

# Inland Waterways Association of Ireland



## Safety Statement

November 2006

# 1. Policy Statement

The President of IWAI recognizes that it is his responsibility to ensure the health and safety of all those employed by the organisation while at work and the safety of members, their families & guests while attending IWAI events.

The management of the organisation recognize that the health, safety and welfare at work of all employees and members at official IWAI events is primarily the management's responsibility, and that further, duty of care extends to other persons while they are on IWAI premises or attending IWAI events.

It is the policy of the association:

- a) To comply with all relevant statutory legislation and codes of practice where appropriate
- b) To ensure that the management of the IWAI, its executive, council and branches are adequately trained and equipped to carry out their duties and responsibilities in a safe manner
- c) To make individual employees and any other members of the IWAI aware of their responsibility, to maintain safe and healthy working conditions and that they have a duty to avoid actions, which may be detrimental to the health and safety of themselves and others.
- d) To appoint a responsible person for co-ordinating and implementing the safety policy, disseminating such policy to the executive, council and branches of the IWAI, recording any breaches of that policy, and striving to improve conditions to ensure a safe and healthy working environment
- e) To ensure that this policy statement is regularly reviewed and revised and that any subsequent amendments are brought to the notice of all employees, the executive, council and the branches of the IWAI.

For and on behalf of the IWAI



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Brian Cassells  
President

7 November 2006

## **2. Organisation**

The Inland Waterways Association is a Company Limited by Guarantee (registered in the Republic of Ireland no. 83050) and a registered charity no. CHY 10915.

### **2.1. Council**

The Council is the supreme policy making body of the association. The Council is made up of elected members, representatives of the regional branches and representatives of a number of affiliated organizations. The full make-up of the Council is given in Appendix 1

### **2.2. Committees of Council**

#### **2.2.1. Executive Committee**

The day to day operation of the association is overseen by the Executive Committee which consists of the President, Executive Vice-President, Immediate Past President, Hon. Secretary, Hon. Treasurer and the Chairpersons of the six standing committees of Council. The full make-up of the Executive Committee is given in Appendix 1

#### **2.2.2. Standing Committees**

There are six standing committees of Council. They generally focus on matters relevant to the association as a whole or at least matters relevant to more than one branch. The chair of the standing committees are elected by the AGM and membership of the committees is proposed by the Chair and approved by Council. The committees are: Membership, Boating & Leisure, Heritage & Conservation, Public Relations, Members Services, Liaison & Lobbying.

A short description of each standing committee is given in Appendix I

#### **2.2.3. Ad-Hoc Committees**

The Council may from time to time establish one or more ad-hoc committees, e.g. to manage a specific campaign or organize a specific event.

Currently only one such committee exists, the Ulster Canal Working Group. This committee operates largely autonomously but reports to Council on a regular basis. The UCWG is focused on campaigning for the restoration of the Ulster Canal.

### **2.3. Branches**

At a local level, the association is organized into regional branches, generally associated with a particular stretch of the inland waterways. At present there are 17 Branches of the association associated with either a geographical area or with a section of waterway. A full list of the Branches is given in Appendix I

### **2.3.1. Branch Structure**

All branches have as a minimum the following officers elected at the Branch AGM: Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer

Branches may choose to elect additional officers to meet their own specific purposes.

Branches may choose to administer their affairs by way of a committee made up of members elected at the branch AGM. Not all branches choose do so and many administer their affairs by way of general meetings of all branch members.

Branch representatives to Council are normally selected at the Branch AGM. Generally one representative is a Branch officer and the other not.

#### **2.3.1.1. Branch Committees**

Branches are empowered to establish sub-committees, either on their own or with other branches. These sub-committees are frequently concerned with organizing events such as rallies and work parties. The committees have such powers as are delegated to them by their parent committees.

#### **2.3.1.2. Branch Rules.**

The operation of the branches is governed by the Articles of Association and the Branch Rules adopted by Council in May 2006.

### **2.4. 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 members. The address for correspondence is the address of the Hon. Secretary for the time being.

Carmel Meegan  
Ballymakenny  
Drogheda  
Co. Louth  
honsecretary@iwai.ie

#### **2.4.1. Registered Office**

The registered office of the association is

8-10 Rockhill,  
Main Street,  
Blackrock,  
Co. Dublin

#### **2.4.2. Employees**

The association presently employs a part-time Project/Development Officer who works from his home.

Colin Becker  
2 Kylemore Park  
Taylors Hill  
Galway

### 3. Implementing Precautions

All organised activities undertaken by the IWAI, its current members and others formally involved in the activity will be the subject of a suitable and sufficient risk assessment. Where the risk assessment highlights the need for a safe system of work or the need for protective working measures, these should be implemented. The provision of the risk assessments will be the responsibility of the President of the IWAI and of those deemed to be in a managerial role within the organisation.

Employees and current members of the IWAI and others formally involved in any official IWAI activity must be made aware of the findings of the risk assessments and any required safe system of work or protective working measures. They must also be made aware and accept that they have certain responsibilities both to them selves and others affected by their actions. This can be achieved through information, supervision, instruction and training.

*The process of assessing the risks prior to an event will not make the event safer ! What is required is that the measures you have identified are implemented.*

*E.g. if you identify that the arrangement of furniture in a meeting room will impede evacuation, you must then re-arrange the furniture to make it easier.*

*Similarly, if you identify that there is flammable material stored near to where you plan a barbecue, you must either remove the material or re-site the barbecue.*

*It may not always be possible or desirable to remove hazards.*

*E.g. when teaching people to sail, the water hazard is, of necessity, always present and if the activity is to proceed it cannot be removed. Precautions may therefore take the form of equipping people to deal with the hazard by training and/or the provision of appropriate equipment such as PFDs.*

*Remember though that people unfamiliar with the environment (especially children) may not recognise the hazard or be able to assess the level of risk and the onus may be on you as the event organizer to explain it to them.*

## 4. Recording & Reporting Incidents/Accidents

### 4.1. *All Incidents & Accidents*

All Accidents & Incidents that occur during Association activities must be recorded. An Incident/Accident report form template is included at Appendix II

Depending on the severity of the accident/incident different levels of reporting are required. All accidents/incidents must be recorded and a report retained by the committee (Branch Committee, Rally Committee, Council etc) organizing the activity.

Responsibility for preparing and submitting a report lies with the most senior person from the association involved with organizing the event. (e.g. the Chairperson of a Rally Committee)

For any incident that involves death, injury necessitating hospitalization or the calling out of the emergency services a copy of the report must be forwarded to the Council Hon. Secretary as soon as possible but in any event within 7 days of the incident. A report should also be submitted where an incident occurred which while not resulting in serious injury had the potential to do so.

### 4.2. *Incidents Occurring in RoI*

In the Republic of Ireland, you are required under Health and Safety Legislation to report to the Health & Safety Authority immediately by phone (1890 289 389) if as a result of or in connection with your work someone receives a major injury, or is seriously affected by electric shock or poisoning or there is a dangerous occurrence.

Send a written report on Form I.R.1 for accidents and Form I.R.3 for dangerous incidents to the HSA using their on-line reporting system <https://webapps.hsa.ie/CIRW>

Confirm as soon as possible a telephone report of a death, major injury or dangerous occurrence.

Notify as soon as possible any injury which stops someone doing their normal job for more than 3 days (including scheduled days off)

Report certain dangerous events involving flammable materials, collapse of cranes etc on Form I.R.3

See HSA website [www.hsa.ie](http://www.hsa.ie) for more details

### 4.3. *Incidents Occurring in NI*

All incidents occurring in Northern Ireland will be recorded on a B510 where necessary. Where the person receives an injury preventing them for working for 3 or more days (scheduled days off included) a NI2508 / NIA2508 will be forwarded to the HSE in Belfast.

An entry will be made in the accident at work book and a full report will be recorded in line with IWAI policy.

See <http://www.hseni.gov.uk/infoandguide/riddor.pdf>

## 5. Risk Assessment

This section tries to identify where there is a significant risk of harm to employees, members of the association and others. The purpose is to allow steps be taken to reduce the likelihood of harm by eliminating the hazard or by controlling the risk so that harm is unlikely.

### **Definitions**

**Hazard:** A hazard is a possible source of danger.

**Risk:** A risk is the particular harm that may be caused by the hazard.

For example, the water may be a **HAZARD** and the **RISK** may be drowning.

### **5.1. Conducting a Risk Assessment**

#### **5.1.1. Identify the hazards**

Identify what factors in each area or activity have the potential to cause harm to members of the association or others.

#### **5.1.2. Identify the risk**

Consider each hazard and decide what harm it could potentially cause.

#### **5.1.3. Identify who may be harmed**

Who is likely to be at risk. Note that the level of risk may vary with the people involved. E.g. a trained person may not be at risk whereas an inexperienced person may be. A child may be more at risk than an adult.

#### **5.1.4. Identify the precautions already in place.**

Look at the precautions that are already in place to reduce the risk and decide if the precautions are adequate. If not, move to the next step. If so, skip the next step.

#### **5.1.5. Identify what further precautions are necessary**

Determine what additional precautions are necessary. This may include supervision, training, regular maintenance etc.

#### **5.1.6. Record your findings**

Record your findings

- so that you have a basis to work from when you review the assessment, which you should do regularly
- so that someone else can quickly pick up where you left off
- so that you can demonstrate that you have considered the level of risk and put appropriate precautions in place.

### 5.1.7. Review the assessment

Things will change over time, new equipment will come into use, new venues will be used new practices will emerge. You need to regularly check that the hazards and risks haven't changed and that the precautions you have put in place are still appropriate.

A template for conducting Risk Assessments is included at Appendix 1

## 5.2. Standard Risk Assessments

Risk assessments have been conducted for a number of "standard" association activities. However, for many of the activities, it is not possible to conduct a complete risk assessment until the activity or event is being planned because the locations and details of the events vary considerably. The onus for conducting a complete risk assessment and putting in place the necessary measures therefore lies with the event organizers.

The "standard" activities are:

- Meetings of the Council, Committees or Branches,
- Public Meetings,
- Indoor training events and presentations,
- Social events (dances, quiz nights, music evenings etc),
- Boat Rallies,
- Work Parties
- Office Work.

For convenience, meetings & events are classified as Type 1 or 2, Type 1 is where the meeting or event is held in a public venue such as a hotel, public-house, village hall or the like with perhaps substantial numbers of people involved and Type 2, where the meeting is held in a private premises with only a few people involved.

|                                 |             |
|---------------------------------|-------------|
| General Meetings of Association | Type 1      |
| Council Meetings                | Type 1      |
| Executive Meetings              | Type 1      |
| Council Committee Meetings      | Type 1 or 2 |
| Public Meetings                 | Type 1      |
| Branch Committee Meetings       | Type 1 or 2 |
| Branch General Meetings         | Type 1      |
| Training Events & Presentations | Type 1      |
| Social events                   | Type 1      |

Where an unusual venue (e.g a marquee, barn or warehouse) is planned, a full and thorough risk assessment must be carried out. The completed assessment forms are given in Appendix IV

## **Appendix I Organisation Details**

### **Council Membership**

The following are members of Council:

|   |                                    |
|---|------------------------------------|
| President*  | Elected by AGM                     |
| Executive Vice President*   | do.                                |
| Immediate Past President  | Ex. Officio                        |
| Hon. Secretary*   | Elected by AGM                     |
| Hon. Treasurer*   | do.                                |
| Membership Secretary  | do.                                |
| Chairperson, Boating & Leisure Committee                                    | do.                                |
| Chairperson, Heritage & Conservation Committee                              | do.                                |
| Chairperson, Public Relations Committee                                     | do.                                |
| Chairperson, Members Services Committee                                     | do.                                |
| Chairperson, Liaison & Lobbying Committee                                   | do.                                |
| Ordinary Members of Council x 6   | do.                                |
| Representatives of Regional Branches, 2 per branch, presently 18 Branches   | Elected by the branches            |
| Representatives of affiliated organizations (Presently 1 each RCAG and UWG) | Nominated by parent organizations. |

\*These officers are also the registered directors of the company.

The Project/Development Officer, Editor of Inland Waterways News and Webmaster attend Council meetings by invitation.

A roster of Council members is maintained by the Hon. Secretary and is available on request.

### **Executive Committee**

|  |
|--|
| President                                      |
| Executive Vice President                       |
| Immediate Past President                       |
| Hon. Secretary                                 |
| Hon. Treasurer                                 |
| Membership Secretary                           |
| Chairperson, Boating & Leisure Committee       |
| Chairperson, Heritage & Conservation Committee |
| Chairperson, Public Relations Committee        |
| Chairperson, Members Services Committee        |
| Chairperson, Liaison & Lobbying Committee      |

The Project/Development Officer, Editor of Inland Waterways News and Webmaster attend Executive meetings by invitation.

## Standing Committee Descriptions

### ***Membership***

Responsible for processing members subscriptions and the recruitment of new members.

### ***Boating & Lesiure***

Responsible for matters generally related to the marine and leisure aspects of the associations activities,

### ***Heritage & Conservation***

Responsible for matters relating to the protection and conservation of the natural and built heritage of the waterways.

### ***Public Relations Committee***

The purpose of the Public Relations Committee is to enhance the image of the Association and create a favorable attitude in the public mind toward the waterways generally.

### ***Members Services Committee***

Responsible for the provision of services such as sales of IWAJ merchandise and the negotiation of discount schemes with providers.

### ***Liaison & Lobbying Committee***

Responsible for enhancing the profile of the Association among government, local government and NGOs.

## List of Branches

|    |                          |
|----|--------------------------|
| 1  | Athlone                  |
| 2  | Barrow                   |
| 3  | Belturbet                |
| 4  | Carrick-on-Shannon       |
| 5  | Coalisland               |
| 6  | Corrib                   |
| 7  | Dublin                   |
| 8  | Kildare                  |
| 9  | Lagan                    |
| 10 | Lough Derg               |
| 11 | Lough Erne               |
| 12 | Newry                    |
| 13 | North Barrow             |
| 14 | Offaly                   |
| 15 | River Bann & Lough Neagh |
| 16 | Shannon Harbour          |
| 17 | Slaney                   |

## **Appendix II – Risk Assessment Form Template**

### **Inland Waterways Association of Ireland**

#### **Risk Assessment Form**

|  |   |
|--|---|
| Name & Position of Assessor:   |   |
| Activity Being Assessed:   |   |
| Location   |   |
| Known or expected hazards associated with this activity                | • |
| The risk of injury and its severity likely to arise from these hazards |   |
| Who is at risk   |   |
| Measures to be taken to reduce the level of risk                       | • |
| Training pre-requisites  |   |
| Level of risk remaining  |   |
| Emergency action   |   |
| References (if any)  |   |
| Signature of Assessor:   |   |
| Date:  |   |

## Appendix III Incident/Accident Report Template

### Inland Waterways Association of Ireland

#### Incident/Accident Report Template

|  |  |
|--|--|
| Name & contact details of person making report   |  |
| Name & contact details for the people involved   |  |
| Personal details for the people involved where necessary e.g. age, gender etc  |  |
| Name and contact details of parent/guardian where a child is involved  |  |
| Date and time of the incident  |  |
| Location of the incident   |  |
| Description of the incident  |  |
| Circumstances of the incident <ul style="list-style-type: none"><li>• What was happening before the incident</li><li>• What was happening when the incident occurred</li><li>• What caused the incident/accident</li><li>• What happened immediately afterwards</li><li>• Other relevant circumstances (e.g. weather conditions)</li></ul> Include a diagram of the situation where appropriate. |  |
| Action taken following the incident  |  |
| Consequences of incident <ul style="list-style-type: none"><li>• damage to boats, property</li><li>• whether the event could continue etc.</li></ul>   |  |
| Report Checked by:<br>(signature of Hon. Sec, manager etc.)  |  |

## Appendix IV Risk Assessment Forms

### Inland Waterways Association of Ireland

#### Risk Assessment Form

|  |   |
|--|---|
| Name & Position of Assessor:   | Colin Becker<br>Project/Development Officer   |
| Activity Being Assessed:   | Association meetings and events held in public venues e.g. Hotels, Halls, Public Houses etc (Type 1)  |
| Location   | Various   |
| Known or expected hazards associated with this activity                | <ul style="list-style-type: none"> <li>• Fire</li> <li>• Electrical shock from audio/visual equipment</li> <li>• Trip or fall hazards</li> </ul>  |
| The risk of injury and its severity likely to arise from these hazards | Potentially severe or fatal in extreme cases.   |
| Who is at risk   | Members of the association and others attending the events.   |
| Measures to be taken to reduce the level of risk                       | <ul style="list-style-type: none"> <li>• Appoint a safety officer for the event.</li> <li>• Ensure that the venue is large enough for the numbers participating.</li> <li>• Ensure that there are adequate fire exits from the premises and that they are clearly marked and unobstructed.</li> <li>• Ensure that the premises has a clearly displayed evacuation plan.</li> <li>• Ensure that only standard, commercially available equipment is used and that the equipment is in good condition without damaged casings, cables or connectors.</li> <li>• Ensure that equipment is positioned so as not to obstruct passage ways or exits and that the cabling can not be tripped over.</li> <li>• Ensure that any stage or podium used is soundly constructed</li> <li>• For larger events, ensure that a trained first-aider is available.</li> <li>• Ensure that contact details for the emergency services are to hand and that a reliable phone connection is available.</li> </ul> |
| Training pre-requisites  | None.   |
| Level of risk remaining  | Low if measures are adhered to.   |
| Emergency action   | Notify Emergency Services<br>Apply first aid/CPR if required.   |
| References (if any)  |   |
| Signature of Assessor:   | Colin Becker  |
| Date:  | 12 June 2006  |

## Inland Waterways Association of Ireland

### Risk Assessment Form

|  |  |
|--|--|
| Name & Position of Assessor:   | Colin Becker<br>Project/Development Officer  |
| Activity Being Assessed:   | Association meetings and events held in private venues e.g. dwelling houses etc (Type 2)   |
| Location   | Various  |
| Known or expected hazards associated with this activity                | <ul style="list-style-type: none"> <li>• Fire</li> <li>• Electrical shock from audio/visual equipment</li> <li>• Trip or fall hazards</li> </ul>   |
| The risk of injury and its severity likely to arise from these hazards | Potentially severe or fatal in extreme cases.  |
| Who is at risk   | Members of the association and others attending the events.  |
| Measures to be taken to reduce the level of risk                       | <ul style="list-style-type: none"> <li>• Ensure that the venue is large enough for the numbers participating.</li> <li>• Carry out a safety check on the premises before the meeting commences</li> <li>• Ensure that an adequate escape path exits for all those participating</li> <li>• Ensure that only standard, commercially available equipment is used and that the equipment is in good condition without damaged casings, cables or connectors.</li> <li>• Ensure that equipment is positioned so as not to obstruct passage ways or exits and that the cabling can not be tripped over.</li> <li>• Ensure that contact details for the emergency services are to hand and that a reliable phone connection is available.</li> </ul> |
| Training pre-requisites  | None.  |
| Level of risk remaining  | Low is measures are adhered to.  |
| Emergency action   | Notify Emergency Services<br>Apply first aid/CPR if required.  |
| References (if any)  |  |
| Signature of Assessor:   | Colin Becker   |
| Date:  | 12 June 2006   |

# Inland Waterways Association of Ireland

## Risk Assessment Form

|  |   |
|--|---|
| Name & Position of Assessor:   | Colin Becker<br>Project/Development Officer   |
| Activity Being Assessed:   | Office Work   |
| Location   | Various   |
| Known or expected hazards associated with this activity                | <ul style="list-style-type: none"> <li>• Fire</li> <li>• Electrical shock from office equipment</li> <li>• Trip or fall hazards</li> <li>• Storage/Filing Hazards</li> <li>• Usage of computer equipment (RSI, eye-strain etc)</li> </ul>   |
| The risk of injury and its severity likely to arise from these hazards | Potentially severe or fatal in extreme cases.   |
| Who is at risk   | Association employees   |
| Measures to be taken to reduce the level of risk                       | <ul style="list-style-type: none"> <li>• Ensure that an adequate escape path exists in the event of fire.</li> <li>• Ensure that only standard, commercially available equipment is used and that the equipment is in good condition without damaged casings, cables or connectors.</li> <li>• Ensure that equipment is positioned so as not to obstruct passage ways or exits and that the cabling can not be tripped over.</li> <li>• Ensure that appropriate seating is available for those using IT equipment.</li> <li>• Ensure that regular eye-tests are conducted and appropriate glasses/lenses worn if necessary.</li> <li>• Ensure that contact details for the emergency services are to hand and that a reliable phone connection is available.</li> <li>• Ensure that filing cabinets can not tip over when drawers are opened.</li> <li>• Ensure passages and access ways are kept free of stored material.</li> </ul> |
| Training pre-requisites  | None.   |
| Level of risk remaining  | Low is measures are adhered to.   |
| Emergency action   | Notify Emergency Services   |
| References (if any)  |   |
| Signature of Assessor:   | Colin Becker  |
| Date:  | 12 June 2006  |

# Inland Waterways Association of Ireland

## Risk Assessment Form

|  |  |
|--|--|
| Name & Position of Assessor:   | Colin Becker<br>Project/Development Officer  |
| Activity Being Assessed:   | Boat Rallies   |
| Location   | Various  |
| Known or expected hazards associated with this activity                | <ul style="list-style-type: none"> <li>• Fire</li> <li>• Crew falling overboard</li> <li>• Bruising/Crushing from on-board falls in heavy weather</li> <li>• Accidents during berthing such as crushing of limbs</li> <li>• Burns arising from bonfires and barbecues</li> <li>• Collisions</li> <li>• Groundings</li> <li>• Usage of electrical equipment</li> </ul>  |
| The risk of injury and its severity likely to arise from these hazards | Potentially severe or fatal in extreme cases.  |
| Who is at risk   | Rally Participants and others  |
| Measures to be taken to reduce the level of risk                       | <ul style="list-style-type: none"> <li>• Appoint a safety officer for the duration of the rally</li> <li>• Appoint a berthing master for the duration of the rally.</li> <li>• Ensure that a trained first-aider equipped with a good first aid kit is available at all times.</li> <li>• Ensure that other vessels in a harbour can be moved quickly in the event a fire breaks out on board a vessel.</li> <li>• Ensure that a number of suitable fire-extinguishers are available at strategic points around the harbour for use in an emergency</li> <li>• Ensure that all crew wear PFDs at all times when on deck and that children wear PFDs at all times when on land near the water.</li> <li>• Ensure that children are supervised at all times</li> <li>• Ensure that children do not get too close to bonfires and barbecues.</li> <li>• Site bonfires and barbecues carefully, away from flammable material, taking into account the wind direction and possible changes.</li> <li>• Ensure that all vessels have a reliable form of communication on board (VHF Radio, Mobile Phone)</li> <li>• Ensure that all boats carry a first aid kit.</li> <li>• For larger rallies, ensure that the emergency</li> </ul> |

|                         |   |
|-------------------------|---|
|                         | <p>services are aware of what is taking place and that (as far as possible) they can access the locations.</p> <ul style="list-style-type: none"> <li>• All vessels to carry an up to date chart.</li> <li>• All vessels to remain on the marked navigation unless a clear briefing has been given for passage off the navigation.</li> </ul> |
| Training pre-requisites | None.   |
| Level of risk remaining | Low if above measures are adhered to.   |
| Emergency action        | <p>Notify Emergency Services<br/> Follow man-overboard drill if needed<br/> Carry out first-aid/CPR as required.</p>  |
| References (if any)     | IWAI Code of Conduct for boat owners and users.   |
| Signature of Assessor:  | Colin Becker  |
| Date:                   | 12 June 2006  |