Uiscebhealaigh Intíre na h-Éireann

SAFETY STATEMENT

Including Risk Assessments



SAFETY STATEMENT INCLUDING RISK ASSESSMENTS

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PART A – SAFETY STATEMENT & APPENDICES

Inland Waterways Association of Ireland

Our Organisation

The Inland Waterways Association of Ireland (IWAI) is a Company Limited by Guarantee and a registered charity, number CHY 10915. IWAI is a voluntary body of inland waterways enthusiasts, and as such we have no employees. We advocate the use, maintenance, protection, restoration and improvement of the inland waterways of Ireland. The IWAI is comprised of the following;

A) Executive

The Executive of the IWAI is comprised of The President, Executive Vice-President, Honorary Secretary, Honorary Treasurer, the immediate Past President and six Ordinary Members who are all Directors of the Company and who are elected at the Annual General Meeting of the Association.

The business of the Association is managed by The Executive who are responsible for the running of the Association.

The Executive keeps a register of all members, and only those persons who have paid the specified fee to the Association and such other persons or bodies as the Executive shall admit to membership, are bone fide members of the Association.

B) Council

The council is the policy formation body of the IWAI, and is comprised of the Executive, elected members and two representatives from each regional branch.

C) Branches

At a local level, the Association is organised into regional branches, generally associated with a particular stretch of the inland waterways. Currently there are 22 branches (Full list in Appendix 5)

All branches elect a minimum of a Chairman, Secretary and Treasurer at their Annual General Meeting, and may choose to elect additional officers to meet their own needs..

The operation of the branches is governed by the Articles of Association, the Branch Handbook and Branch Rules.

Any members participating in work parties are governed by the Safety Rules for Work Parties (Appendix 4)

D) Base of Operations

The Association operates throughout the island of Ireland. It has no permanent base of operations and is administered from the homes of its Executive members.

The registered office address of the Association is 69 Fitzwilliam Square, Dublin 2

SECTION 1 – HEALTH & SAFETY POLICY

WE, THE EXECUTIVE OF IWAI, WILL READ, SIGN AND DATE THE HEALTH AND SAFETY POLICY IN THIS SECTION. WE WILL MAKE EVERY EFFORT TO ENSURE THE RELEVANT PARTS OF THIS SAFETY STATEMENT, INCLUDING RISK ASSESSMENTS, ARE BROUGHT TO THE ATTENTION OF OUR MEMBERS AND ANY PERSONS WHO MAY BE AFFECTED BY OUR ACTIVITIES.



1.0 – HEALTH & SAFETY POLICY

As a voluntary body the IWAI has no direct employees. However we recognise that we have a duty of care to the members of our Association while attending any official IWAI event, their guests, visitors, any member participating in a work party and anyone who may be affected by any of our activities. The Association is committed to protecting the health and safety, so far as is reasonably practicable, of its members, volunteers, and the wider public when engaged on activities managed or promoted by the Association.

Whilst engaged in any activity managed or promoted by the Association, members, volunteers, and visitors are urged, in their own interest and that of their colleagues, to take reasonable care of their own health & safety and observe the Association's health and safety procedures.

The health and safety policy below outlines our commitment to this endeavour.

HEALTH AND SAFETY POLICY

We of the Inland Waterways Association of Ireland are committed to working in accordance with the relevant statutory provisions and other associated legislation where relevant and the requirements of this Safety Statement. We shall endeavour to manage and co-ordinate safety and health and ensure, so as far as is reasonably practicable, that:

- *To prevent accidents and causes of ill-health, and to provide adequate control of health and safety risks arising from activities managed or promoted by the Association*
- *The safety statement is maintained and updated, risk assessments are carried out and reviewed as required and brought to the attention of members*
- *Identified protective and preventive measures are implemented and maintained where relevant*
- *Improper conduct likely to put anyone's safety and health at risk is prevented*
- *A safe means of access and egress is provided to locations where official IWAI events/activities are taking place*
- *Safe plant and equipment are provided to work parties or at other official IWAI events*
- *Safe systems of operations are in place for official events/activities*
- *Risks to health from any activity, article or substance are prevented*
- *To promote the provision of appropriate training, relevant instruction or supervision by a competent person to ensure volunteers and members of the Association are able to carry out activities safely. (Branch officers are responsible for ensuring that members participating in work parties have been provided with appropriate information, instruction and training and adequate supervision is in place)*
- *Branch Officers and members of the IWAI are made aware of their responsibilities in relation to the management of health and safety, and in particular endeavouring to ensure that others are not put at risk due to their actions/inactions.*
- *Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury*
- *Emergency plans are prepared and revised where necessary*
- *To promote and clearly communicate health and safety matters throughout the Association by engaging with volunteers and members using various media including IWAI's website, email, printed documentation and social media.*

Due to the diverse nature of the Association and its activities, each part of the organisation should put in place systems appropriate to the nature of the personnel and the complexity of the activities being carried out.

Signed:  Date: 9-1-20

Position: PRESIDENT For and on behalf of The Executive, Inland Waterways Association of Ireland



1.1 – COMPANY INFORMATION

| COMPANY INFORMATION | |
|-----------------------------------|---|
| <i>Company Name</i> | Inland Waterways Association of Ireland |
| <i>Company Address</i> | 69 Fitzwilliam Square Dublin 2 |
| <i>CRO Number</i> | 83050 |
| <i>President</i> | Carmel Meegan |
| <i>Phone Number</i> | 086 8608890 |
| <i>Email</i> | president@iwai.ie |
| <i>Honorary Secretary</i> | Kay Baxter |
| <i>Phone Number</i> | 087 9825520 |
| <i>Email</i> | honsecretary@iwai.ie |
| <i>Website</i> | www.iwai.ie |
| <i>Other Contact/Social Media</i> | |

SECTION 2 – SAFETY ARRANGEMENTS

THIS SECTION PROVIDES A SUMMARY OF KEY REQUIREMENTS THAT WILL BE CONSIDERED WHEN CARRYING OUT WORK:

- ROLES & RESPONSIBILITIES
- COMPETENCE & TRAINING
- CONSULTATION & PARTICIPATION
- CONTRACTORS' RESPONSIBILITIES
- VISITORS
- ACCIDENT REPORTING & INVESTIGATION
- EMERGENCY PROCEDURES, INCLUDING FIRST AID AND FIRE
- PERSONAL PROTECTIVE EQUIPMENT
- YOUNG PERSONS



2.0 – ROLES & RESPONSIBILITIES

OFFICERS RESPONSIBILITIES INCLUDE:

- *Manage and conduct activities so as to ensure the safety and health of members and others affected*
- *Prevent improper conduct likely to put an members safety and health at risk*
- *Provide safe means of access and egress*
- *Provide safe equipment and machinery*
- *Provide safe procedures for activities and work parties*
- *Ensure compliance with the Safety Rules for Work Parties by participating members*
- *Prevent risk to health from any machinery, equipment and chemical substances*
- *Provide appropriate information and instruction, and training and supervision where relevant*
- *Provide suitable protective clothing and equipment where hazards cannot be eliminated*
- *Prepare and revise emergency plans*

MEMBERS RESPONSIBILITIES INCLUDE:

- *Comply with the relevant health and safety requirements laid down in this safety statement e.g. co-operating with branch/rally officers, reporting unsafe procedures or equipment*
- *Comply with safety policies and procedures to ensure your own personal safety and health, as well as that of others*
- *Report all hazards, injuries, incidents, dangerous occurrences and near misses as soon as possible to a branch/rally officer*
- *Report any defects in equipment, unsafe activities or deficiencies in safety procedures*
- *Use any protective clothing and equipment that has been provided for your safety*
- *Comply with the safety rules for work parties, when participating in work party activities*
- *Do not engage in improper conduct or behaviour that is likely to endanger your own or other's safety, health and welfare*
- *Do not interfere with, misuse or damage anything that may affect anyone's safety, health and welfare.*

NB: The Safety Rules for Work Parties can be found in Appendix 4



2.0.2 – RESPONSIBLE PERSONS

We shall ensure that persons are nominated and made responsible for tasks assigned to them:

- *We shall identify responsible persons(where required) who will take responsibility for various tasks*
- *We shall brief them on these tasks and their responsibilities*
- *We shall record the names of such nominated persons*
- *We shall record details in **Form 1.5 – Responsible Persons Task Register** in **Appendix 1**.*



2.1 – COMPETENCE & TRAINING REQUIREMENTS

Competence is determined by knowledge, training and experience, and we will assess what training each responsible person needs. By having competent, trained personnel who are adequately supervised, our members will be capable of completing an activity safely. For example, typical training which may be carried out could include:

- *First-aid training*
- *Training on the use of firefighting equipment*
- *Equipment -specific training.*

*We shall direct branch/rally officers to record details of training in relation to specific tasks in **Form 1.1 Training Register** in **Appendix 1**.*



2.2 – CONSULTATION & PARTICIPATION

We recognise that member participation in health and safety is an integral part of our safety management system. We are committed to providing adequate and appropriate consultation and welcome the views of all members on issues relating to health and safety.

We will consult with all relevant members:

- *When new risk assessments are being carried out or revised*
- *When there is a change, update or modification to a particular operation*
- *When new equipment, substances or materials are introduced*

Furthermore, should any of our members raise any matters relating to their health and safety that are connected in any way to our activities, we will consider such matters and will endeavour to take any action that we consider necessary or appropriate to deal with the matters raised.



2.3 – CONTRACTORS' RESPONSIBILITIES

Definition: A contractor is a person or organisation that signs a contract to do certain work for payment within a specified time.

KEY ACTIONS

All contractors involved in a work activity on our behalf must comply with our policy for safety, health and welfare.

Contractors carrying out work must:

- *Be competent to carry out the work*
- *Have adequate resources to carry out the work*
- *Provide copies of their own:*

- *Safety statement*
- *Insurance*
- *Ensure that work activities do not affect the well-being of our members or visitors*
- *Ensure they identify potential hazards arising from their work activities and implement appropriate control measures and safe systems of work while carrying out work.*

FURTHER INFORMATION

To ensure co-operation we will provide contractors with the relevant sections of our safety statement or health and safety file (where applicable) to ensure that they are both aware of and can take account of the hazards arising from our activities.

Form 1.3 – Responsible Persons Task Register in Appendix 1 can be used to identify members who agree to carry out key tasks, in this case the overseeing of contractors who may be carrying out work.



2.4 – VISITORS

Definition: A visitor is a person other than a member or contractor.

Visitors may not be aware of the potential hazards associated with our activities. To minimise the risk of injury to visitors, Branch/Committee Officers will:

- *Practice good housekeeping, including:*
 - *Keeping walkways clear*
 - *Cleaning up spills immediately*
- *Restrict access to hazardous areas*
- *Prevent visitors from using equipment or machinery*
- *Ensure appropriate safety signs and notices are displayed, where required*
- *Ensure safe walkways and access routes are maintained*
- *Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.*

Visitors are required to:

- *Conduct themselves in a safe manner at all times*
- *Observe the fire policy and, in the event of an emergency, to identify themselves to a member and be escorted to the designated assembly point.*



2.5 – ACCIDENT REPORTING & INVESTIGATION

KEY ACTIONS

If an accident or incident occurs during an event or in the course of our activities which has affected a member or visitor Branch/Committee Officers will:

- *Ensure details of the accident are recorded*
- *Promptly investigate the accident so as to determine the cause and, on completion of the investigation, put in place measures to prevent a re-occurrence*
- *Forward a copy of the completed accident investigation report to the honorary secretary at honsecretary@iwai.ie*

FURTHER INFORMATION

Where an accident involving a contractor occurs, the employer of the injured party is responsible for the reporting of accidents on Form IR1 to the Health and Safety Authority or form NI2508 to the HSENI when required.

Form 3.1 – Internal Accident/Incident Investigation Form in Appendix 3 can be used to record details of any accident



2.6 – EMERGENCY PROCEDURES

N.B. *It is the responsibility of each skipper to ensure that they have adequate first aid and fire fighting equipment aboard their vessel.*

KEY ACTIONS

During events, rallies, cruises-in-company or while on work parties Branch/Committee Officers will ensure appropriate plans and procedures are in place to deal with emergencies and imminent danger by:

- *Identifying the types of emergency situations that could occur and ensuring that suitable plans and procedures are put in place for dealing with them, e.g.*
 - *Fire*
 - *Explosion*
 - *Accidents/injuries*
- *Ensuring that members are informed of the specific plans and procedures we have in place to deal with emergencies*
- *Designating where members are needed to implement our emergency plans and procedures*
- *Providing the equipment and training needed*
- *Completing **Form 2.1 Emergency Contact Information in Appendix 2***

FIRE AND EVACUATION

Branch/Committee Officers will ensure appropriate plans and procedures are in place for dealing with fire, and that members are informed, including:

- *Location of firefighting equipment and means to raise the alarm*
- *Location of assembly point(s) where relevant*
- *Location of emergency shut-off points where relevant (e.g. gas shut off).*

Some emergencies may require an evacuation of the location. The person who become aware (or is made aware) of a potential emergency should follow the emergency procedures. All members and visitors must follow the procedures below for evacuation:

- **GO IMMEDIATELY TO THE NEAREST EXIT**
- **DO NOT WAIT TO FIND OUT WHAT IS HAPPENING**
- **DO NOT STOP TO COLLECT PERSONAL ITEMS**
- **GO AT ONCE TO THEIR ASSEMBLY POINT AND WAIT FOR FURTHER INSTRUCTION**
- **DO NOT RE-ENTER THE LOCATION UNTIL AUTHORISED TO DO SO BY THE EMERGENCY SERVICES.**

FIRST AID

After assessment of the location and activity, Branch/Committee Officers will ensure adequate provision of first-aid equipment including:

- *At least one adequately stocked and accessible first-aid kit will be provided*
- *A person is appointed to take charge of first-aid equipment, keeping it stocked and in date (where there is a first aider, they will be given this responsibility)*
- *Contact details and directions to the nearest doctor or hospital will be available*



2.7 – PERSONAL PROTECTIVE EQUIPMENT

KEY ACTIONS

Where it has been identified that the risks cannot be completely eliminated and hence that appropriate personal protective equipment (PPE) is necessary, it will be provided and it must be worn by our members participating in work parties. In addition, we will actively encourage our members to wear Personal Flotation Devices (PFD) or Life Preservers when involved in any activity near or on water. Where required, typical PPE could include:

- *Eye protection*
- *Hearing protection*
- *Gloves*
- *Safety footwear*
- *High-visibility clothing*
- *Respiratory protection.*

Branch/Committee Officers will ensure that:

- *Adequate and suitable PPE is provided*
- *The suitability of the PPE for the task is assessed*
- *PPE is maintained, used and replaced as recommended by the manufacturer's instructions*
- *Personal protective equipment is only used as a last resort when a residual risk remains after all other measures have been taken to eliminate/reduce the risk*
- *Where it is not possible to reduce or eliminate the risk, then PPE appropriate to the task and work environment, as identified in our risk assessments will be used*
- *Details of the supply and training in the use of PPE as required is recorded using **Form 1.2 PPE Register** in **Appendix 1**.*

We expect our members to:

- *Use PPE correctly*
- *Report any defects or damage to PPE immediately*
- *Participate in any training or instruction provided on PPE*
- *Inform us of any medical conditions they have that might be affected by the use of the PPE provided to them.*



2.8 – YOUNG PERSONS

We are aware that young people, those less than 18 years of age, are particularly vulnerable to some risks. Where relevant, we will undertake the following:

- *Carry out a specific risk assessment where a young person (over 16 but less than 18) is involved in a work party or high risk activity, taking into account their relative lack of experience, absence of awareness of potential risks or lack of maturity*
- *Put in place all required control measures identified by the risk assessment, taking account of:*
 - *Their lack of experience, maturity or awareness of risk*
 - *Any activity likely to involve a risk of harmful exposure to physical, biological or chemical agents*
 - *The physical and psychological capacity of the young person*

2.9 – PUTTING TO SEA

The decision whether or not to put to sea rests solely with each vessel skipper, as does responsibility for the safety of his or her vessel.

Rally organisers may offer advice but the ultimate decision and responsibility is the skipper's.

The experience of each skipper is an important factor when deciding whether or not to put to sea. What is safe for an experienced skipper may be highly hazardous for an inexperienced skipper.

APPENDICES

APPENDIX 1 – FORMS & RECORDS

APPENDIX 2 - EMERGENCY INFORMATION

APPENDIX 3 – ACCIDENT REPORTING & INVESTIGATION

APPENDIX 4 – SAFETY RULES FOR WORK PARTIES

APPENDIX 1 – FORMS & RECORDS

FORM 1.1 TRAINING REGISTER

TRAINING REGISTER

[illegible]

FORM 1.2 – PERSONAL PROTECTIVE EQUIPMENT REGISTER

| PERSONAL PROTECTIVE EQUIPMENT REGISTER | | | | | |
|--|---------|----------------------|-------------------|-----------|------|
| NAME | COMPANY | TYPE OF PPE RECEIVED | TRAINING RECEIVED | SIGNATURE | DATE |
| | | | | | |
| | | | | | |
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FORM 1.3 – RESPONSIBLE PERSONS TASK REGISTER

| RESPONSIBLE PERSONS TASK REGISTER | | | |
|--|--|--|------------------|
| NO. | TASKS (NON-EXHAUSTIVE) | RESPONSIBLE PERSON (WHERE REQUIRED) | SIGNATURE |
| 1. | Ensuring the safety statement, including risk assessments, is up to date, accessible and available to all | Honorary Secretary/ IWAI Officer in Charge | |
| 2. | Person responsible for managing and co-ordinating activities | Branch Chairperson/Rally Committee Chairperson/ IWAI Officer in Charge | |
| 3. | Ensuring records are maintained | Branch Secretary/Rally Committee Secretary/ IWAI Officer in Charge | |
| 4. | Ensuring forms and registers are collected and filled out as required | Branch Secretary/Rally Committee Secretary | |
| 5. | Ensuring accidents are investigated, reported and remedial measures implemented to prevent re-occurrence | Branch Chairperson/Rally Committee Chairperson/ IWAI Officer in Charge | |
| 6. | Ensuring risk assessments are carried out and updated as necessary | Branch Secretary/Rally Committee Secretary/ IWAI Officer in Charge | |
| 7. | Ensuring the upkeep of the first-aid box and ordering of first-aid supplies | Rally Committee Secretary/ IWAI Officer in Charge | |
| 8. | Co-ordinating and managing training requirements for work parties | IWAI Officer in Charge | |
| 9. | Ensuring young persons risk assessments are carried out when necessary | IWAI Officer in Charge | |
| 10. | Managing provision of emergency equipment and co-ordinating procedures, including provision of fire extinguishers, evacuation planning, etc. | IWAI Officer in Charge/Rally Chairperson/Branch Chairperson | |

APPENDIX 2 – EMERGENCY INFORMATION

FORM 2.1 – EMERGENCY CONTACT INFORMATION

| EMERGENCY CONTACT INFORMATION | | |
|--------------------------------------|--------------|--------------|
| COMPANY NAME | IWAI | |
| BRANCH/RALLY DETAILS | | |
| EVENT DETAILS E.G LOCATION,DATE,TIME | | |
| CONTACT DETAILS | | |
| NAME | ROLE | PHONE NUMBER |
| | | |
| | | |
| | | |
| EMERGENCY SERVICES CONTACT DETAILS | | |
| SERVICE | PHONE NUMBER | |
| DOCTOR | | |
| FIRE/GARDAÍ/AMBULANCE/COASTGUARD | 999 OR 112 | |
| LOCAL HOSPITAL | | |
| OTHER CONTACT DETAILS | | |
| BRANCH/RALLY REPRESENTATIVE'S NAME | PHONE NUMBER | |
| | | |
| SAFETY OFFICER'S NAME | PHONE NUMBER | |
| | | |
| FIRST AIDER'S NAME | PHONE NUMBER | |
| | | |
| LOCAL LOCK KEEPERS' NAME | PHONE NUMBER | |
| | | |
| | | |
| | | |
| ASSEMBLY AREA | | |
| | | |

APPENDIX 3 – ACCIDENT/INCIDENT INVESTIGATION FORM

FORM 3.1 – INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM

| INTERNAL ACCIDENT/INCIDENT INVESTIGATION FORM | | | | | |
|---|------------------------------------|----------------------------------|--|-------------------------------|-----------------------------|
| PART A – DETAILS OF INJURED PERSON | | | | | |
| NAME | | | PHONE | | |
| ADDRESS | | | EMAIL | | |
| | | | PPS NUMBER | | |
| | | | DATE OF BIRTH | | |
| | | | AGE | | |
| | | | POSITION | | |
| STATUS | | | MEMBER <input type="radio"/> | VISITOR <input type="radio"/> | OTHER <input type="radio"/> |
| | YOUNG PERSON <input type="radio"/> | CONTRACTOR <input type="radio"/> | MEMBER OF THE PUBLIC <input type="radio"/> | OTHER <input type="radio"/> | |
| OUTCOME | INJURY <input type="radio"/> | NEAR MISS <input type="radio"/> | FATALITY <input type="radio"/> | OTHER <input type="radio"/> | |
| PART B – DETAILS OF INJURY & TREATMENT | | | | | |
| TYPE OF INJURY (E.G. BURN, CUT, SPRAIN) | | | | | |
| CAUSE OF INJURY (E.G. FALL, MACHINE) | | | | | |
| PART OF BODY INJURED | | | | | |
| AGENT (E.G. POOR LIGHT) | | | | | |
| FIRST AID | YES <input type="radio"/> | NO <input type="radio"/> | FIRST AIDER | | |
| TREATED BY DOCTOR? | DOCTOR'S NAME | | ADDRESS | | |
| HOSPITALISED? | HOSPITAL NAME | | ADDRESS | | |
| TREATMENT RECEIVED? | | | | | |
| PART C – DETAILS OF ACCIDENT OR INCIDENT | | | | | |
| DATE | | | TIME | | |
| LOCATION | | | | | |
| DESCRIPTION OF ACCIDENT/INCIDENT | | | | | |
| OTHER INFORMATION AVAILABLE? | WITNESS <input type="radio"/> | CCTV <input type="radio"/> | PHOTO/VIDEO <input type="radio"/> | OTHER <input type="radio"/> | |

| PART D – WITNESS DETAILS (WHO WITNESSED THE ACCIDENT/INCIDENT?) | | | | | |
|---|--------------------------|-----------------------------|--------------------------|---------------------------|--------------------------|
| NAME | | | PHONE | | |
| ADDRESS | | | EMAIL | | |
| | | | PPS NUMBER | | |
| | | | DATE OF BIRTH | | |
| | | | AGE | | |
| | | | POSITION | | |
| SAFE PASS NUMBER & EXPIRY DATE | | | CSCS DETAILS | | |
| WITNESS STATEMENT TAKEN? | | | | YES <input type="radio"/> | NO <input type="radio"/> |
| PART E – KEY FINDINGS OF INVESTIGATION | | | | | |
| LIST | | | | | |
| | | | | | |
| PART F – ACTIONS TO PREVENT REOCCURRENCE | | | | | |
| ACTION | | | BY WHOM | DATE | |
| | | | | | |
| PART G - ITEMS ATTACHED | | | | | |
| SKETCHES | | CERTIFICATION OF PLANT ETC. | | PHOTOGRAPHS/VIDEO | |
| YES <input type="radio"/> | NO <input type="radio"/> | YES <input type="radio"/> | NO <input type="radio"/> | YES <input type="radio"/> | NO <input type="radio"/> |
| RISK ASSESSMENTS | | TRAINING RECORDS | | | |
| YES <input type="radio"/> | | NO <input type="radio"/> | | YES <input type="radio"/> | |
| NO <input type="radio"/> | | NO <input type="radio"/> | | | |
| DETAIL OTHER ITEMS/USEFUL INFORMATION | | | | | |
| | | | | | |
| PART H – OTHER INFORMATION | | | | | |
| ACCIDENT INVESTIGATED BY | | | POSITION | | |
| PHONE | | | EMAIL | | |
| SIGNED | | | DATE | | |

APPENDIX 4 - SAFETY RULES FOR WORK PARTIES

Safety Rules for Participation in Work Parties covered by the IWAI restoration project insurance

1. All branches undertaking work covered by the IWAI project insurance must have a suitably experienced person to supervise the work party as the IWAI Officer in Charge and appoint suitably qualified persons to assist in its organisation and implementation.
2. All volunteers participating in work party activities must be members in good standing of the IWAI or
Non-member volunteers can be permitted to join designated project branch work parties for up to five occasions, thereafter being required to sign up to IWAI membership, or leave. On each occasion non-member volunteers must be provided with and taken through these 'Safety Rules for Participation in Work Parties', must sign same and a copy must be kept on file. Numbers of non-member volunteers must be kept to a maximum of 5 with a minimum ratio of 2 work party members to one non-member volunteer. Non-member volunteers must only be assigned appropriate tasks, and must always be closely supervised experienced IWAI members under the direction of the IWAI Officer in Charge.
3. A record of volunteers participating must be kept with the date, time, venue, and a record of the type of activities undertaken on that date. A list of any other person who visits must be recorded and reason for the visit must also be recorded. All visitors to the site must be accompanied at all times by an IWAI member.
4. A list of all equipment used during the work activity must also be recorded identifying the branch's own equipment and equipment hired in or lent on the day. The IWAI takes no responsibility or liability for volunteers using their own equipment/tools. Volunteers using their own equipment/tools do so at their own risk.
5. By signing a copy of these rules the volunteer agrees to be bound by the rules as set down by the IWAI. These rules are designed for the safety of volunteers and their volunteer colleagues and the safety of any other party.
6. A Health and Safety Officer shall be appointed for each project who shall undertake, as far as reasonable practicable, to ensure the safe working of all volunteers taking part and ensure that any work being carried out can be undertaken in a safe manner with due care for anyone who may be affected by the activities. Where the health and safety officer cannot be present, he/she shall appoint a suitable person to undertake these duties on their behalf.
7. Work parties are to be undertaken as far as possible away from areas where the general public have access and where this is not possible suitable measures are to be taken where possible to prevent public access to the work area and to ensure public safety at all times.
8. First Aid equipment and a person with suitable first aid qualifications are to be available on all work parties. Emergency procedures including emergency contact numbers are to be put in place for each project and communicated to all volunteers working on the project.
9. All persons participating in work parties undertake to comply with all instructions of the IWAI officer in charge.
10. All volunteers taking part in work parties must wear safety equipment and personal protective equipment as stipulated under H & S regulations and any further requirements that the IWAI officer in charge deems necessary.
11. When contractors are being used on site it is the responsibility of the IWAI officer in charge to ensure that the contractors
 - are competent to undertake the work involved
 - are fully covered by current adequate Employer Liability Insurance,
 - have current adequate Public Liability Insurance,

- where relevant hold all appropriate certificates of training and certificates of examination to cover the work being undertaken and the equipment being used
 - where applicable hold a current tax clearance cert.
 - when contractors are being used it is desirable not to have volunteers working with them or in the general area where they are been employed.
13. When work parties are divided up the IWAI officer in charge will designate a volunteer of suitable experience to take charge of each group who will be responsible to the IWAI officer in charge.
 14. When working on or near water all volunteers taking part in IWAI work parties must wear Personal Flotation Devices.
 15. All lifting equipment including any pulleys, winches, chains, chain blocks, levers etc. will be accompanied by any required statutory report of examination. Such equipment shall only be used under the supervision of a volunteer experienced in its use who shall be appointed to give instructions and who shall ensure the safe working load of said equipment is not exceeded. All non-essential personnel shall be kept clear of lifting operations. Areas beneath any slung load shall be kept clear of personnel.
 16. Power tools are only to be used by volunteers experienced in the use of such tools and be suitably certified where applicable, or otherwise be in good condition and fit for use. Due care must be taken by volunteers using power tools for any persons who may be in the vicinity. Power tools are only to be used within the manufactures design specifications and according to the manufacturer's instructions. Electric power tools must not exceed 110 volt and all electric systems on site must conform to the current statutory regulations for use of electric power on site.
 17. Non-member volunteers are only permitted to use power tools on providing the IWAI Officer in Charge with a copy of a certificate of training in the use of the said power tool.
 18. The use of builder's plant, wood chippers, dumpers, compressors, mini diggers, etc is to be strictly restricted to persons trained and/or certified to use them.
 19. When working in a lock chamber or other such structures the safety officer must ensure that adequate means of evacuation are in place before any volunteer commences work. When volunteers are working in such environments another volunteer is to be designated solely to ensure that adequate means of evacuation are maintained at all times.
 20. No volunteer will be allowed to work in a lock chamber which is either filling or draining
 21. No volunteer is to interfere with any safety equipment

I _____ (Print Name) a member of the _____
 Branch / non-member volunteer undertake to abide by the above work party rules while participating in any
 work activity on the _____ project

Signed:

Dated:

APPENDIX 5 – REGIONAL BRANCHES

The following is a list of all branches currently active with IWAI:

- *Athlone*
- *Barrow*
- *Belturbet*
- *Boyle River*
- *Boyne Navigation*
- *Carrick on Shannon*
- *Coalisland*
- *Corrib*
- *Cruising Club*
- *Dublin*
- *Foigha-Kenagh*
- *Lough Derg*
- *Lough Erne*
- *Kildare*
- *Lagan*
- *Newry & Portadown*
- *North Barrow*
- *Offaly*
- *Powerboat Branch*
- *Shannon Harbour*
- *Slaney*
- *River Bann & Lough Neagh*

PART B – RISK ASSESSMENT

RISK ASSESSMENT

THE ATTACHED RISK ASSESSMENTS COVER GENERAL TYPES OF ACTIVITIES THAT MAY BE INVOLVED IN IWAI BUSINESS. **SPECIFIC RISK ASSESSMENTS WILL NEED TO BE CARRIED OUT BY BRANCH/RALLY COMMITTEE OFFICERS, HAVING REVIEWED THE LOCATION AND PROPOSED ACTIVITIES, BOTH IDENTIFYING THE HAZARDS THAT EXIST AND ASSESSING THE RISKS ARISING FROM THE HAZARDS.**

- WHERE ADDITIONAL CONTROLS ARE REQUIRED TO AVOID OR REDUCE THE RISK, THEY WILL BE IDENTIFIED ON THE RISK ASSESSMENT ACTION LIST AND WILL BE IMPLEMENTED BY THE RESPONSIBLE PERSON
- EVERY REASONABLE EFFORT WILL BE MADE TO GIVE PRIORITY TO THE IMPLEMENTATION OF CONTROLS FOR THOSE HAZARDS OF MOST CONCERN
- WHERE THE NECESSARY COMPETENCE TO CARRY OUT PARTICULAR RISK ASSESSMENTS IS NOT AVAILABLE IN-HOUSE, ADDITIONAL EXPERTISE WILL BE OBTAINED
- WHEN A PROCESS, TASK OR ACTIVITY SIGNIFICANTLY CHANGES OR A NEW ONE IS INTRODUCED:
 - THE EXISTING RISK ASSESSMENT WILL BE REVIEWED AND AMENDED AS REQUIRED;
OR
 - A NEW RISK ASSESSMENT WILL BE CARRIED OUT

ACTION LIST

FOLLOWING THE COMPLETION OF THE RISK ASSESSMENTS, AN ACTION LIST MAY BE GENERATED. THIS IS A LIST OF CONTROLS IDENTIFIED DURING THE RISK ASSESSMENT PROCESS THAT ARE REQUIRED TO BE IMPLEMENTED IN ORDER TO REDUCE THE RISK OF ACCIDENT/ILL-HEALTH. BRANCH/RALLY COMMITTEE OFFICERS SHOULD:

- ASSIGN A RESPONSIBLE PERSON TO COMPLETE EACH TASK
- ASSIGN A REALISTIC GOAL DATE AND THE RESOURCES REQUIRED TO CARRY OUT EACH ACTION
- FOLLOW UP TO ENSURE SATISFACTORY COMPLETION.

PART B – RISK ASSESSMENTS

| Hazard | Controls |
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| <p>Electricity</p> <p>Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries</p> | <p>Testing, certifying and repairs to any electrical equipment should be carried out by a qualified electrician in accordance with appropriate E.T.C.I. standards</p> <p>Enclosures/covers should be in place to prevent contact with live electrical equipment/parts</p> <p>Portable electrical equipment should be inspected before each use and unsafe equipment is taken out of use</p> <p>Damaged extension leads should be repaired or removed from use</p> <p>Means of cutting off power to electrical equipment should be provided</p> <p>Fire extinguishers that are suitable for fighting electrical fires should be provided</p> <p>Electrical equipment and fittings are suitable for outdoor use, where relevant</p> <p>Where portable electrical appliances are subject to on-going wear and tear, they should be inspected and tested</p> <p>Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person</p> <p>Electrical cable reels are uncoiled during prolonged use and when using high-power items</p> |

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| <p>Fire</p> <p>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</p> | <p>In venues where meetings/events are held the meeting/event organiser will check</p> <ul style="list-style-type: none"> • that the venue is large enough for the numbers participating, • the venue is fitted with an automatic fire detection and alarm system • emergency routes and exits are clearly marked and lead directly outside or to a safe area • the premises evacuation plan is displayed • the location of emergency exits and the assembly point are brought to the attention of attendees at the start of the meeting/event • suitable fire extinguishers should be provided for external events, are kept in good working order and are inspected regularly • emergency evacuation procedures should be in place <p>In harbours;</p> <ul style="list-style-type: none"> • it is the responsibility of each skipper to ensure his vessel is equipped with at least one fire extinguisher and a fire blanket, both of which are inspected annually and kept in good working order • during larger rallies, suitable fire extinguishers should be sited at easily accessible points around the harbour • bonfires and barbeques should be sited away from flammable materials, with a fire extinguisher sited nearby • children should be supervised at all times • all boats should be fitted with a gas detector and carbon monoxide alarm which should be tested regularly and maintained in good working order |
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| <p>Slips, Trips and Falls</p> <p>Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause serious injuries</p> | <p>Clear, unobstructed pedestrian routes should be provided and maintained</p> <p>Adequate lighting should be provided and is appropriate for the activity</p> <p>Spills should be cleaned up immediately</p> <p>Trailing cables and leads should be re-routed, removed or secured</p> <p>Good house-keeping practices should be in place and maintained</p> |
| <p>Manual Handling</p> <p>Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as:</p> <p>Load is too heavy, large, and awkward or is carried away from the body.</p> <p>Load is lifted too high or carried too far/too often or involves bending and/or twisting.</p> <p>Inadequate space, uneven floor or steps/ramps</p> | <p>Activities should be organised to allow the use of mechanical aids to avoid/reduce the need for manual handling</p> <p>Tasks should be organised to ensure handling is carried out between waist and shoulder height</p> <p>Heavy or large/unwieldy loads should be broken down into more manageable weights or are lifted by 2 people</p> <p>Tasks should be planned to prevent handling over long distances or frequent repetitions</p> <p>Location is organised to ensure adequate room to prevent bending, twisting, and/or unstable posture</p> |

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| <p>Chemicals</p> <p>Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill health and other serious injuries</p> | <p>Chemicals are not generally used by members in the course of IWAI activities. However in the event that some chemicals may be used by work parties the following applies;</p> <p>A list (inventory) of all chemicals used will be kept</p> <p>Chemical labels will be available for each chemical and the associated hazards of each chemical identified</p> <p>Volunteers are trained in the safe use of the specific chemical</p> <p>The number of volunteers and the exposure to chemicals is assessed and minimised</p> <p>Less hazardous chemicals are used where possible</p> <p>Adequate ventilation is provided</p> <p>All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations</p> <p>Eye, skin and respiratory protection is provided and worn where appropriate and in accordance with the safety data sheet</p> |
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| <p>Boat Rallies</p> <p>Activities on or near the water can cause slips, trips and falls, drowning or other serious injuries</p> | <p>A safety officer should be appointed for all rallies</p> <p>A berthing master should be appointed for control of berthing where needed depending on the number of participating boats and the harbours been visited</p> <p>A trained first aider with adequate first aid supplies should be available at all times</p> <p>Personal flotation devices and non-slip footwear should be worn at all times when on deck</p> <p>Personal flotation devices should be worn by children at all times when on deck and when on land near water</p> <p>Personal flotation devices should be inspected regularly and tested every 12 months</p> <p>Children should be supervised at all times</p> <p>Suitable rescue equipment should be in place, readily available and in good condition (Inform the relevant authority where rescue equipment in public areas, such as lifebuoys, have been interfered with or damaged)</p> <p>Instructions from rally committee members should be followed, in particular those of the safety officer and harbour master</p> <p>All boats should have a reliable means of communication with the berthing master and rally safety officer. Rally instructions should include the VHF channel to be used, where relevant.</p> |
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| <p>Jetty/Pier Access</p> <p>Activities on or near jetties or piers can cause slips, trips and falls, drowning and other serious injuries</p> | <p>Vehicle and pedestrian routes used should be as far away from the water's edge as practical</p> <p>Personal flotation devices and non-slip footwear should be worn</p> <p>Personal flotation devices should be inspected regularly and tested every 12 months</p> <p>Suitable rescue equipment should be in place, readily available and kept in good condition</p> |
| <p>Boat Operation</p> <p>Activities on or near boats can cause slips, trips and falls, drowning and other serious injuries.</p> <p>Safety on board each vessel is the responsibility of the skipper.</p> | <p>Boats are used and maintained in accordance with the manufacturers manual</p> <p>Personal flotation devices and non-slip footwear should be worn at all times when on deck</p> <p>Personal flotation devices should be worn by children at all times when on deck and when on land near water</p> <p>Personal flotation devices should be inspected regularly and tested every 12 months</p> <p>Children should be supervised at all times</p> <p>Suitable rescue equipment should be in place, readily available and in good condition (Inform the relevant authority where rescue equipment in public areas, such as lifebuoys, have been interfered with or damaged)</p> <p>Instructions from Branch/Rally committee members should be followed, in particular those of the safety officer and berthing master</p> <p>Vessels should follow the marked navigation at all times unless a clear briefing has been given for passage off the navigation</p> <p>Navigational speed limits should be obeyed</p> <p>Care should be taken not to cause a wake that could cause damage/injury</p> |

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| <p>Cleaning Boats</p> <p>Boat cleaning operations can cause skin conditions, cuts, drowning and other serious injuries.</p> <p>Safety during cleaning operations is the responsibility of the skipper of each vessel.</p> | <p>Members should follow safe cleaning and good hygiene procedures</p> <p>Personal flotation devices and non-slip footwear should be worn when cleaning the outside of boats and gloves should be worn at all times</p> <p>Care should be taken to prevent chemicals from entering the water course</p> |
| <p>Sharp Objects</p> <p>Contact with sharp objects can cause cuts, lacerations and amputations</p> | <p>Use of sharp objects should be minimised and they should be stored safely after use</p> <p>Safe work practices should be in place for the use, cleaning and sharpening of sharp objects</p> |
| <p>Liquefied Petroleum Gas</p> <p>Exposure to liquefied petroleum gas (LPG) may result in lack of oxygen, fire or explosions which may cause suffocation, burns and other serious injuries</p> | <p>Procedures should be in place for the safe use and storage of LPG</p> <p>LPG cylinders should be fitted with changeover valves, regulators, excess-flow and back-check valves</p> <p>LPG cylinders should be stored on a firm surface in an upright position away from direct sunlight and ignition sources and untrapped drains</p> <p>Emergency procedures should be in place in the event of a gas leak</p> <p>All boats using LPG cylinders should be fitted with gas detector and a carbon monoxide detector, which should be tested regularly and maintained in good working order</p> |

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| <p>Mobile Generator</p> <p>Use of a mobile generator could result in electrocution, fumes, fire or explosions which may cause burns, suffocation or other serious injuries</p> | <p>Generator should be used, maintained and earthed in accordance with the manufacturer's instructions</p> <p>Only members familiar with the generator should operate the generator, and the operator's manual should be available</p> <p>Generator should be operated outside, in a well-ventilated area</p> <p>Generator should not be overloaded</p> <p>Generator should be fitted with an RCD</p> <p>Generator should be checked before use, reported defects dealt with promptly and unsafe equipment taken out of use</p> <p>External cables, connections and electrical sockets should be suitable for outdoor use and routed so as not to pose a trip hazard</p> <p>Generator should not be refuelled while running</p> <p>If re-fuelling a hot generator, the operator should avoid spilling fuel onto the exhaust and should stand upwind of the generator</p> |
| <p>Loading/Unloading</p> <p>Loading or unloading vehicles can cause crush, head and other serious injuries</p> | <p>A designated, clearly marked, flat area should be used for loading and unloading vehicles and access should be restricted</p> <p>Vehicles should be braked, chocked and/or stabilised to prevent movement during loading/unloading</p> <p>Loads should be spread evenly, vehicles should not be overloaded and all loads should be secured</p> <p>Roadside loading or unloading should be carried out in a safe manner ensuring suitable precautions are taken with regard to pedestrians and road traffic movements</p> |
| <p>Low Light Environment</p> <p>Activities taking place in a low light environment can cause slips, trips and falls and other serious injuries</p> | <p>As much lighting as possible should be used at all times</p> <p>Unnecessary movements of members should be kept to a minimum during times of no or low light</p> <p>Members should use torches as required</p> |

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| <p>Sound System</p> <p>Exposure to noise for long periods can damage hearing resulting in temporary hearing loss, tinnitus or permanent hearing damage</p> | <p>Excessive noise levels from sound systems should be avoided</p> <p>Loudspeaker positions are arranged to avoid excessive sound levels for any individual</p> |
| <p>Manually Operated Hand Tools</p> <p>Contact with manually operated hand tools can cause cuts, lacerations and other serious injuries</p> | <p>Hand tools should be checked before use, reported defects dealt with promptly and unsafe equipment taken out of use</p> <p>Adequate lighting should be available for the task</p> |
| <p>Lighting Equipment</p> <p>Hot or falling lighting equipment can cause burns, amputations, crush or other serious injuries</p> | <p>Lighting equipment should be installed, used and maintained in accordance with the manufacturer's instructions</p> <p>Lighting equipment should be regularly inspected, reported defects dealt with promptly and unsafe equipment taken out of use</p> <p>Lighting equipment should be installed, used and dismantled by members familiar with the equipment</p> <p>Lighting equipment should be stable when erected to avoid falling, tipping over or collapse</p> <p>Lights should be installed so that they do not heat materials that may catch fire</p> <p>Lighting should be installed out of reach unless specifically designed for use at a low level</p> <p>Installation of lighting at height should be undertaken in a safe manner</p> <p>Ladders used for installation of lighting equipment should be in good condition and should be secured or footed to prevent movement when in use</p> |

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| <p>Use of a Third Party Venue</p> <p>Using an unfamiliar or unsuitable venue may result in fire, crushing, slips and falls, which may cause burns, fractures, cuts, lacerations, or other serious injuries</p> | <p>All necessary information on the venue should be available and the venue should be suitable</p> <p>Members should co-operate with the venue owners and Branch/Rally committee Officers and should inform each other of possible risks</p> <p>Venue emergency plans should be in place and communicated to all</p> <p>Venue rules and safety signs should be obeyed</p> |
| <p>Marquee</p> <p>Collapse, trips or falls during erection or dismantling of a marquee may cause fractures, head injuries, back strain or other serious injuries</p> | <p>Marquee should be erected, used and maintained in accordance with the manufacturer's instructions</p> <p>Marquee erection and dismantling should be done by working at ground level</p> <p>Marquee should only be erected, used and dismantled in suitable weather conditions</p> <p>Marquee should be kept in good condition, reported defects dealt with promptly and unsafe equipment taken out of use</p> <p>Members erecting and dismantling marquee are given adequate instruction and information and user's manual is available</p> <p>Emergency plans should be in place</p> |
| <p>Stage Design and Build</p> <p>Poorly designed or built stages may cause fire, crushing, falls, or electrocution, which may result in burns, cuts, lacerations or other serious injuries</p> | <p>Stage should be designed and built so that it is fit for purpose, stable and can be safely assembled, used and dismantled</p> <p>Stage should be designed and built by persons with sufficient skills, knowledge and experience</p> <p>Suitable materials and equipment should be used for stage build</p> <p>Stage items and equipment should be installed, used and maintained in accordance with the manufacturer's instructions</p> <p>Reported defects in the stage should be dealt with promptly and unsafe equipment taken out of use</p> <p>Safe access should be provided</p> <p>The stage should not be overcrowded or overloaded and all escape routes should be kept clear at all times</p> |