



Royal Cork Yacht Club

Safety Statement

March 2026

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SECTION 1: INTRODUCTION

This document is the official safety statement of Royal Cork Yacht Club (hereinafter referred to as the Club). It is complimentary to, and in addition to, the Club's constitution documented in the Memorandum and articles of Association. As such it must be read, understood, and adhered to by all Club members, staff and volunteers.

All content herein, exists independently of Irish Sailing's Training Course Management System which the Club (as a recognised Irish Sailing Training Centre) administers and adheres to in the delivery of such accredited courses.

The primary purpose of the statement is to safeguard Club members, staff and all those involved with and affected by the Club's activities. The content herein applies to all facilities under Club's control including the Central, Eastern and Western Marina Sites.

Individual members are in the best position to ensure their own safety by exercising care, using common sense, and following safety rules contained within this document.

This document is to be read in conjunction with the following policies, statements, charters and procedures as displayed on the Club's website:

- Garda Vetting Policy
- Royal Cork Code of Conduct
- Irish Sailing Codes of Conduct Policy
- Irish Sailing Code of Ethics and Good Practice
- Irish Sailing Disability and Inclusion Policy
- Irish Sailing Instructor and Coach Charter
- Irish Sailing Safeguarding Policy
- Irish Sailing Safeguarding Training Plan
- Royal Cork Anti Bullying Policy
- Royal Cork Concussion Protocol
- Royal Cork Disciplinary, Complaints and Appeals Procedures
- Royal Cork Photography and Images Policy
- Royal Cork Physical Contact Policy
- Royal Cork Recruitment Policy
- Royal Cork Social Media Policy
- Royal Cork WhatsApp Guidance Policy
- Royal Cork Safeguarding Statement

Additionally, all members, staff and volunteers are to familiarise with the following information:

- TUSLA Child Protection and Welfare Report Form
- Code of Practice for the Safe Operation of Recreational Craft
- Royal Cork Marina Berth Licence & rules
- Port Of Cork Guidance Notes for Leisure Craft

SECTION 2: SAFETY POLICY

It is the policy of the Royal Cork Yacht Club to provide a safe working environment for its employees. This Safety Statement and associated risk assessments has been prepared to comply with section 19 (Hazard identification and risk assessment) and section 20 (Safety Statement) of the Safety, Health and Welfare at Work Act 2005.

The Club also recognises its duties to its members, visitors, suppliers, contractors and to members of the public. The Club is committed to the provision of a safe and healthy environment, ensuring, so far as is reasonably practicable, the health, safety and welfare of its members, guests, and users of its facilities.

The Club adheres to Irish Sailing (IS) best practice, ensuring that Club policies and safety procedures are laid out in compliance with Irish Sailing's code of Ethics and Good Practice. Such policies and safety procedures will be revised and updated as and when circumstances change.

It is the intention of the Club to achieve excellence in Safety. In pursuit of this objective, the Club aims to surpass minimum regulatory requirements.

The Club recognise that safe working brings positive benefits by encouraging an environment which provides a high and an efficient level of service to our members and visitors.

The Club will provide the resources to ensure that all humanitarian, moral and legal obligations relating to safety are fully met.

The Club will foster a positive safety culture and will encourage positive commitment to safe work practices.

The Executive Committee has the greatest responsibility for ensuring that arrangements for maintaining Safety, Health and Welfare in the workplace are adequate and are fully committed to delivering on this responsibility.

Signed.....

Date 26.3.26.....

Denis Byrne

Admiral

Signed.....

Date 26.3.26.....

Gavin Deane

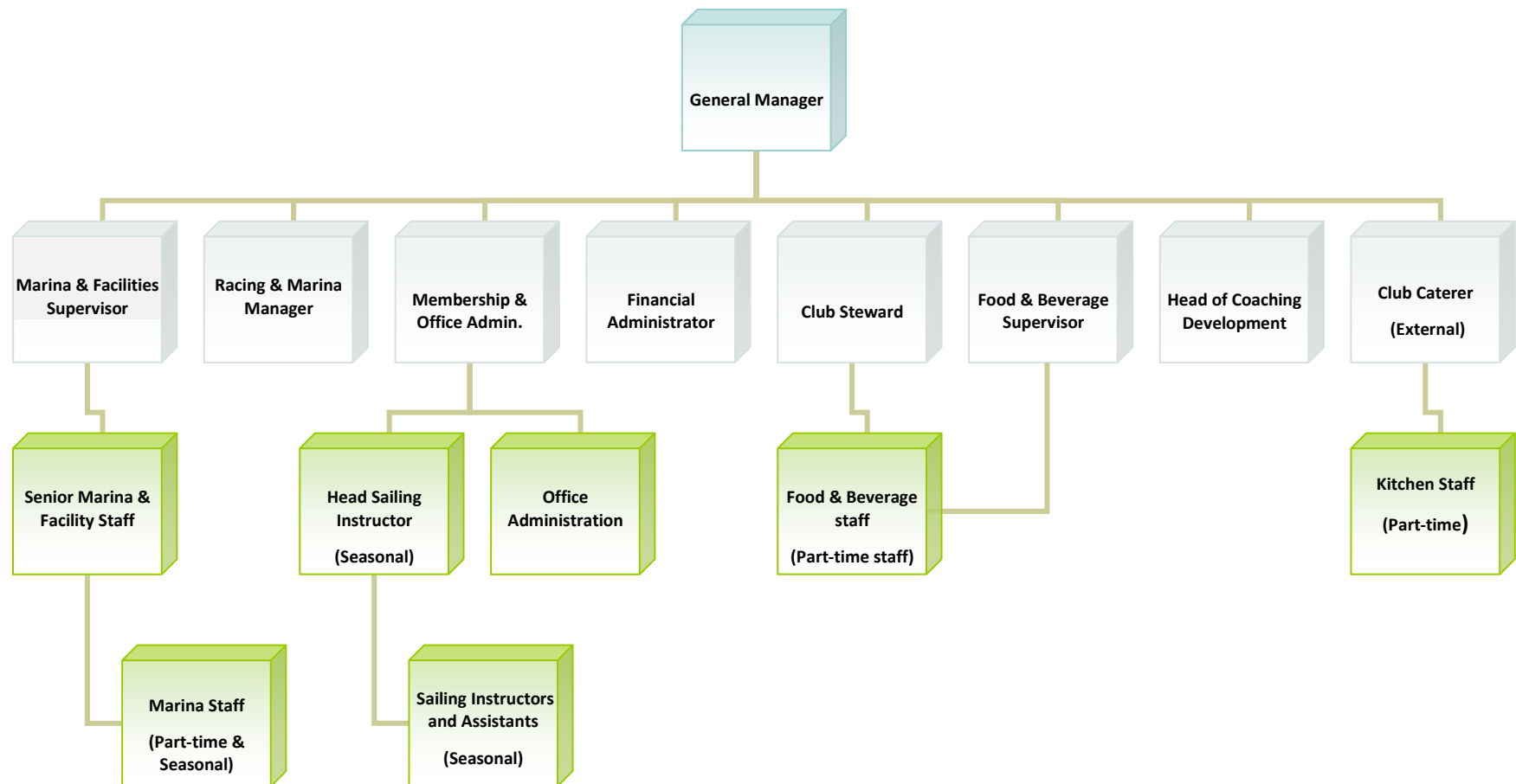
General Manager

SECTION 3: MISSION OF THE CLUB

The Royal Cork Yacht Club is based in Crosshaven, Cork, Ireland and is the world's oldest yacht club founded in 1720.

The Royal Cork Yacht Club's goal is to promote and facilitate the sport of amateur sailing and motorboating by enabling members to pursue their interest. This is done by facilitating the opportunity to learn and improve sailing skills through several courses and events run annually.

SECTION 4: ORGANISATIONAL STRUCTURE



SECTION 5: ROLES & RESPONSIBILITIES

The following are the duties and responsibilities of club members, officers, committee members and staff.

The Club is led by Executive Committee, with operational management delegated to a team of management and staff. The roles are shown in the tables below.

5.1 Admiral & Executive Committee

Role	Title	Responsibility
Executive Committee	Admiral	Chair of the Executive Committee. Company Director.
Executive Committee	Vice Admiral	Supplements the Admiral and represents the Admiral when required. Company Director.
Executive Committee	Rear Admiral Dinghies	Chairperson of the Dinghy Committee. Company Director.
Executive Committee	Rear Admiral Cruisers	Chairperson of the Cruisers Committee. Company Director.
Executive Committee	Rear Admiral Keelboats	Chairperson of the Keelboat Committee. Company Director.
Executive Committee	Treasurer/Secretary	Chairperson of the Finance Committee & Company secretary. Company Director.
Executive Committee	Chair - Membership & Events	Chairperson of the Membership & Events Committee. Company Director.
Executive Committee	Chair - Marina & Facilities	Chairperson of the Marina & Facilities Committee. Company Director.

Table 1. Executive Committee

5.2 Staff

Role	Title	Responsibility
General Manager	Operations Management	Responsible for overall Club operations, including safety, compliance, staffing, training, equipment and finance.
Racing & Marina	Racing & Marina Manager	Responsible for managing the resources for Club racing and managing the Marina berths.
Administrator	Membership & Office Admin	Responsible for managing the membership and office administration.
Administrator	Financial Administrator	Responsible for managing the financial administration.
Administrator	Office Admin	Responsible for general office administration.
Marina & Facilities	Marina & Facilities Supervisor	Responsible for managing all maintenance of the site and marinas.
Supervisor	Events & Catering Supervisor	Responsible for Food service, assisting with the beverage service and dealing with social event bookings.
Club Steward	Club Steward	Responsible for the Food & Beverage operations in the Club.
Team Lead / Marina & Facilities	Head of Coaching Development / Senior Marina & Facilities Staff	Responsible for overseeing all training for junior members in the Club. Responsible for carrying out maintenance and tending to the various Marina & Facility member services.

Table 2. Club Management and Staff

5.3 Sailing Related Roles

Role	Responsibility
Principal Race Officer	The Principal Race Officer (for a series or event) or Race Officer is responsible for the management of racing activities organised by the Club for a particular race or day. They are the ultimate decision makers relating to the conduct of racing on the day.
Instructors	Instructors are employed by the Club through the General Manager to teach on the Junior Sailing Courses. Under the management of the Senior Instructor, they are responsible for: • The safety of all participants. • The safe condition and use of equipment provided. • Maintaining acceptable levels of behaviour. • Supervising the security/issue/return of vessels and equipment.
Children's Officer	To promote awareness of the code within the organisation, among young members and their parents/guardians. To influence policy and practice within the club in order to prioritise children's needs Establish contact with the ISA National Children's Officer. To ensure that children know how to make concerns known to appropriate adults or agencies. To encourage the appropriate involvement of parents/guardians in the club activities To act as an advisory resource on best practice in children's sport To report regularly to the club Committee where this exists. (non-exhaustive list - refer to current ISA policy and Code of Ethics & Good Practice)

Table 3. Sailing Related Roles

5.4 Admiral & Executive Committee - General Duties

The business and affairs of the Club are under the direction of the Executive Committee in accordance with the articles of Association and Rules of the Club. The Admiral is an officer of the Club and Chairman of the Committee.

- The Admiral and Executive Committee are responsible for:
- The implementation of the Safety Statement and pursuing the objectives of the Club in respect of health and safety.
- Ensuring that all activities under the control of the Committee are carried out in accordance with the Safety Statement.
- Monitoring the effectiveness of the management of health and safety of the Club's various activities and its premises.
- Ensuring a high standard of health and safety is maintained on the Club premises, and in all activities conducted within its jurisdiction.
- Ensuring that a system is in place for reporting and investigating all accidents, incidents and near misses.
- Ensuring all sailing activities are organised in accordance with the Racing Rules of Sailing, Club rules and appropriate Irish Sailing guidance.

5.5 General Manager

The General Manager, Gavin Deane, shall be the person who has overall responsibility for the management of safety in all aspects of the day-to-day operations of the Club.

The responsibilities of the General Manager are:

- Ensure compliance with national and local health and safety regulations, Codes of Practice and guidelines.
- Carry out regular reviews and updates of the Club Safety Statement.
- Ensure arrangements are in place for fire and medical emergencies.
- Investigate accidents, incidents and near misses.
- The effective implementation of the training course safety management system and safe conduct of coaching activities within the Club.
- Ensure all Club boats and equipment are suitable, properly maintained and meet safety standards.
- Ensure staff are provided with appropriate Personal Protective Equipment (PPE) including Personal Flotation Devices (PFDs).
- Ensure that Club staff are suitably trained in relation to the operation of Club equipment, Club policies and competent for their roles.
- Maintaining the Club in good order and ensuring good environmental practice in relation to waste disposal and fuel handling.

5.6 Members

All members are obliged to read this Safety Statement and associated documents and to ensure the following:

- Have regard for all Club health and safety policy and rules.
- Comply with all Club notices relating to safety that may be in place from time to time.
- When engaged in Club activities, co-operate with the Committee in the application of relevant safety legislation, statutory instrument regulations and codes of practice.
- Not intentionally interfere with or misuse any equipment, appliance or information provided in compliance with the legislation for security, health, safety or welfare.
- Use equipment supplied by the Club which contributes to their own safety, health and welfare.
- Report any observed unsafe practice or defects in the Club facility or equipment to Club management.
- Be familiar with and comply with the Club's Code of Conduct.
- Make guests, visitors and third parties aware of the Club's safety rules.
- Make themselves aware of the emergency equipment and procedures of the Club.
- Report any safety incidents.

5.7 Staff - General Duties

All employees have legal responsibility to protect themselves, their co-workers, and others in the workplace. The key duties are outlined as follows:

- Employees must not put themselves or others at risk through their actions or negligence.
- They should follow safety procedures and use equipment correctly.
- Follow safety instructions, policies and procedures set by the Club.
- Participate in training sessions and safety drills.
- Correctly use of tools, machinery and personal protective equipment.
- Report deficiencies or unsafe equipment.
- Report any workplace hazards, near misses or accidents to management. In accordance with the Protected Disclosures (Amendment) Act 2022 and Section 27 of the 2005 Safety Health and Welfare at Work Act, the Club supports a culture of openness and will protect staff or members from penalisation if they report a health and safety concern.
- Participate in safety investigations when required.
- Do not interfere with, damage or misuse safety equipment.
- Employees must not be under the influence of drugs or alcohol.

SECTION 6: SAFE WORKING ARRANGEMENTS

6.1 Document Control & Circulation

The Safety Statement is made available to all employees and Club members. Others may also require access to the Safety Statement e.g. contractors.

When making changes to the Safety Statement, the revision number and date of revision will be recorded on the first page of this document.

The Safety Statement will be brought to the attention of all new employees and members and to existing employees at least annually and following any amendments. It will also be brought to the attention of non-employees and non-members who may be exposed to specific risks in the workplace (e.g. contractors).

6.2 Resources

The Management and Executive Committee of the Club, recognise that for effective implementation of the safety procedures and policies in this Safety Statement, adequate resources and funding must be made available.

The Management undertake to ensure that:

- Adequate numbers of suitably trained and/or experienced personnel are available to undertake all work activities.
- They will provide resources for the provision of information and training of all staff in Health and Safety.

6.3 Monitoring & Revision

The management and executive committee will ensure that Safety performance is measured by the following methods:

- Reviewing accidents and accident investigations and providing resources to correct such exposures to health and safety hazards.
- Measuring progress with plans and objectives.
- Reviewing the Safety Statement annually or when significant workplace changes take place.

6.4 Training & Induction

The Club is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with health and safety legislative requirements. Employees will receive specific instruction and training/experience relating to their job e.g. manual handling training. Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety Health & Welfare at Work Act 2005.

All staff of the Club, whether employed on a full-time or a temporary basis including sub-contractors or self-employed, will receive induction training which includes the following:

- The location of the Safety Statement: The relevant parts of this document, including risk assessments, must be read and understood by all employees.

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- A tour of the premises.
 - Fire and emergency procedures, and location of exits.
 - First-aid and accident reporting procedure.
 - Instruction on the hazards of the workplace and the preventative measures in place.
 - Details of the consultation procedures for safety, health and welfare.
 - Any other relevant health and safety information.
 - Manual handling training (where relevant to role).

Additional job specific training will be commenced at the start of each employment and will be conducted on a task-by-task basis.

Training will be adapted to take account of new or changed risks to health and safety, and refresher training will be provided as appropriate.

6.5 Safety Consultation

The Club is committed to meeting its obligations under *Section 26 of the Safety, Health and Welfare at Work Act 2005* on consultation. The Club is committed to a policy of co-operation and consultation between management and staff and will take account of any representations made by staff and members. A weekly consultation meeting is held with staff where safety is included on the agenda.

The Club recognises its duty under Section 21 of the Safety, Health and Welfare at Work Act 2005 to cooperate with other employers operating on the premises, including subtenants and contracted service providers. The Club will ensure that all relevant safety information is shared and that coordination takes place regarding risk assessments, emergency procedures, and site-specific safety rules. Subtenants and contractors are expected to engage in this cooperative process and to comply with all applicable safety requirements while on site. Regular communication and joint reviews will be undertaken to maintain a safe working environment for all parties.

6.6 Accident, Incident and Dangerous Occurrence Reporting and Investigation

All accidents or incidents, however slight, must be immediately reported to the relevant manager or supervisor.

An accident report form (available on the Club's online site) is completed by the supervisor / manager in conjunction with the person who had the accident. Management will review all accident report forms. The information garnered from these reports will be used to identify potential issues and to formulate controls that can assist in preventing future occurrences. An investigation must be undertaken promptly whilst witness recollections are fresh. An accident investigation will not be used to fix blame, rather it is used to find the underlying cause and enables remedial action to be taken. However, in circumstances of wilful negligence, disciplinary procedures may be instigated.

An investigation should focus on:

- What happened?
- When it happened?
- Who was involved?

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- How it happened?
 - Where it happened?
 - Why it happened?

Management may also carry out an accident investigation. In some circumstances the insurers may also carry out a more formal accident investigation. Management will report relevant accidents and dangerous occurrences to the HSA as per the requirements specified in S.I. No. 370/2016.

The HSA must be notified if an accident involves an employee, and they are subsequently absent from work due to injury for three consecutive days not including the day of the accident. The report can be made on an IR1 form or the HSA online accident reporting system (<https://webapps.hsa.ie/>) and must be submitted within ten working days of the accident.

Where an accident occurs involving a non-employee and involves medical treatment, a report must be submitted to the HSA using an IR 1 form or on the online accident reporting system.

If a person is fatally injured, the gardai and H.S.A must be notified by phone immediately. Confirmation on the relevant form must follow within five working days.

The HSA must be notified of a Dangerous Occurrence via their online reporting form.

A record of all accidents and incidents must be maintained. A record of all notifications to the HSA must be maintained for 10 years from the date of notification.

Guidance for Accident and Dangerous Occurrence reporting can be found within the HSA's publication 'Guidance on the Safety Health and Welfare at Work ([Reporting of Accidents and Dangerous Occurrences Regulations 2016](#))'.

6.7 Welfare Facilities

Management shall ensure that adequate welfare facilities are provided for all personnel and maintained in good order. Welfare facilities provided on site include toilets, canteen facilities and a locker room.

The Club promotes equality of treatment, inclusion, and dignity in accordance with the Employment Equality Acts and Equal Status Acts. Welfare facilities will cater to the needs of all employees.

6.8 Personal Protective Equipment (PPE)

Section 8 of the Safety Health and Welfare at Work Act 2005 places a duty on employers to supply PPE where risks cannot be eliminated or adequately controlled. Employers are required to determine the conditions of use of PPE, in particular, assess *the adequacy of PPE selected*.

The Club provide appropriate personal protective equipment (PPE) and clothing to their employees as required following a *risk assessment* and replace it as required. Personal Protective Equipment is maintained and replaced appropriately. Employees inform their manager or supervisor if PPE replacement is required.

The Club will provide information, training and instruction for all PPE provided for use by an employee. The employer is also obliged to ensure that there is adequate supervision provided and that employees:

- Make proper use of the PPE provided.
- Use PPE in accordance with instruction and training provided.

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- PPE is stored correctly after use.

Contractors are required to provide their own personal protective equipment and clothing as required.

Appropriate storage facilities for PPE are provided. Lost, damaged or malfunctioning PPE must be reported to management who will ensure replacement of the relevant item(s).

The following items of PPE will be issued to staff where appropriate. This list is not exhaustive:

- Adequate gloves for the task
- Eye protection
- Personal flotation devices (PFD's)
- Safety footwear
- Hi-vis vest
- Ear defenders

Other items of PPE will be supplied as required.

6.9 Pregnant Employees

The Club adheres to the provisions of the Safety, Health and Welfare at Work (General Application) Regulations 2007: Protection of Pregnant, Post Natal and Breastfeeding Employees. These Regulations apply to employees that are pregnant, a post-natal employee (gave birth not more than 14 weeks preceding a material date) or are breast-feeding (within the first 26 weeks after birth).

On receiving notification that an employee is pregnant, the Club must assess the specific risks to that employee and take action to ensure that they are not exposed to anything in the workplace that will damage either their safety or health or that of the developing child.

If no suitable alternative 'risk-free' work can be found for a pregnant employee, health and safety leave will be granted in accordance with Section 18 of the Maternity Protection Act 1994.

6.10 Contractors & Visitors

The Club ensure, as far as is reasonably practicable, the safety of contractors and visitors while on site.

While on the premises, visitors and contractors are to obey all safety rules.

All contractors carrying out work for the Club are subject to strict safety vetting before work commences.

Contractors shall:

- Provide their Safety Statement and any relevant Risk Assessments and/or Method Statements (RAMS) in advance of work commencing.
- Provide the Club in advance with a copy of their insurance details.
- Be prevented from carrying out work until the Club have checked and are satisfied with their employer's and public liability insurance policies.
- Coordinate the timing of any work with the Club.

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- Liaise with a member of Club management to review any proposed Risk Assessment and Method Statement or Safe Plan of Action to discuss and agree the safety precautions deemed necessary by either party.
 - Take all due care of their own safety, the safety of their employees and all others affected by their work.
 - Not use any equipment belonging to the Club.
 - Ensure that scaffolding and other access equipment used by contractors/sub-contractors is erected and maintained in accordance with current standards and regulations.
 - Comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the Club.
 - Provide all necessary instruction, training and information on health and safety matters to their employees.
 - Provide competent workers and competent and adequate supervision of their employees and activities.
 - Provide all necessary safety equipment and clothing for their employees.
 - Ensure that all plant and equipment brought onto the Club site is safe and in good working order.
 - Ensure that all accidents and dangerous occurrences are reported to the management of the Club.
 - Ensure that hazardous substances are not brought onto the premises without prior notice and permission and relevant Safety Data Sheets (SDS's) are provided for all hazardous chemicals.
 - Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
 - Ensure, on completion of work, that all hazardous substances and waste materials are removed from the Club premises.
 - Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto the Club's premises without prior notice or permission.
 - Ensure if carrying out work there is appropriate segregation from other Club members, staff, visitors and guests so as to ensure the safety of all concerned.
 - That work equipment and areas are suitably barriered, secured and signposted at all times.

For any work involving construction activity, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2013-2019 must be adhered to. These Regulations specify requirements for Clients, Designers, Contractors and Project Supervisors (Design Process and Construction).

Where work may involve asbestos or asbestos-containing materials, the Club will ensure that only licensed contractors undertake such work in accordance with the Safety, Health and Welfare at Work (Exposure to Asbestos) (Amendment) Regulations 2025.

6.11 Gas Safety

The buildings are heated using gas boilers. The Club acknowledges its legal duties in relation to gas installations and adheres to relevant codes of practice issued by relevant authorities.

All gas equipment will be installed, maintained, constructed, protected and used in a manner that minimises danger to life. All gas equipment will be inspected in accordance with the rules laid down by the Commission for Utilities Regulation.

Only registered gas installers (RGI) can conduct work on gas systems.

Action in the event of a gas leak

If you smell gas:

- Do not use any naked lights.
- Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas).
- Check, whether gas is coming from a pilot or burner.
 - a. If so, turn the burner off.
 - b. If not, contact the management who will arrange to have the supply turned off.
- Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build-up of gas has dissipated.
- Report the leak immediately to Management.
- Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.

6.12 Smoking

The Club complies with the Public Health (Tobacco Products and Nicotine Inhaling Products) Acts 2002–2024. In compliance with these Acts, smoking, vaping, or use of heated tobacco products is prohibited indoors.

All cigarette butts are to be disposed of in the designated receptacles.

6.13 Electrical Safety

The Club acknowledges its legal duties in relation to electrical installations and conforms with relevant codes of practice issued by relevant authorities including Safe Electric.

All electrical installations will be installed, maintained, constructed, protected and used in a manner that minimises danger to life.

All electrical equipment will be inspected in accordance with Safe Electric requirements. Only Safe Electric registered contractors are permitted to conduct work on electrical installations including portable electrical appliances.

6.14 Stress

The Club will adhere to all relevant provisions of the Safety, Health and Welfare at Work Act 2005, which requires employers under Section 8(2)(b) to identify hazards and safeguard against all risks to employees' safety, health, and welfare, including those arising from work-related stress. Workplace stress can occur when the demands of the job or working environment exceed a person's capacity to cope.

In line with current HSA guidance, the Club will identify and assess psychosocial hazards including work-related stress, harassment, aggression, and fatigue as part of its hazard identification and risk assessment process. This will be undertaken in accordance with the HSA's 2022 guidance, "Work-Related Stress – A Guide for Employers".

6.15 Manual Handling

The Club abides by its duties as outlined under Chapter 4 of the 2007 General Application Regulations (as amended) and will follow the principles outlined as follows:

- Where manual handling involves a risk of injury, the Club will take measures to avoid the need for such handling where practicable.
- Where this is not avoidable, mechanical devices and/or other methods will be employed to reduce the level of risk presented by the manual handling activity.
- Risk Assessment will be used to review manual handling operations at workstations, and if necessary, additional controls will be identified and implemented to reduce the risks of manual handling operations.
- Adequate training will be provided for all persons involved in manual handling operations.

6.16 Personal Flotation Devices Parents Responsibilities

Personal flotation devices (PFD's) must be the right type for the activity and should be worn by all persons on the water and whilst on the marinas. PFDs are supplied in a variety of types but must include a CE mark and designation which allows the user to affirmatively identify its type. PFD buoyancy is measured in newtons, the higher the number, the more buoyancy the PFD will have. It is important that the user chooses the right category of PFD as per the information presented in Appendix 1.

In addition to wearing a PFD whilst on the water and whilst working on the marinas, the Club strongly recommends that all members should be able to swim. All sail training course participants have their water confidence and swimming ability assessed as per Irish Sailing guidelines.

6.17 Parent Responsibilities

Parents are responsible for preparing their children for sailing activities which includes the appropriate attire and appropriate PFD. Any long hair must be tied back and secured and there must be no loose laces or other loose materials.

6.18 Young Workers

Young workers are defined as being less than eighteen years of age. Any person under the age of sixteen is defined as a child. Provisions relating to young workers are set out in the Protection of Young Persons (Employment) Act 1996 and Chapter 1 of Part 6 (Protection of Children and Young

Persons) of the 2007 General Application Regulations (as amended). Young workers are considered to pose additional risks due to their lack of experience, training and knowledge.

The Club comply with requirements of the above Act and associated regulations and ensure that persons aged 16 to 18 years of age in the employment of the Club are subject to the following restrictions:

- (a) A maximum working day of 8 hours.
- (b) A maximum working week of 40 hours.
- (c) No night work between 10.00 pm and 06.00 am
- (d) A 12-hour rest period in every consecutive 24 hours.
- (e) Two days' rest, consecutively, if possible, every seven days.
- (f) Thirty minutes rest period after 4.5 hours of work.

Prior to employment, young persons shall be interviewed to determine their experience, risk awareness and level of maturity. During induction, a risk assessment shall be completed determining the tasks which outdoor young staff shall be permitted to perform. Competency will be continuously considered, and the list of permitted tasks will be reviewed including if any changes are made to the workplace which could affect the safety or health of a young person.

6.19 Driving for Work & Traffic Management

The Club is committed to providing a safe work vehicle(s) and fostering a culture of safe driving with the aim of minimising road related incidents and in meeting its legal obligations under the main legislation governing road safety law in Ireland, including:

- The Road Traffic Acts 1961-2024.
- Safety, Health and Welfare at Work Act 2005.
- Safety, Health and Welfare at Work (General Application) Regulations 2007.

It is a requirement upon Club to ensure that all relevant employees are competent to drive, and as such, driver's licenses will be checked for all new employees who drive Club vehicle(s).

Drivers are reminded of their individual responsibility for their driving behaviour and must assess their own fitness to drive. They should never drink and drive, drive when tired, or drive under the influence of drugs (either prescribed or over the counter).

The Club expects all staff to comply with traffic legislation, be conscious of road safety and demonstrate a commitment to safe driving and conduct themselves in a safe manner while undertaking work related driving whilst driving a Club vehicle or private vehicle.

All vehicles on Club premises are to be driven at a speed not exceeding 10kph with headlights switched on. Hazard lights are to be switched on when reversing.

Parking within the Club is restricted to members only. Persons who park unauthorised will be asked to leave.

Vehicle access and egress points are essential in the event of an emergency and must not be obstructed. Owners must park their boat trailers in the allocated positions provided. Boat trailers must not be stored in the boat yard unless the Club gives permission.

6.20 Club Organised Water Activities

A risk assessment must be conducted by appropriate personnel for all Club organised activities which take place on the water. The risk assessment must be conducted prior to the activity, and the outcome must be satisfactory in relation to the specified task.

The Port of Cork must be contacted and informed of any water-based activities that are planned to traverse any shipping routes.

6.21 Sailing Competency

All members operating vessels must be familiar with the International Regulations for Preventing Collisions at Sea (COLREGS) and must have familiarity with the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) Buoyage system for IALA region A.

All members must be aware of the statutory provisions affecting them whilst on the water. In particular, the legal duty to assist another vessel in distress.

All vessel owners must read and understand the contents of the Code of Practice for the Safe Operation of Recreational Craft.

It is the responsibility of the person in charge of each vessel as to whether to launch and subsequently whether to remain on the water.

Members must make themselves aware of the local prevailing weather conditions and other local customs within the harbour.

All vessel owners are encouraged to attend a coastal skipper course, sea survival, VHF and yacht safety awareness course.

All skippers and persons in charge of a vessel must review their crew training obligations in the context of Irish Sailing rules, regulations and procedures.

It is encouraged that at least one member of the crew is competent in first aid.

6.22 Vessel Seaworthiness & Insurance

The Marina staff will ensure that Club vessels, including race committee vessels, ferries and RIBs are seaworthy and safe to operate. It is the responsibility of vessel owners to ensure that their own vessel is adequately maintained and seaworthy.

It is mandatory that all owners of vessels utilising the Marina and partaking in Club activities have Third Part Liability Insurance with minimum cover of €3,000,000.

6.23 Fuel Storage & Refuelling

The Club has purpose-built diesel and petrol dispensing systems for refuelling of Club, member and visitor vessels which is located as shown in appendix 2.

All fuel deliveries and maintenance on fuel systems will be conducted by competent contractors.

There are maintenance contracts in place with specialist providers for the Club diesel and petrol fuel systems.

Refuelling must not be conducted near sources of ignition and must occur in open well-ventilated areas. Fuel spills must be notified to Marina staff immediately.

Access to fuels is generally restricted to adults and any person under the age of eighteen must be risk assessed prior to being permitted to carry out refuelling within the grounds of the Club. Refuelling locations are locked and under the control of Club Management.

Fuels must be stored in the suitably designed storage containers and within the appropriate designated areas. All containers and drums must be clearly labelled.

6.24 Working at Height

Working at height should be avoided, but, if necessary, requires a safe plan of action to be completed prior to any work at height. Suitable equipment will be provided where necessary.

SECTION 7: EMERGENCY RESPONSE

7.1 Fire

Section 18(2) of the Fire Services Acts, 1981 and 2003 generally applies to all premises. This section of the Act places a duty on persons having control over premises to:

- take all reasonable measures to guard against the outbreak of fire,
- provide reasonable fire safety measures,
- prepare and provide appropriate fire safety procedures,
- ensure that the fire safety measures and procedures are applied at all times, and
- ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire whether such outbreak has occurred or not.

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of any building. Appropriate fire detection systems and protection systems will be installed including:

- emergency exit routes.
- fire extinguishers and fire blanket, regularly inspected and maintained.
- emergency exit signs.
- emergency lighting.

The Club management shall liaise with the local Fire Service to facilitate their familiarity with the layout and operation of the Club.

All flammable substances will be stored appropriately, and housekeeping will be continually reviewed to ensure that the fire load is kept as low as possible.

In addition, evacuation drills take place at twice a year or more often if required. After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary.

The keeping of fire safety records is an important element of the proper fire safety management of a premises. A Fire Safety Register has been produced and will be maintained to assist in the keeping of records for specific items. The minimum record retention period of 10 years for fire drills, training, and maintenance checks.

All employees will be trained as part of their induction in the general fire precautions necessary to prevent a fire and in the immediate actions necessary should a fire break out.

All employees and members must be familiar with:

- The layout of the premises.
- The location and operation of emergency exits.
- The location and operation of extinguishers, hose reels and break glass units.
- The correct action to be taken on discovering a fire.
- Action to be taken on hearing the fire alarm.

The following rules must be followed:

- Never block an escape route or tamper with a fire extinguisher.
- Never prop a fire door in an open position.
- Ashtrays are to be emptied in metal bins with hinged covers, never into a refuse sack.
- No smoking or naked lights where smoking is forbidden.
- Faults in electrical systems, gas systems, and fire alarm systems to be reported to management immediately.
- Smouldering material to be extinguished before disposal.
- Refuse or wrapping to be disposed of only in the designated waste storage areas.
- Work involving fire hazards are only to be conducted under the management's permission.
- Never smoke in the vicinity of gas cylinders, petrol, or other flammable substances.
- Never direct water at any electrical installation, machinery or wiring.

Discovering a fire and actions to be taken

- Early discovery and action are important when dealing with a fire situation.
- On discovering a fire, immediately raise the alarm on the nearest break glass unit.
- Open the nearest available exit in your area and direct people to this exit.
- Evacuate the facility immediately. Do not take anything with you.
- Make sure that all areas (i.e., toilets, offices, rooms, training rooms, storerooms) are searched for remaining people. If safe to do so, close all doors and windows behind you.
- Once evacuated, no person should be allowed back into any building under any circumstances.
- Move all persons to the fire assembly point and remain there until a full headcount has been conducted. Use the daily attendance sheet and visitor book to conduct the roll call.
- Call the Fire Service by dialling 999/112 and asking the Operator for the Fire Service and confirming your location. The caller will be put through to the Fire Service who will ask a series of questions based on the emergency. Keep your phone switched on and monitor for any follow up calls from the emergency services.
- If any personnel are discovered missing or are injured, they will need assistance to bring them to safety. A staff member should only re-enter the building under these circumstances if they are not placing themselves in danger.
- You should only tackle the fire if you know what you are doing and if you are not placing your own life in danger. Fire extinguishers and firefighting equipment are provided for this purpose.
- Do not go home, wait until an official headcount has been conducted and permission has been granted to leave.

Fuel Fires

- Any person who discovers a fuel fire shall activate the nearest alarm (if in the vicinity) and shall call the 112/999 and ask for the Fire Service. Warn nearby persons to evacuate immediately.

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- Staff are to take control of the situation until emergency services arrive. Ensure that marinas, vessels and the Club building are evacuated and that persons are routed to a safe area.
 - Stop any other fuelling operations immediately and close fuel isolation valves if it is safe to do so. Deploy fuel containment measures including booms if fuel has entered the water.
 - Staff are to ensure effective crowd control is maintained and that the Port of Cork and Coast Guard are informed of the situation. These authorities will enact measures to ensure vessels are routed away from the area.
 - Deploy fire extinguishers if it is safe to do so and move any flammable and/or combustible materials away from the area.
 - Prepare a headcount for all staff, members and visitors and be prepared to update the emergency services.
 - Once headcounts are complete, persons are free to exit the Club but not by vehicle. All access routes must be kept free for the emergency services. If the situation worsens, ensure that persons are evacuated from the property in an orderly manner.
 - Comply with the directions of the emergency services upon arrival and provide whatever assistance is required.
 - Once the emergency is over, provide relevant families with an update. An incident report is to be completed immediately.

7.2 First Aid

The Club fully accepts that while all practicable efforts will be made to prevent accidents, it is inevitable that personnel will be occasionally injured at work. Therefore, the Club will ensure that First Aid equipment is provided and that personnel are trained and certified in First Aid Response (FAR) as per the Pre-Hospital Emergency Care Council (PHECC) standard.

An assessment of the likelihood and severity of injury at work will be undertaken and First Aid provision will be consistent to cope with the level of risk identified.

All members must make themselves aware of the locations of first aid kits which are located as shown in appendix 2 and appendix 3.

7.3 Automatic External Defibrillators

The Club maintains three automated external defibrillators (AED) to prevent sudden cardiac death, which are located as shown in appendix 2 and appendix 3. First Aid Training incorporates training on the use of the AEDs. Refresher training is provided every two years.

7.4 Emergencies on the Water

If an emergency occurs during a Club organised event, the following actions will be implemented immediately:

- Anyone witnessing an incident of emergency on the water must not hesitate to immediately contact the emergency services. This can be done by dialling 112/999 and asking for the Coast Guard. Alternatively, the Coast Guard can be hailed on VHF Channel 16. Keep your mobile switched on and/or remain on VHF Channel 16 as the Coast Guard may require to reestablish contact for further information.

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- Once the Coast Guard has been alerted, immediately contact the Club and provide a situation report.
 - Club response vessels must maintain radio contact on VHF Channel 16 and be prepared to provide the Coast Guard with updated sitreps (situation reports). Local emergency communications with Club must be undertaken on an alternative working channel.
 - The Club will establish a shoreside emergency response coordination, ensuring unhindered access to the intended location of the shoreside point of safety/retrieval point. Crowd control is pertinent in this respect. Ensure the phones are monitored in anticipation of contact from concerned family members and media. There is no requirement to speak to the media, and these callers should be informed that phone lines need to be kept clear for emergency services communications. The Coast Guard will coordinate with other emergency responders including An Garda Síochána (AGS), The Royal National Lifeboat Institute (RNLI) and the National Ambulance Service (NAS).
 - The Activity Plan must be available and must clearly identify the number of participants including their names. This information will be required by the emergency services and will be used to conduct a headcount at the shoreside point of retrieval.
 - Once a casualty has been transferred to shore, they will be triaged by members of the National Ambulance Service. Once the emergency is over, provide relevant families with an update. An incident report is to be completed immediately as per 'Accident, Incident and Dangerous Occurrence Reporting and Investigation' described within this Safety Statement.

The Club will prepare comprehensive emergency response plans for regional and national sailing events. The emergency response plan will be appropriate to scale and nature of each event.

SECTION 8: HAZARD IDENTIFICATION AND CONTROL MEASURES

8.1 Hazard Inspections

In accordance with Section 19 Safety Health and Welfare at Work Act 2005, Risk Assessments have been completed for activities at the Club. All members, staff and volunteers must be aware of the Risk Assessments relevant to their activities. A Risk Assessment will be reviewed where:

- (a) There has been significant change in the matters to which it relates, or
- (b) There is another reason to believe that it is no longer valid, e.g. new legislation, following an accident/incident of near miss, introduction of a new process, etc.

Following the review, risk assessments will be amended as appropriate.

Staff carrying out risk assessments will have regard to Schedule 3 of Safety Health and Welfare at Work Act 2005, General Principles of Prevention.

8.2 Hazard Identification

The policy of the Club is to identify hazards and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of persons.

Risk refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below.

Risk Control measures are intended to reduce the risk to an acceptable level. Where practicable the Club commits itself to the elimination of hazards.

This approach will take into account normal good practice within the sailing and powerboating sector and the relevant guidelines which are available.

Following review, Risk Assessments will be amended as appropriate.

8.3 Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process.

The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. **Elimination:** Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
2. **Substitution:** If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.
3. **Engineering Solutions:** If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - Segregation of people from jetties using fencing

- Sensor switches on electric gates
 - Kill cords
4. **Administrative Solutions:** These are the management strategies, which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures. For example:
- Safe systems of work that reduce the risk to an acceptable level
 - Written procedures that are known and understood by those affected
 - Adequate supervision
 - Identification of training needs and provision of appropriate training
 - Information/instruction (signs, handouts)
5. **Personal Protective Equipment & Clothing:** PPE is the last resort on the hierarchy of control

8.4 Risk Assessment Methodology

In preparing the assessment on “Risk Level Factor” the following methodology has been used. This numerical representation is based upon the following empirical formula:

$$\text{Risk} = \text{Likelihood (LO)} \times \text{Severity/Consequence (SV)}$$

Table 3: Risk Matrix / Priority Table

Likelihood (overall score)	Consequence (overall score)				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost certain (5)	Medium (5)	Medium (10)	High (15)	High (20)	High (25)
Likely (4)	Low (4)	Medium (8)	Medium (12)	High (16)	High (20)
Possible (3)	Low (3)	Medium (6)	Medium (9)	Medium (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

HAZARD: a hazard is something with the potential to cause harm

SEVERITY/CONSEQUENCE: Is the potential outcome of an accident

LIKELIHOOD: Is the probability of the accident occurring

Table 4: Evaluation of Likelihood and Severity Table

	Likelihood	The probability of the risk occurring		Consequence	The degree of personal injury likely to occur in the event of an adverse event occurring
1	Rare	Would only occur in exceptional circumstances	1	Insignificant	Injury not requiring first aid.
2	Unlikely	Will probably not occur during the activity	2	Minor	Superficial injuries; minor cuts and bruises; nuisance and irritation; temporary discomfort; minor infection.
3	Possible	Could occur at least once during the activity	3	Moderate	Lacerations; burns; concussion; sprains; minor fractures; dermatitis (temporary); asthma (temporary).
4	Likely	Likely to occur during the activity	4	Major	Serious injury/illness requiring hospitalisation e.g. major fracture, major burn, severe poisoning etc.
5	Almost Certain	Almost certain to occur during the activity	5	Severe	Death, irreversible injury/illness, permanent or serious incapacity.

For Example:

Likelihood	=	Rare	=	1
Severity	=	Catastrophic	=	5
Risk Rating	=	1 x 5	=	5

Table 5: Action requirements

Assessment	Priority	Action
Low Risk 1-4	Non-urgent	Reduce risk to as low as reasonably practicable
Medium Risk 5-14	Action needed	Controls required as soon as practical Assessment recorded Controls documented
High Risk 15-25	Urgent action needed	Work prohibited/ceased Controls required immediately Assessment recorded Controls documented Work stoppage documented

8.5 Safe Plan of Action

A Safe Plan of Action is a procedure for executing tasks that considers the hazards involved and defines the control measures to mitigate identified hazards.

Not all tasks will have been considered in the following risk assessments, whereas other repeatable tasks may have been considered but contain variables that change the nature of hazards encountered or introduce altogether new hazards into the task.

The job hazard analysis, like all risk assessment, is to be conducted by all persons involved in the task. Completing the exercise collectively ensures that hazards and mitigation measures are more readily identified.

A Safe Plan of Action template is to be completed for repeat tasks that pose variable hazards or infrequent tasks which pose a higher degree of hazard and/or risk. Such tasks include but are not limited to:

- Handling chemicals
- Lone working
- Working at height
- Refuelling Ribs
- Launching and recovery using a vehicle
- Operating the ferry

8.6 Risk Assessments

8.6.1 Dinghies - Racing & Coaching

**On club organised events excluding racing.

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.1.1	Racing/coaching activities afloat	Head injuries, drowning	Sailors trained in capsized drills. Particular care to be taken by sailors using trapeze. Only be used by experienced sailors. Safety boat personnel ready to enter water if necessary. Recommendation that all sailors have water competency skills. Rescue boat on the water during all activities. Head count conducted before leaving shore and on return to shore. Sailing knife to be present on safety boat. Working VHF on rescue boats. First aid kit on each rescue boat. Each rescue boat equipped with bailer, throw line, anchor and paddle. Training in boat handling. Risk assessment to be completed by race officer/organiser. Race officer to be formally trained.	2	5	10

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.1.2	Afloat	Water temperature, hypothermia	Sailors should be warmly dressed for weather conditions preferably in wet or drysuits. Sailors should have spare warm clothes ashore. Rescue personnel should remove sailors from water at signs of weakness or if they have been in water for long duration. Take casualties ashore as soon as possible. Seek medical advice.	2	3	6
8.6.1.3	Afloat	Inclement Weather, tidal conditions, MOB, Fatality, injury	Check Met Eireann weather forecast. Lead Coach / sailing instructor / race officer completes documented risk assessment. Consider local weather knowledge / localised conditions which can cause difficult conditions in the area. Wear suitable clothing (Wetsuit recommended). Wear suitable buoyancy aids. Irish Sailing recommended ratio of rescue boats to sailors adhered to.	2	5	10
8.6.1.4	Afloat	Trips, Slips and Falls, injury	Correct footwear. Vessels to be adequately maintained. It is the responsibility of the vessel owner to ensure it is maintained in a seaworthy condition. Ensure sharp edges are not exposed.	2	4	8

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.1.5	Afloat	Raising and lowering sails: back strain, rope burns	Use of correct procedure appropriate to class of vessel. Ensure all gear is maintained in good order. Employ correct manual handling techniques. Wear sailing gloves.	1	3	3
8.6.1.6	Afloat	Raising and lowering the mast: head injury, back strain	Use of correct procedures appropriate to the specific boat class. Two people required when raising / lowering a mast.	3	4	12
8.6.1.7	Afloat	Running aground, sudden impact, injury	Safety boat guides vessels. Briefing before going afloat based on outcome of risk assessment.	3	2	6
8.6.1.8	Afloat	Swinging boom and main sheath concussion, head injury, bruising	Personnel trained to be aware of hazard.	3	3	9

8.6.2 Yacht Racing & Coaching

**On club organised events excluding racing.

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.2.1	Racing/coaching activities afloat	Head injuries drowning	Suitable lifejackets to be worn. Recommendation that all sailors have water competency skills. Risk assessment to be completed by race officer. Race officer to be formally trained. Completion of keelboat racing entry form.	1	5	10
8.6.2.2	Afloat	Water temperature, hypothermia	Sailors should be warmly dressed for weather conditions preferably in wet or drysuits. Sailors should have spare warm clothes ashore. Rescue personnel should remove sailors from water at signs of weakness or if they have been in water for long duration. Take casualties ashore as soon as possible. Seek medical advice.	2	3	6
8.6.2.3	Afloat	Inclement Weather, tidal conditions, MOB, Fatality, injury	Check Met Eireann weather forecast. Lead Coach / sailing instructor / race officer completes documented risk assessment.	2	5	10

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
			Consider local weather knowledge / localised conditions which can cause difficult conditions in the area. Wear suitable clothing (Wetsuit recommended). Wear suitable buoyancy aids. Irish Sailing recommended ratio of rescue boats to sailors adhered to.			
8.6.2.4	Afloat	Trips, Slips and Falls, injury	Correct footwear. Vessels to be adequately maintained. It is the responsibility of the vessel owner to ensure it is maintained in a seaworthy condition. Ensure sharp edges are not exposed.	2	4	8
8.6.2.5	Afloat	Raising and lowering sails: back strain, rope burns	Use of correct procedure appropriate to class of vessel. Ensure all gear is maintained in good order. Employ correct manual handling techniques. Wear sailing gloves.	1	3	3
8.6.2.6	Afloat	Raising and lowering the mast: head injury, back strain	Use of correct procedures appropriate to the specific boat class. Two people required when raising / lowering a mast.	3	4	12
8.6.2.7	Afloat	Running aground, sudden impact, injury	Safety boat guides vessels. Briefing before going afloat based on outcome of risk assessment.	3	2	6

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.2.8	Afloat	Swinging boom and main sheath concussion, head injury, bruising	Personnel trained to be aware of hazard.	3	3	9

8.6.3 Motor Boats - Club Owned Vessels

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.3.1	Afloat	Capsized Vessel, head injuries, drowning	Suitable buoyancy aid to be worn. Recommendation that all helms have water competency skills. Sailing knife to be present on safety boat. Working VHF on rescue boats. First aid kit on each rescue boat. Each rescue boat equipped with bailer, throw line, anchor and paddle. Training in boat handling.	1	5	5
8.6.3.2	Afloat	Water temperature, hypothermia	Crew should be warmly dressed for weather conditions. Crew should have spare warm clothes ashore. Take casualties ashore as soon as possible. Seek medical advice.	1	3	3
8.6.3.3	Afloat	Inclement Weather, tidal conditions, MOB, injury	Check Met Eireann weather forecast. Lead Coach / sailing instructor completes the risk assessment.	3	4	12

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
			Consider local weather knowledge / localised conditions which can cause difficult conditions in the area. Wear suitable clothing. Wear suitable buoyancy aids. Irish Sailing recommended ratio of rescue boats to sailors adhered to.			
8.6.3.4	Afloat	Trips, Slips and Falls, injury	Correct footwear. Vessels to be adequately maintained. It is the responsibility of the Club to ensure it is maintained in a seaworthy condition. Ensure sharp edges are not exposed.	2	4	8
8.6.3.5	Afloat	Trailing Ropes, propping, entanglement, disruption to safety boat cover, MOB, fatality	Painter to be secured to the bow cleat. Painter to $\frac{3}{4}$ the length of the vessel. Knife is carried on board. Ability to hail for help including whistle on PFD. VHF Radio always carried, immediate notification to Coast Guard on VHF Channel 16 in event of disablement. Immediately notify club after VHF 16 call transmitted. Safety boat coxswains must have powerboat training. Suspend activities. All vessels to assemble.	2	5	10
8.6.3.6	Afloat	Assisting the raising, lowering and retrieving of masts on sailing vessels., head injury, general injury	Use of correct procedures appropriate to the specific boat class. Ensure all trailing ropes are secured before engaging gear.	2	4	8

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
			Dynamic risk assessment to be conducted prior to task.			
8.6.3.7	Afloat	Running aground, sudden impact, serious injury, fatality, drowning	Kill cord to be worn at all times. Training – National Powerboat Certification. Risk assessment to be conducted prior to each activity. No excessive speed.	2	5	10

8.6.4 Office Environment

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.4.1	Access & Egress in the offices	Slips trip, falls	Clean as you go policy in place. Office floor areas to be kept clear of obstructions. Waste to be removed daily and stored away from access/exit routes. Adequate lighting provided and maintained in all areas. Cables from electrical equipment should not be allowed to trail on floors. Staff are advised to walk, not run. Spills to be dried immediately. Overstocking of materials should not occur where this will impede access/egress. Goods to be taken to their point of storage immediately after delivery. Maintain a clear route between access/egress areas and storage locations.	2	2	4
8.6.4.2	Lifting & Manual Handling	Manual Handling Assessments	Manual Handling Assessments should be carried out for all key manual handling tasks. Such assessments would highlight certain improvements that could be implemented to reduce the risk of injury.	1	3	3

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.4.3	Lighting	Eyestrain, headaches, glare, tiredness, poor visibility causing slip/trip	Care is taken to ensure that lighting is of a standard to allow employees carry out their duties without risk to their health and well-being. Employees will report any damaged or faulty lighting equipment/fittings.	3	1	3
8.6.4.4	Use of Display Screen Equipment	Eyestrain, musculoskeletal problems, mental stress	Training in the use of the workstation and information about health and safety factors. Regular breaks away from the screen of at least five minutes every hour of continuous work. An eye and eyesight test before working with VDUs and at regular intervals thereafter. An eye and eyesight test when working with VDUs if they experience difficulties with vision.	2	2	4
8.6.4.5	Office Environment	Unsafe work systems and layouts resulting in injury or illness. Unsafe use of office equipment.	Adequate office space allocated for office staff. All furniture, fittings and equipment arranged so that staff can move about without collision with sharp corners of desks etc. Stepladders to be used to access higher areas. Chairs, desks or drawers must never be used for this purpose. All items stored above head height to be stored properly to prevent falling. Before using chemicals (e.g. photocopier toner) read the instructions on the container and avoid contact with skin or clothing. Floor areas, particularly areas in front of filing cabinets to be kept clear of materials and litter. Offices to be kept clean, materials stored on shelves and kept to a minimum to reduce fire load.	1	3	3

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
			Enough room is available for opening filing cabinets and only one drawer of a filing cabinet should be opened at any one time. All drawers should be closed after use. Sufficient lighting and ventilation to be provided. Cables managed so that they do not trail across the floor (Cable covers should be supplied and used). Chairs, desks and drawers should never be used to access higher areas (Step ladders shall be used). All items stored above head height to be properly stored to prevent falling. Staff instructed to remove the mains power supply before attempting to move electrical equipment.			

8.6.5 Handling Hydrocarbons

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.5.1	Refuelling	Explosion, Fire, injury, fatality	Fuels are stored in purpose made containers. Refuelling only takes place at the Central Marina Site. Do not use sources of ignition near hydrocarbons. Ensure refuelling area is well ventilated. Avoid storing large quantities of hydrocarbons on site. 20L Drums, only used from petrol pump to boat. No refuelling during crowded periods. Hot days, no refuelling over 25 degrees plus. Young workers are risk assessed before being permitted to refuel. No smoking signage in place. Restricted access to pumps. Fire extinguisher in place. Drainage system on site ensures spillages are quickly removed during tanker refuelling. Any spills on the marina will drain quickly. Fuel spills are immediately cleaned with spill kits.	2	5	10

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.5.2	Refuelling	Spillage, environmental damage, fire, explosion, contamination	Tray available to catch any spillage when transferring fuel from containers to vessels. Isolation valves installed along marina. Spill kits are in place. Soak kits, granules, dispersion spray. Booms to cordon off vessel. Safety data sheets available, reference spill response section. Emergency spill procedure in place.	2	5	10
8.6.5.3	Refuelling	Dermatitis	Use appropriate PPE (Gloves).	1	2	2
8.6.5.4	Refuelling	Back Injury	Use the containers supplied. Use correct manual handling techniques when lifting containers. Use trolley when transferring drums. Don't lift over 25kg or as much as capable to lift if less.	3	3	9
8.6.5.5	Servicing Refuelling infrastructure	Explosion, Fire, Spillage, fall through manhole, injury, fatality	Only professional engineering servicing companies which have undergone strict vetting are permitted on site. Restricted access for supplier. Confirmation when fuel is coming to site. Crowd control. No refuelling during events. Refuelling in advance of events. Manhole cordoned off during refuelling.	1	5	5

8.6.6 Launching and Retrieving a Vessel

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.6.1	Launching & retrieving	Trips, Slips, Falls, Bruise, Fracture	Non-slip grooving in position on the slipway. Awareness of surrounding persons when launching. Launch vessels head to wind. Non-slip footwear to be worn. Slipway maintenance	2	3	6
8.6.6.2	Launching & retrieving	Swinging boom and main sheath concussion, head injury, bruising	Position the vessel head to wind. Personnel trained to be aware of hazard.	3	3	9
8.6.6.3	Launching & retrieving	Heavy weight, back strain, injury	Seek assistance when launching. Minimum of two persons to launch or retrieve a dinghy. Proper manual handling techniques to be used. Portable winch to be employed for retrieving heavier vessels. Call for additional help if required.	2	3	6
8.6.6.4	Launching & retrieving	Drowning	Wear suitable buoyancy aids. Awareness of risks when near the water.	1	5	5

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.6.5	Launching & retrieving	Heavy engine, personal injury	Ensure engine is firmly fixed to transom. Use the vessel to carry the engine.	1	3	3
8.6.6.6	Launching & retrieving	Contact with members of the public resulting in injury	Exclusion zone established around launch/retrieval area. Great care must be taken when reversing and when there are people in the launching area	2	3	6

8.6.7 Bar & Function Room Operations

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.7.1	Hiring a catering contractor	Poor work practices resulting in injuries, food poisoning	All catering contractors are required to comply with HACCP controls, FSAI standards. HACCP folders kept up to date. Contractor due diligence. Ensure contractor has a Risk Assessment Method Statement.	1	4	4
8.6.7.2	Hospitality operations	Slips, trips and falls, injury	Work areas to be clear and free from clutter. Maintained and well illuminated work areas. Cables from electrical equipment not to be trailed on floors. Clean as you go policy in place. Correct footwear to be worn. Adequate lighting maintained in all areas. Spills are cleaned as soon as possible.	3	4	12
8.6.7.3	Hospitality operations	Heavy/awkward loads, back injury	All staff to be trained in manual handling techniques. Staff to use trolleys for movement of loads. Safe access and egress to all work areas.	2	3	6

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.7.4	Emptying ashtrays	Fire, injury, fatality	Ashtrays are to be emptied into metal bins only. Sand to be maintained in these bins. All metal bins are situated at a safe distance from the building and combustible materials.	1	5	5
8.6.7.5	Removing combustible waste	Fire, injury, fatality	Refuse or recycling to be disposed of only in the designated waste storage areas. Bins are changed each night as part of routine cleaning schedule. Maintain a clear route between access/egress areas.	1	5	5
8.6.7.6	Storage of items	Falling items, injury	Heavy equipment or materials where possible will not be stored at height but should be easily accessible. The preference is for heavy items to be stored at waist level. All items stored above head height to be stored properly to prevent falling.	1	3	3
8.6.7.7	Serving hot products	Spill resulting in scalding	No trays to be used to carry hot food and liquids.	2	3	6
8.6.7.8	Fire alarm	Evacuation, injury, fatality	Evacuation plan in place. Senior food and beverage personnel coordinates orderly evacuation to fire assembly point. Fire exits signs maintained and alarms maintained and tested. Fire evacuations practiced at least twice annually. Fire register kept up to date.	1	5	5

8.6.8 Kitchen Operations

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.8.1	Food preparation and service	Knife cut, burns, slips, injury	Right knife used for the right chopping board. All kitchen staffed HACCP trained. Training records in place. Trip hazards removed, i.e. cardboard boxes, pots etc. First aid kits stationed in the kitchen stocked appropriately including burn gel.	4	3	12
8.6.8.2	Kitchen service operations	Slips, trips and falls, injury	Work areas to be clear and free from clutter. Maintained and well illuminated work areas. Clean as you go policy in place. Correct footwear to be worn. Adequate lighting maintained in all areas. Spills are cleaned as soon as possible. No pots and pans or other items to be left on the floor.	1	3	3
8.6.8.3	Receiving and handling of food	Poor work practices resulting in illness, injury, food poisoning.	All catering contractors are required to comply with HACCP controls, FSAI standards. HACCP folders kept up to date. Contractor due diligence. Ensure contractor has a Risk Assessment Method Statement.	1	4	4

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.8.4	Kitchen operations	Fire, serious injury, fatality	Gas alarms and automatic gas supply shut off control installed and maintained. Extractor fans interlocked with gas supply system. Kitchen shut down procedure checklist completed. No water near hot oil. Sinks and chef's prep area separated.	1	5	5
8.6.8.5	Kitchen operations	Rodent/insect infestation, illness	Pest control contractor in place. No doors left open. Fly door fitted to exterior doors. All garbage removed externally to sealed bins. Clean down checklist. Electronic fly killer in operation. Building maintenance in place.	2	4	8

8.6.9 Use of Chemicals

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.9.1	Handling chemicals	Exposure to hazardous chemicals	Spill kits are available. Safety data sheets are available for all chemicals used on site. The use of PPE is mandatory when using chemicals. There are first aid kits and trained first aiders on site. Decanting of chemicals is conducted outdoors only. Tenants and contractors provide list / Safety Data Sheets for all chemicals brought to site.	2	4	8
8.6.9.2	Storage of chemicals	Fire, explosion	Chemicals are segregated and have restricted access.	1	5	5
8.6.9.3	Handling waste oil	Fire, slip hazard.	Waste oil stored in a bunded tank. Removed only by a professional contractor.	1	4	4

8.6.10 Crane Operations

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.10.1	Launch and Recovery (Crane)	Gear failure, serious injury, fatality	Safe Plan of Action developed. Only professional crane companies which have undergone strict vetting are permitted on site. Crane operations are primarily conducted at the Eastern Marina Site. Crane driver reads and confirms SPA. Ground has been tested or confirmed as suitable for crane operations.	2	5	10

8.6.11 Lone Working

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
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Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.11.1	Lone Working	Fall in the water, injury, death	Young workers always work in pairs of two. Maintain contact on site via UHF radio. During inclement weather, staff are not permitted on marina. Outdoor staff only work during daylight hours. Roster in place. Staff sign in and out. Regular check in with staff throughout the day. Lifejackets to be worn when working on the marina. Staff to carry UHF radio.	2	5	10

8.6.12 Maintenance Works

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.12.1	Roof access	Fall from height	Lock and key access, restricted. Senior staff access only.	1	5	5
8.6.12.2	Cutting grass	Laceration, amputation, hearing loss, flying debris, handling petrol, fire, burns, injury	Young staff (16-18) are risk assessed for the task. Lawnmower is maintained. Hearing protection must be worn. Lawnmower not to be run near debris, loose material.	2	4	8

8.6.13 Weather Warnings

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.13.1	Working during Weather Warnings	Injury, fatality	The Club remains closed during red weather warnings. Staff who can work from home will do so. Weather forecasts checked in advance. Members are informed that the Club is closed and are updated when it is safe to come back. Club and marina remain closed.	1	5	5
8.6.13.2	Flooding at Eastern Marina Site	Property Damage, injury.	Alert members of impending flood risk on Eastern Marina Site. Display sign at entrance to facility warning of flood risk on Eastern Marina Site.	1	5	5

8.6.14 Legionella / Water Supply

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.14.1	Water supply to showers, taps	Legionella, death, severe illness	Monthly flush of showers and taps. Checklist completed monthly.	1	5	5
8.6.14.2	Water supply to vessels	Contaminated water, illness	Run the hose for 30 seconds prior to supplying vessel.	3	3	9

8.6.15 Electric Gates / Barriers

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
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Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.15.1	Electric gates and barriers General Use	Crushing, electrical injury, dangerous access / egress routes	Sliding car park gated supplied and installed by competent provider. Only professional engineering servicing companies which have undergone strict vetting are permitted on site. Sensors in place on barrier which are serviced regularly. Sensors (beam and contact) and emergency stop in place on sliding gate. Regular servicing and testing in place. Barriers in place to stop people from climbing around marina gates and car parking dinghy gates. Swipe card access to marina gates on Western and Central Marinas. Coded access on the Eastern Marina access gate. Access / egress gates are routed to safe locations (e.g., not onto a road).	1	5	5

8.6.16 Ferry Transfers

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
Club Address:	Royal Cork Yacht Club, 4-12 Lower Rd Knocknagore, Co. Cork	Assessment Undertaken By:	Occupli
Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.16.1	Transporting members to and from vessel to shore	MOB, drowning, injury, collision	PFD's worn by all passengers and crew. Authorised marine staff operate the ferries and competency is verified. Weather assessed, no transfers during severe weather warnings. There are distance limits in place. Passenger number restriction: 10 Fenders in place. VHF Communications with shore. Emergency procedure in place. Mainly daytime operation.	2	5	10

8.6.17 Vehicles / Traffic Management

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
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Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.17.1	Traffic movements on the Club grounds, access to slipways	Impact, crush, serious injury, fatality	Restricted access via controlled gates / barriers to car park and dinghy park areas Designated car parking spaces. Yellow hatched lines in areas where parking is not permitted. Speed limit in the dinghy park and Eastern Marina Site with signage in place. Staff members to remind vehicle drivers of the rules on site when required. Junior activities are separated from traffic movement areas where practicable. Launching boats with vehicles on the slip is prohibited in dinghy event launching times. Speed bumps in place where practicable in the dinghy park. Hazard lights used when reversing.	2	5	10

8.6.18 Pyrotechnics

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
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Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.18.1	Firing starting gun	Hearing Loss, serious injury	Only blanks used and stored securely. Regular maintenance of the gun. Only competent members of staff use gun. Gun is shot from restricted area clear of crowds. Hearing protection is provided for staff. Confirm starting gun is unloaded after use. Gun and blanks stored separately with restricted access to starting gun.	1	4	4
8.6.18.2	Handling Flares	Serious burn, injury	Flares are not stored on Club owned boats. Expired flares are removed from site and disposed of safely.	1	4	4

8.6.19 Mark Laying

Club Name:	Royal Cork Yacht Club	Date of Assessment:	March 2026
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Area/Dept./Activity:	General	Assessment Review Due Date:	March 2027

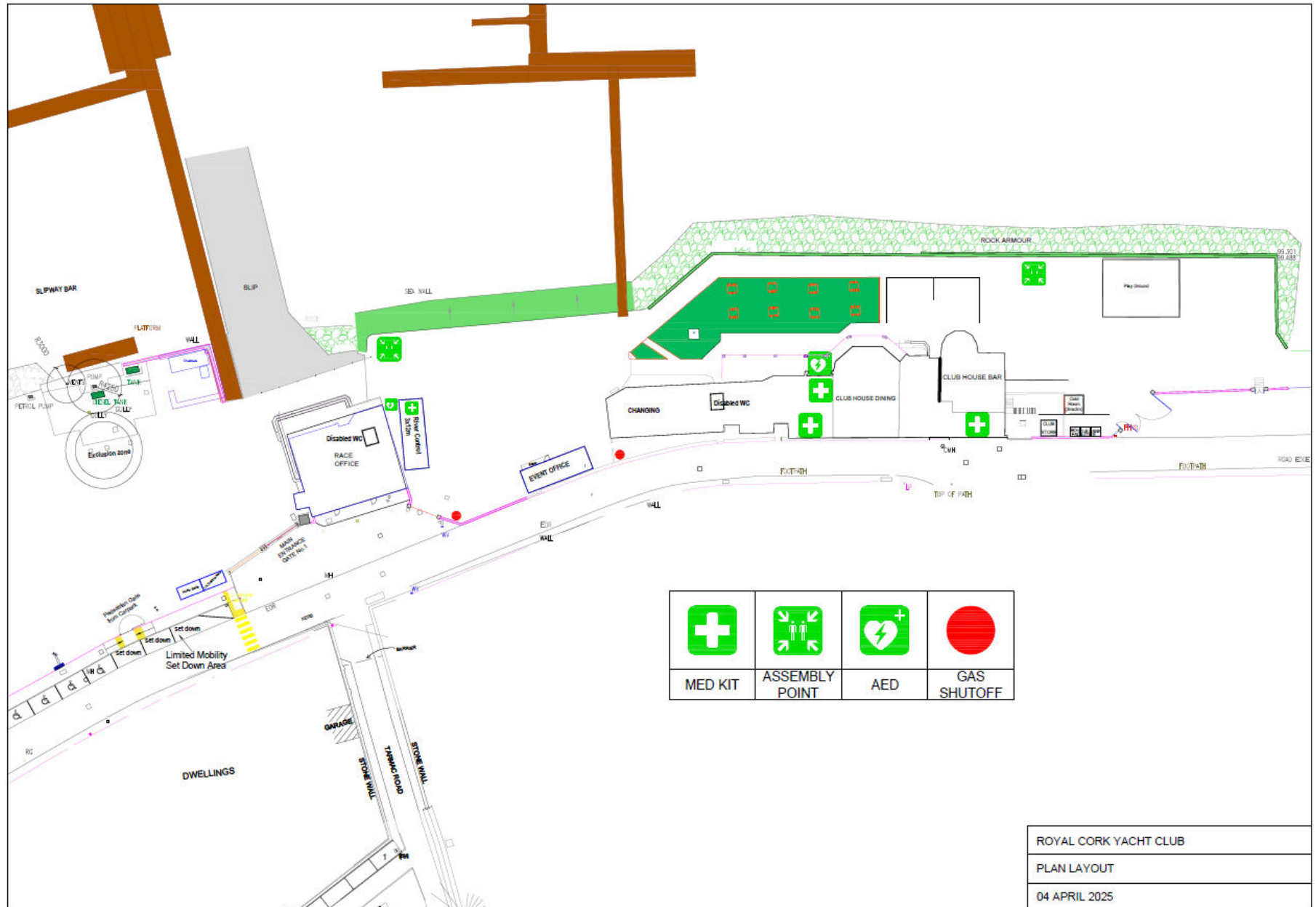
Ref. No.	Task	Hazard	Controls	Likelihood	Severity	Risk Rating
8.6.19.1	Laying racing marks	MOB, drowning, injury, flooding vessel, prop vessel, puncture vessel, commercial traffic, sea sickness	PFD's worn by all crew members. Helms are national power boat certified by Irish Sailing. VHF fitted to RIB. GPS navigation system if required. A-frame fitted to all RIBs. Storage boxes for ground tackle in RIB. Weight correctly distributed in RIB. Helm and crew always on a mark laying RIB. Safety shoes and all-weather gear worn by all crew members. Individual risk assessment and briefing by Race Officer prior to racing. RIBS have standard equipment of Anchor, First Aid, Fire Extinguisher, throw line etc. (see checklist)	2	5	10

SECTION 9: APPENDICES

Appendix 1: Personal Flotation Device Categories

Type and Markings	Suggested Uses
 EN 399 - 275N	<i>275 Newton Lifejacket. (EN 399)</i> The 275 Newton Lifejacket is intended primarily for offshore and extreme conditions and for those wearing heavy protective clothing that may adversely affect the self-righting capacity of the lifejacket. This lifejacket is designed to ensure that the wearer is floating in the correct position with their mouth and nose clear of the surface of the water.
 EN 396 - 150N	<i>150 Newton Lifejacket. (EN 396)</i> The 150-newton lifejacket is intended for general offshore and rough weather use where a high standard of performance is required. It will turn an unconscious person into a safe position and requires no subsequent action by the wearer to maintain their posture. .
 EN 395 - 100N	<i>100 Newton Lifejacket. (EN 395)</i> The 100-newton lifejacket is intended for those who may still have to wait for rescue but are likely to do so in sheltered and calm water. Whilst these lifejackets are less bulky, they are only intended for use in relatively sheltered waters.
 EN 393 - 50N	<i>50 Newton Buoyancy Aid. (EN 393)</i> A buoyancy aid will simply assist a conscious person to keep afloat. It is not guaranteed to turn a person from a face down position in the water to a face upward position. It must always be remembered that a buoyancy aid has not got the same capabilities as that of a Lifejacket. Buoyancy aids have no less than 50 newtons of buoyancy and are intended only for competent swimmers in inshore waters where help is close at hand.

Appendix 2: Central & Western Site Layout



Appendix 3: Eastern Site Layout

