



Safety Statement

Academic Year

2026-2027

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Updated: 26th of March 2026

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Section 1 - Introduction and Contacts

1.1 Introduction

This Safety Statement is designed to address the particular arrangements for safe operation of the University of Limerick Kayak Club (ULKC). It should be read in conjunction with the University Safety Statement. The University Safety Statement sets out duties and responsibilities of staff, students and visitors as well as general policies and arrangements for safety within the University. It is the duty of all of us to take reasonable care of one's own health and safety and that of any other person who may be affected by our acts in order to maintain a safe and healthy working environment.

It is our intention to provide a safe and enjoyable environment in which to participate in paddle activities such as Kayaking and Canoeing. We aim to provide an environment that is conducive to learning the above sports in a manner that is not threatening to the student and is controlled. We adopt a 'Challenge by Choice', philosophy in all our activities, thus students are never pushed beyond their limits.

We believe that the safety of our members is of paramount importance above all other matters. In the event of their safety being compromised, the activity will be stopped immediately. It will not be continued until such a time that their safety can be assured.

An essential element of safety is knowledge of correct procedures and of dangers associated with each particular procedure or operation. This Safety Statement provides a framework within which safe practice of our sport is possible. It is important that the procedures in this document are followed for the prevention of accidents.

All students and instructors will comply with Canoeing Ireland guidelines while being a member of UL Kayak Club.

1.2 Contacts

Clubs and Societies Officers	Paul Lee	061 213477
	Lisa Ryan	061 234891
	Jana Finucane	061 2377620
Captain	Rory Kearney	083 1414431
Safety Officer	Cathal Ward	083 0712139
Secretary	Holly Ogilve	085 2106886
Limerick Regional		061 482219
St John's Hospital		061 462222
Police/Gardai		061 212400
Limerick City Fire and Rescue Service		061 407100

1.3 Annual Review

This Safety Statement shall be reviewed annually to adjust to any changes to any guidelines that have been referenced. This should happen within the first month of the handover to the new committee.

This includes but is not limited to reviewing: Canoeing Ireland's guidelines, Student Life's club guidelines, and club equipment manufacturers maintenance guidelines.

Section 2 - Paddler Definitions

2.1 Level of Personal Paddlers

University of Limerick Kayak club adheres to Canoeing Ireland guidelines/recommendations with relation to our members personal skills and proficiencies.



level 1 skills Paddler:

This person has been assessed and certified to be able to perform fundamental Paddling skills on flatwater where no flow or obstacles are present.

<https://www.canoe.ie/level-1-paddlesport-skills/>

Level 2 Skills Paddler:

This person has been assessed and certified to be able to kayak safely and competently on flat water, Grade I rivers, and very sheltered coastal areas as a member of a group of peers.

- Be able to carry out basic safety techniques with the assistance of another member of the group or the person in the water.
- Be able to safely plan and carry out a trip in a flat-water environment considering all relevant factors.

<https://www.canoe.ie/level-2-kayak-skills/>

Level 3 River Skills Paddler:

This person has been assessed and certified to be able to kayak safely and competently on rivers up to and including Grade II rivers as a member of a group of peers.

- Be capable of negotiating obstacles likely to be encountered on Grade II rivers.
- Be capable of carrying out rescues likely to be encountered in a grade two environment with assistance.

<https://www.canoe.ie/level-3-river-kayak-skills/>

Level 3 Paddlesurf Skills Paddler:

This person has been assessed and certified to be able to kayak safely and competently in small surf (2-3 feet or waist height) conditions with belt fastened (ski) or wearing spray deck (kayak).

- Be capable of surf (2-3 feet or waist height) conditions with belt fastened (ski) or wearing spray deck (kayak).
- Assist in rescues.
- Have a basic understanding of etiquette and surf safety.
- <https://www.canoe.ie/level-3-paddlesurf-skills/>

Level 4 River skills Paddler:

This person has been assessed and certified to be able to Kayak safely and proficiently on rivers up to and including Grade III difficulty as part of a group of peers.

- Be capable of negotiating obstacles likely to be encountered on Grade III rivers.
- Deal competently with rescue situations that might occur on rivers up to and including rivers of Grade III difficulty.
- Develop group awareness.
- They must also have completed and obtained an RSR2 Certificate

<https://www.canoe.ie/level-4-river-kayak-skills/>

Level 5 River Skills Paddler:

This person has been assessed and certified to have the necessary skills, group awareness, and group management to kayak safely and competently on rivers up to and including rivers of Grade IV & advanced white-water difficulty.

- Deal competently with rescue situations which might occur on rivers up to and including rivers of Grade IV & advanced white-water difficulty.
- Deal competently with First Aid situations in a remote river environment.

<https://www.canoe.ie/level-5-river-kayak-skills/>

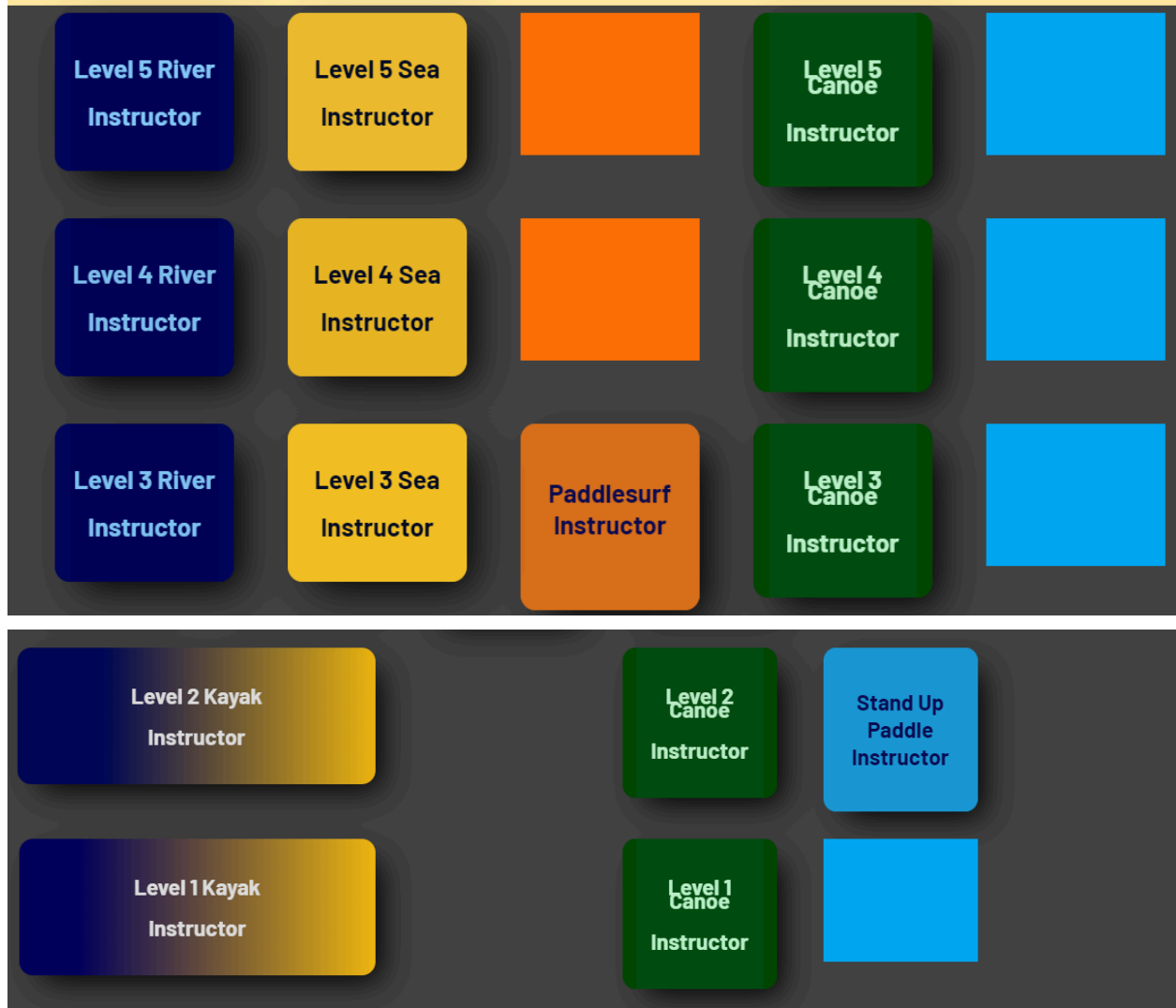
It is the responsibility of the Training and Development officer to organise relevant training and opportunities for all members to be certified for the various skill levels.

If any members have proficiency certificates in any other discipline such as Sea kayaking, Canoeing, etc., ULKC will refer back to the relevant schemes provided by canoeing Ireland here

<https://www.canoe.ie/paddle-skills-awards/>

2.2 Levels of Instructors

University of Limerick Kayak Club will adhere to Canoeing Ireland guidelines/recommendations with relation to using certified Instructors both internally in the club and externally of the club.



Level 1 Kayak Instructor:

This person is qualified to run static site introductory kayaking sessions on flat water with groups of up to 6 students. They are able to train and assess for the Level 1 Kayak Skills Award

A Level 1 Kayak Instructor is specifically not qualified to journey with groups and is restricted to static sessions only (i.e., same entry and exit point). Static site means travelling no more than approximately 300m from the get on point and no more than 50 metres offshore

<https://www.canoe.ie/level-1-kayak-instructor/>

Level 2 Kayak Instructor:

This person is qualified to instruct basic kayaking skills and lead kayaking journeys on flat water with groups of up to 6 students. They are able to train and assess for Levels 1 & 2 Kayak Skills Award. They are able to teach basic flat-water safety & rescue, and run RSR 1 training courses.

The Level 2 Instructor is specifically not qualified to journey across a lake or more than 50 metres offshore.

<https://www.canoe.ie/level-2-kayak-instructor/>

Level 3 Kayak Instructor:

This person is qualified to instruct intermediate kayaking skills and lead kayak trips on Grade II water with groups of up to 6 students. Also qualified to instruct basic kayaking skills and lead kayaking journeys on flat water with groups of up to 8 students. They are able to train and assess for the Canoeing Ireland Levels 1, 2 and 3 Kayak Skills Awards. They are able to teach intermediate River Safety and Rescue and run RSR 1 and RSR 2 Training Courses.

<https://www.canoe.ie/level-3-river-instructor/>

Level 3 PaddleSurf Instructor:

This person is qualified to instruct intermediate kayaking skills and lead groups of up to six people in small surf(2-3 Feet/waist high). A Level 3 Paddlesurf Instructor is specifically not qualified to lead and/or construct groups on reef breaks. Train and Assess for the Canoeing Ireland 1,2, and 3 Paddlesurf Skills Award. Mentor Level 1, 2 and 3 Kayak instructor trainees.

<https://www.canoe.ie/level-3-paddlesurf-instructor/>

Level 4 Kayak Instructor:

The Level 4 Kayak Instructor Qualification aims to enable candidates to:

- Level 4 River Kayak Instructors will be qualified to operate on Grade 3+* rivers with up to four students.
- L4RKIs will be able to train and assess Level 4 Kayak Skills and deliver RSR3 courses.
- Grade 3 definitions will align with Canoeing Ireland's published grading guidelines
 - Canoeing Ireland river grading.

**Grade 3+ will be defined as "Grade 3 rivers that may include an occasional Grade 4 rapid, where river levels reduce the consequences and difficulty to be consistent with Grade 3 paddling"*

Level 5 Kayak Instructor:

This person is qualified to instruct advanced kayaking skills and lead safe kayaking trips on Grade 4+ water with groups of up to 4 students. Grade 4 and above water as defined by canoeing Ireland here – River grading and area definitions. They are able to train and Assess for the Canoeing Ireland Levels 1, 2, 3, 4 and 5 Kayak Skills Awards, They are able to teach advanced River Safety and Rescue and run SR 1, RSR 2 and RSR 3 Training Courses.

<https://www.canoe.ie/level-5-river-kayak-instructor/>

It is the responsibility of the Training and Development officer to organise relevant training and opportunities for all members to be certified for the various instructor levels.

If any members have Instructorship certificates in any other discipline such as Sea kayaking, Canoeing, etc., ULKC will refer back to the relevant schemes provided by canoeing Ireland here,

<https://www.canoe.ie/awards-instructor-coach/>

It is also the duty of the current Captain and/or current Safety Officer to ensure that any internal and external instructors hired have all the relevant qualifications, such as valid REC 3, etc. They also have a responsibility to communicate and update canoeing Ireland with any training organised

Section 3 - Club Activity

3.1 Flatwater Paddling

This is defined as any body of water that is stationary or extremely slow moving and without any obstructions.

All river trips must stay within the guidelines set out by Canoeing Ireland

- Listed for instructor CI guidelines section 2.2
- Listed for peer paddling in section 2.1

3.1.1 Flatwater Instructor Ratios

While paddling flatwater all club members will follow relevant guidelines

Level 1 Instructor Supervision:

Under the supervision of a level 1 canoeing ireland certified instructor the group cannot exceed 1:6. They must also stay within the instructor's remit of no further than 300 metres from the entry/exit point and no further than 50 metres offshore.

Level 2 Instructor Supervision:

Under the supervision of a Level 2 Canoeing Ireland Instructor the group cannot exceed 1:6

Level 3 Instructor Supervision

Under the supervision of a level 3 canoeing ireland instructor the group cannot exceed 1:8.

3.1.2 Flatwater Peer Paddling

If a peer paddle takes place on flatwater, the minimum group size is 3 and the maximum group size is 10. If the group exceeds this they must split to maintain groups less than

For high performance and intermediate level athletes involved in competition training, as determined by the Captain or Safety Training Development Officer the minimum group size is 2; For all other types of paddling 3 is recommended.

While on the water the groups must still remain separate so as to not exceed 10 paddlers per group.

Minimum group size must be 3 as per Canoe Ireland guidelines to 'never paddle alone'

<https://www.canoe.ie/safety-on-the-water/#:~:text=Inform%20yourself%20about%20the%20area,groups%20of%203%20or%20more.>

3.2 Whitewater Paddling

Any body of water graded above grade 1 or flatwater will be subject to this section.

All Grade definitions below are provided and accepted by Canoeing Ireland.

Minimum group size is 3 for all grades of water

Grade 2:

The way down a river is clear but simple obstructions do exist. Small stoppers and small drops can be present. There are places where the flow accelerates. There is a choice of routes

Grade 3:

There is a route that is easily recognisable from the water. Waves can be irregular. Boulders and obstructions can be numerous. Stoppers and small eddies exist. Inspection is advisable.

Grade 4:

The route is not always clear and inspection is advisable. Rapids are continuous and breakouts are few and small. Stoppers are powerful. Continual manoeuvring with precise control and good decision making is required

Grade 5: Inspection is essential because serious dangers can exist. Large drops, narrow passages, very complex boulder fields, ever changing water and difficult holes are characteristics of this grade. Difficulties are continuous.

All river trips must stay within the guidelines set out by Canoeing Ireland

- Listed for instructor CI guidelines section 2.2
- Listed for peer paddling in section 2.1

3.2.1 Whitewater Instructor Ratios

Club river trips will follow Canoeing Ireland Instructor ratios outlined in section 2.2 for each grade of water

3.2.2 Whitewater Peer Paddling

Club Whitewater peer paddling trips can take place provided the Captain and Safety officer have been made aware of the trip and are satisfied for it to take place. The trip must also meet these requirements:

- All members on the trip must have a valid canoeing Ireland membership.
- All members on the trip must have the appropriate skill proficiency certification to the grade of water in question.
- At least two members present on the trip must have a valid REC 3 first aid certification.
- The size of any peer group cannot exceed the number of participants outlined below for that grade of water. If more than that number of participants are present, groups must be made and these groups must stagger start times by 10 minutes at a minimum. Group size policy must be upheld while on the water. If this becomes impractical due to exceptional circumstances the Captain and/or Safety officer must be immediately informed. .
- Everyone must have the CI skills award for the grade they are paddling and must be within the normal river levels for that grade.
- Peer paddling groups must not bring/lead any paddlers of a lower skills award under their care.

On rivers grade 2 and above the following ratios are recommended by Canoeing Ireland;

Grade 2 - 8 peer paddlers

Grade 3 - 4 peer paddlers

Grade 4 and above - 4 peer paddlers

It is the responsibility of each participant on the trip to ensure these requirements listed are met.

If ULKC becomes aware of any breach of these policies all participants present will receive a warning along with a follow up investigation and further disciplinary action (see ULKC Constitution for further information on disciplinary action).

If any additional participants present themselves for the trip, members and non-members inclusive it is the responsibility of all ULKC members present to ensure the above policies are still upheld.

3.2.3 Ingress and Egress

When entering the river members should do so from a safe position, that is a position where they can enter their boat safely and enter the water safely. This includes 'Seal Launches', if no other option is suitable and it is safe to do so. All seal launches are carried out at the paddlers own risk.

When exiting the river members should do so from a safe position, that is a position where they can exit the boat safely.

3.3 Paddlesurf

ULKC will operate under CI guidelines for paddlesurf and follow the correct overnight, international and day trip procedures, according to the relevant trip. Either the members will paddle under the supervision of a qualified instructor, or will peer paddle in a group who all hold the appropriate qualifications for the type of water.

<https://www.canoe.ie/paddlesurf/>

3.4 Trips

For all trips organised by the club or its members, the correct relevant procedure must be followed on the UL Wolves website along with the correct submissions made to the Clubs and Societies office where necessary i.e. day trips, overnight, foreign. The Captain and Safety Officer must be made aware of the trip and approve its organisation.

3.4.1 Day Trips

All day trips must follow all Canoeing Ireland guidelines and an instructor will have the final decision on a paddler's suitability to start on or continue on a trip.

Those participating on the trip must be approved by the Captain and Safety Officer when signing up to ensure they are a suitable level to attend the trip. A record of the sign up and signature will be recorded digitally. If a trip's participants or location change at any time they must seek approval through this process again.

3.4.2 Overnight Trips

Canoeing Ireland guidelines and ratios must be upheld on these trips. Any instructors involved in these trips must additionally request the standard of members they believe is necessary for the trip. Trips that are peer paddled while overnight must have all members approved to be fit by Captain and Safety Officer.

Additionally there will be a selection committee assigned for overnight trips in order to assess which members will be selected for these overnight trips. This will take paddling ability, paddling mentality, club involvement, instructor opinions on paddler and other factors into account. This will ensure that those on the trip are at an appropriate standard.

3.4.2.1 Foreign Trips

While on foreign trips current guidelines and standards set out by this document and Canoeing Ireland must still be upheld.

Participants in club-organised and sanctioned trips abroad must comply with the specified trip categories and requirements.

Foreign Instructor led paddling:

This is within the qualification and remit of the instructor. The participants need not have the qualification for the river as the instructor judges' competency, location suitability and takes leadership responsibility.

Foreign Peer Paddling:

When all members of the group hold a canoeing Ireland skills cert, appropriate for the grade or condition it is considered a peer trip.

The leadership responsibility is held equally among the group.

The river chosen must be within grade in terms of river levels and cannot be higher than the optimal level.

It is recommend that peer paddle should take place on rivers or sections that group members have been led by an instructor previously.

Foreign peer paddling is currently still pending approval form UL clubs and societies

Section 4 - Safety Trainings

4.1 Safety Courses

Different safety courses run approved by Canoeing Ireland will be organised by the ULKC. These certifications help fulfil certain requirements needed to reach personal paddling certifications as well as instructor certifications. Other training will not be allowed as a substitute, but rather additions for personal use.

4.1.1 - River Safety Rescue Courses (RSR)

The River Safety Rescue scheme has 3 awards.

RSR 1: This provides training in safety and rescue useful for grade 1 waters

RSR 2: This provides training in Safety and Rescue useful for grade 2 waters

RSR 3: This provides training in Safety and Rescue useful for grade 3 waters

It is the responsibility of the Safety Officer and Training and Development officer to organise relevant training and opportunities for all members to be certified for the various levels of RSR.

4.1.2 Whitewater Tech

In Addition when possible other training such as the Whitewater rescue technician course will be provided, these courses will not be accepted by ULKC as a substitute of RSR training only as an addition to it.

4.2 First Aid (REC)

It is the responsibility of the Safety Officer and Training and Development officer to organise relevant training and opportunities for all members to be certified with REC 3 First Aid.

Rescue Emergency Care level 3 has an internationally recognised curriculum. The course fulfils the requirements of all major sporting governing bodies including Mountaineering Ireland and Canoe Ireland. It is run by outdoor medical experts with experience in both the medical field and in outdoor pursuits.

If members have other First Aid training it will be accepted as an addition to REC 3 but will not be accepted as a substitute. Only with exception to progressing from REC 3 to REC 4 as it is a part of the same scheme and recognised by sporting governing bodies.

4.3 Safety Equipment Handling

Members can use club owned safety equipment on any club trip provided they have the relevant certifications and training in using the equipment. Exceptions to this apply if members are using the equipment while on a training course which will result in them becoming certified to use the equipment. Ie RSR training course/assessment, Skills proficiency training course/assessment, Instructor training course/assessment , etc.

When carrying ropes and/or slings the paddler must also be carrying a knife or some other method of cutting the rope/sling in the case of an entanglement.

Club owned first aid kits can only be in the possession of members who have a valid REC 3 certification at minimum and the contents can only be used by members with a valid REC 3 certification.

Club owned pin kits and mechanical advantage equipment can only be used by members with the correct relevant certifications ie. RSR 2.

If anyone is found to be in breach of these policies they will be given an immediate warning which will lead to a follow up investigation and further disciplinary action in line with the club constitution .

Any members found to be teaching/instructor/coaching others to use safety equipment without any relevant instructor certifications will also receive a warning and will be subject to a follow up investigation where further disciplinary action may be undertaken in line with the club constitution.

4.4 Weather Assessment

One must have the proper qualifications whether in a peer paddle group, or an instructor taking a group out in order to properly assess the weather. See Section 2 for these qualifications
ULKC will always follow guidelines from the national state weather forecasting service of whichever country a trip is happening in with regards to all weather situations. All Canoeing Ireland skills, instructor and RSR training contain modules on weather assessment and precautions one should take.

If any member is found to breach public guidelines or guidelines during weather warnings, they will receive a warning with a follow up investigation and further disciplinary action

4.5 Risk Assessment

One must have the proper qualifications whether in a peer paddle group, or an instructor taking a group out in order to properly assess the risk. See Section 2 for these qualifications

To complete the risk assessment (in the works)

Section 5 - Kayaking/Canoeing Hazards

5.1 Kayaking/Canoeing risk

Risk: Kayaking/Canoeing is deemed a high-risk activity

People at Risk: All involved

5.2 Hazards

- Drowning
- Injury from equipment or capsizing (concussion, etc.)
- Separation of person from kayak/canoe
- Manual handling injury
- Capsizing and entrapment
- Slips, trips and falls
- Collisions
- Weather and conditions
- Hypothermia
- Bacterial and viral infections (i.e. leptospirosis)

5.3 Control Measures

- All participants must wear appropriate clothing on a kayaking/canoeing session. The prerequisites include a correctly fitted CE393 buoyancy aid (minimum 50 Newtons) with reflective strips, a wetsuit and a helmet. Spray decks may be worn where the instructor is satisfied with the participants proficiency (being able to perform a calm and capable drill). It is compulsory that all kayakers/canoeists from the club wear the club's buoyancy aids, alternatively they may wear their own buoyancy aid if it meets the club's minimum standard.
- All kayaking/canoeing participants that sign up for the trip will have their attendance signed-off by Captain and Safety Officer before attending a trip. During a trip they can also be assessed by a Canoeing Ireland certified instructor after launching and only participants of capable abilities will be allowed to continue.
- The club adheres to all Canoeing Ireland recommendations regarding teaching ratios (see Section 3.1 for Flatwater ratios, see Section 3.1 for Whitewater Ratios, see Section 3.3 for Paddlesurf Ratios)
- The club adheres to all Canoeing Ireland recommendations regarding peer paddling ratios (see Section 3.1 for Flatwater ratios, see Section 3.1 for Whitewater Ratios, see Section 3.3 for Paddlesurf Ratios)
- Care should be taken to avoid prolonged exposure in the water to avoid hypothermia.
- Paddlers can not paddle in club activity if they have consumed alcohol or taken recreational drugs beforehand or are ill as a result of consuming alcohol or recreational

drugs. The Captain and Safety Officer have the final decision on trip attendance by any club member.

- Depending on the cause and the severity of an accident, first aid will be provided by appropriately trained club members. If further medical assistance is required, the person/persons in charge will ensure this is provided
- The possibility of infection from the water and riverbank will be brought to the attention of participants and water and soap or antibacterial gel should be always available in the first aid kits.

5.3.1 Water Activities Criteria

- A CE approved PFD with minimum of 50 Newton with reflective tape must be worn.
- Appropriate standard of equipment (refer to section 8).
- Adequate safety equipment is required
- ULKC implements a policy of 'Challenge by Choice' and 'Sport for All', allowing participation by a participant who has knowledge of the risks involved. Every member is made aware of the risks involved when they sign up for membership and the safety statement is available to be viewed by all club members.
- ULKC must be informed of all disabilities/illnesses prior to the commencement of the activity.
- In the event of lightning, all water activity must be terminated immediately.
- Peer paddling trips using club equipment can only take place if following the safety statement, following the safety requirements (see Section 8 for further equipment information).

5.4 Accidents

5.4.1. Accident Report Form

Accidents are defined as incidents where a person is injured to such an extent that they require first aid or other medical treatment. Accidents that occur as a result of the club's activities must be investigated, recorded on the SU report form (form attached in the appendix) and a copy sent to the SU within 5 days of the accident occurring.

5.5 Insurance of club members

5.5.1 Member's insurance

Members are insured against personal injury while participating in club activities

- Club activities are defined as:
 - Official trips organised by the Trips Officer and approved by the Captain and Safety Officer
 - Competition trips that have been defined as club trips by the ULKC committee
 - Personal trips that follow the Personal Trip Safety Guidelines (See Section 2 for Paddling requirements, see Section 3 for activity-specific requirements)

5.5.2 Non-members

Non members are not insured The SU will deal with claims that may arise. The committee must ensure members are signed up on the UL Wolves registration system and that each account has been activated, which is only to happen after the annual membership fee has been received by the club.

5.6 Serious Accidents, Fatalities and Near Misses

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

Near misses can be defined as something that happened but did not result in medical attention but requires attention as it showed something that could be learned from that experience. All near misses will be recorded and a digital record will be kept and reviewed at least every six months. Any learning as a result of near misses or accidents will be added to the safety statement.

Section 6 - Pool Sessions

When members are participating in pool training, they shall adhere to all pool rules without exception.

6.1 Swim Test

All members must complete a swim test before taking part in pool sessions. This will be administered by a club member who is a level 2 instructor or has completed level 2 instructor training, and then reported back to the committee. The swim test consists of swimming across the width of or half the length of the pool across and back with no assistance from any pool floats.

6.2 Capsize Drills

After a swim test has been completed, a capsize drill must be completed, administered by a club member who is a level 2 instructor or has completed level 2 instructor training. A capsize drill consists of turning over in a kayak and exiting the kayak. This will be completed first without a spraydeck and then with a spraydeck on.

6.3 Structure

Basic kayaking skills will be taught in the pool.

6.4 Pool Statement

A statement from pool staff regarding club activity in the pool can be found in appendices.

6.5 Risk Assessment for Pool

A risk assessment for the pool can be found in appendices.

Section 7 - Boathouse Hazards

7. 1 Manual handling

Control measures;

All members must follow correct manual handling procedures.

- Stand close to the boat.
- Bend your knees and keep your back straight.
- Grasp the boat firmly.
- Lift with your legs, not your back.
- Never lift a boat that is too heavy, ask for help

Boats on high racks must not be removed by oneself (No climbing on racks)

Only lift a boat that is within your lifting capacity.

7.2 Electrical shock

Control Measures;

All electrical fixtures have been installed by qualified electricians and are deemed suitable for use in the relevant area. If for any reason there is an electrical fault, UL Buildings and Estates will be notified.

7.3 Trips/Slips/Falls

Control Measures;

The showers and changing rooms are kept dry when possible.

The slipways are all kept clean and monitored.

The floors of the lecture room and reception area are kept dry as much as possible and if they cannot be dried there are signs to mark wet areas.

7.4 Fire safety

Control Measures;

Fire escape routes must be kept free of obstruction at all times

All fire equipment should be kept up to date and in good working order (the responsibility of this is placed on the management of the building)

In the event of a fire, members should evacuate and contact the emergency services. Members should only attempt to fight the fire if it is safe to do so.

7.5 Knife Safety

Control measures;

Any knives disposed must be in a sealed container before disposal

A box labelled 'broken sharps' for waste with sharp edges will be provided by the club and disposed of properly by the in term equipment officer

7.6 Robbery

In the event of a robbery of the boathouse, club members must put their own safety first and alert the Gardaí when it is safe to do so and the Captain must be notified.

Section 8 - Equipment

8.1 Maintaining Equipment

The safety and suitability of equipment is primarily the responsibility of the Club Equipment Officer. This person shall adhere to the maintenance guidelines of each of the manufacturers equipment standards. Gear must only be used, cleaned and serviced by members deemed competent by the in seat equipment officers. A major inspection will be carried out twice yearly by the Equipment Officer and general inspections are to be carried out before and after each club trip.

8.2 Safety Equipment

All safety equipment must be inspected and approved by the Safety Officer and Equipment Officer before use on trips. It must also be reviewed by members deemed competent before every trip.

8.2.1 First Aid Kits

River trips must have at least one first aid kit present in each river group. Safety Officer and Equipment shall refer to the First Aid Kit Checklist (there are first aid equipment recommendations on canoeing Ireland instructor awards pages) to deem the First Aid Kit fit for use. The First Aid Kits will undergo regular inspection, additionally, there will be an inspection annually to replace any items within them that have expired. After use on a trip, the kits must be dried out and any items used must be replaced before using the kit again.

8.2.2 Buoyancy Aids

Club Buoyancy Aids must undergo an in depth annual inspection to ensure they follow safety guidelines set by Peak UK. This included looking for “holes and rips, excessive fading of fabric, damage of webbing, buckles and zips.” Additionally, the uplift of the Buoyancy Aids must be tested. See Peak UK website for guidance on this: <https://peakuk.com/pfd-guidelines>

8.2.3 Helmets

Club Helmets must undergo an in depth regular inspection, especially in the case of trips where helmets may have endured a hit. Club will follow sweet protection guidelines on maintenance. During the pre-check before each use a visual inspection must be carried out to ensure that “nothing is badly torn, worn or missing.” If the helmet “suffered from a major impact in an accident, or has received a similarly severe blow..” it shall be immediately decommissioned. See Sweet Protection website for further guidance:

<https://www.sweetprotection.com/en/blog/tech/tech-product-care.html>

8.2.4 Ropes

Club Throw Ropes must undergo inspection before every use ensuring that there are no cuts, snags in outer sheath, no white core visible, no contamination (fuel, strong smell, etc.), frays at the end. After use they must be daisy chained and left to dry before being repacked. Regular inspections must also be completed by Safety and Equipment Officer. For further guidance on care, follow 'Palm Pro Throwline Inspection, care and maintenance guide':

<https://palmequipmenteuropa.com/gb/content/17-care-for-your-gear>

8.3 Gear Handling

All gear shall be signed out by members and adhere to guidelines below

8.3.1 Gear Signout

When members are deemed competent to inspect gear, after they complete their pre-use check, they must sign out the gear for use post inspection. This is done via online form and must be completed. Additionally, any damaged or broken gear found during this check must be reported through this form. If this action is not completed, view the Gear Policy for disciplinary procedures.

8.3.2 Gear Inventory

All gear shall be added to an inventory when purchased by the club and be removed from this inventory when either decommissioned or sold. This inventory must be fully reviewed and updated at least once yearly.

8.4 Loaning of Equipment

Club Equipment or equipment belonging to the University must not be loaned to third parties who are not members of the SU club. A club member must not borrow equipment for use by third parties even if the club member is present or in the group using the equipment.

Section 9 - Vehicles

9.1 Student Life Vehicles

Vehicles used by the club are provided by the UL Student Life. These vehicles may only be driven by C&S approved drivers that have been endorsed by the club. Drivers will adhere to 'Rules of the Road' outlined by the Road Safety Authority. Further guidance on this can be found at the [rsa.ie](https://ulwolves.ie/support/resources) website regarding rules of road. Further guidance on becoming a driver and the ULSU's policies and procedures can be found here: <https://ulwolves.ie/support/resources> under the 'Vehicles/Drivers' section.

9.1.1 Competency test/licence

All drivers will have received the appropriate licensing for each vehicle. Each driver will also have to take a competency test arranged through UL Student Life if they fulfil the insurers requirements.

9.1.2 Visual inspection of vehicles

The driver will ensure that the vehicle is in good condition prior to starting the trip. A visual inspection will be made of:

Tires: ensure no obvious cuts, there is adequate thread, and proper inflation.

Windscreen: ensure there are no cracks.

Oil/water/brake fluid: ensure no leaks coming from the vehicle.

Engine: upon starting the engine the driver will listen for unusual sounds that may indicate damage.

9.1.3 Safety equipment

The vehicle should be equipped with suitable emergency equipment. This should include: reflective warning triangle, basic tools, fire extinguishers, torch, and first aid kit

9.2 Personal Vehicles

Where necessary club members may be asked to drive their personal vehicles for a club trip. It is the responsibility of the driver to ensure their vehicle is safe to drive on the road, and has all necessary documentation i.e insurance, tax, NCT

If a driver is believed to be driving dangerously or breaking the rules of the road on a club trip the matter will be investigated and appropriate disciplinary action taken.

9.3 Trailer/Tow

When towing a trailer, a lightening board displaying the registration number of the vehicle will be used. Before use the trailer must be inspected. This should include inspection of tyre wear and pressure, hitch and lights, and balanced loading. When towing a trailer, the use of the jockey wheel shall be used for all manoeuvring of the trailer onto the tow hitch of the vehicle. When towing a trailer, a duplicate of the registration plate of the vehicle you are driving must be fixed

to the back of the trailer Before use the trailer must be inspected. This should include inspection of tyre wear and pressure, hitch and lights, and balanced loading. When towing a trailer, the use of the jockey wheel shall be used for all manoeuvring of the trailer onto the tow hitch of the vehicle.

Section 10 - Non-Kayaking Activities

10.1 Purchasing of services

Where the club uses the facilities of a service provider or equipment belonging to a service provider an officer of the club must ensure that the service provider has public liability insurance. A copy of the certificate of insurance should be obtained by an officer of the club prior to the use of the venue or equipment. A copy of the insurance certificate must be given to the Development Officer Paul Lee.

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

10.2 Hiring of Venues

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

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

10.3 Hiring of Transportation

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

Section 11 - Role of Members

11.1 Member Responsibilities

Clubs and societies endeavour to offer either members a safe environment in which to participate in activities. The Officers will, to the best of their abilities, bring the attention of members the risks associated with the activities. However, members are expected to make themselves aware of hazards and to be responsible for their own health and safety.

Members are expected to follow instructions given by Officers and Trips leaders. They must not jeopardise the health and safety of other members through their own actions. Members should inform Officers of medical conditions that might impede on their ability to participate. They must also wear all personal protective equipment as instructed.

Members are also responsible for obtaining as much information as possible about any planned activity, to be able to make an informed decision as to whether it is a suitable activity for them.

11.1.1 Role of Captain and Safety Officer

Additionally it is the role of the Captain and Safety Officer to ensure compliance of all safety statement guidelines and Canoeing Ireland guidelines by all club members.

The Captain and Safety are required to approve all club activities, including location and participants.

Captain and Safety Officer must both be of minimum level 3 CI skills qualification.

The safety officer is to ensure the safety requirements are being met for club activities. When making a decision the captain has ultimate responsibility.

11.1.2 Role of the Committee Member

It is the responsibility of the remaining club committee members to ensure that all members are in compliance with club and Canoeing Ireland guidelines. If a committee member becomes aware of an alleged breach of these guidelines they should report it to the Captain and Safety Officer who will take appropriate action

11.2 Alcohol and Drug Policy

No member may get on the water under the influence of alcohol or drugs, nor consume alcohol or drugs while on the water or during breaks off the water.

The use, possession, supply, or distribution of illegal drugs at any ULKC activity is strictly prohibited under all circumstances. There are no exceptions. Any member found using, in possession of, or supplying illegal drugs during a club activity will be immediately removed from the activity and referred to the Safety Committee for disciplinary action.

Where illegal drugs are involved and no legitimate medical reason, supported by appropriate proof, is provided, disciplinary action will be definite and enforced. This may include suspension or expulsion from the club in accordance with the club constitution. Being under the influence of illegal drugs at any club activity will be treated as a serious breach of the Safety Statement and will result in disciplinary action.

Alcohol consumption in breach of these restrictions is also strictly prohibited and will be treated as a serious disciplinary matter.

If any member witnesses drug use, suspected drug use, or a member appearing to be under the influence of drugs or alcohol during a club activity, it must be reported immediately to the Trip Leader, Captain, Health & Safety Officer, or any Committee Member. Failure to report serious safety concerns may itself be considered a breach of this Safety Statement.

11.3 Bullying Policy

Clubs and societies of UL Student Life do not tolerate bullying. Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Sanctions will be taken against those found to be in breach of the policy. Club or society members should contact the Welfare Officer for assistance on this issue. Refer to _____ (add section to the constitution regarding bullying) the Clubs and Societies Bullying Policy.

11.4 Safety Committee

Every year the club will form a sub committee, known as the Safety Committee, to ensure compliance of Club and Canoeing Ireland Guidelines during all club activities

The Safety Committee will consist of the Captain, Safety Officer, Secretary, Training and Development Officer, as well as one other club member appointed by the club captain at the start of their term. The remaining member does not have to be a member of the regular club committee,

It is the responsibility of the Safety Committee to

- Review the Safety Statement at the start of its term and recommend any changes to Canoeing Ireland and the Clubs and Societies Office
- Investigate any alleged violations of the safety statement and provide relevant disciplinary action where necessary.
- Act as the selection committee for overnight and international trips

11.4.1 Disciplinary Action

During any disciplinary procedure the Safety Committee will assume the responsibility of the Discipline Committee as defined in the club constitution and follow the disciplinary procedure outlined there.

In the event a member of the safety committee is being investigated for disciplinary procedure or there is a conflict of interest, then another member of the club committee will be temporarily co-opted onto the safety committee to carry out the disciplinary procedure

Any disciplinary action handed out by the safety committee will be relevant to the incident being investigated, for example violating the club trips procedure may result in a ban from club trips for the remainder of the semester

Section 12 Appendix

Accident report forum: <https://ulwolves.ie/support/resources>

View 'SU Incident Report Form'

Letter from pool claiming responsibility:

The UL Kayak Club utilises the National 50m Swimming Pool at UL Sport Arena on Tuesday, Wednesday and Thursday evenings for club training throughout the academic year.

As per UL Aquatics Normal Operating Procedure, clubs such as ULKC are supervised by their coaches and club personnel who hold up to date and relevant qualifications in their sport. While the pool is closed to the general public and casual swimming during their training hours, ULKC may share pool space with other UL clubs. This occurs each Wednesday evening, where UL Swim Club utilises two 50m side lanes of the pool and where a third "buffer" lane separates the two groups. ULKC use this particular session for skills training. Canoe polo only takes place on Thursday evening where ULKC are the sole occupants of the pool.

UL Sport provides qualified lifeguard staff to support ULKC staff in the event that assistance is required. Lifeguards hold up to date qualifications awarded by Water Safety Ireland or international Governing Body equivalent. In addition, lifeguards undertake compulsory in-house staff training and must meet expectations in a variety of tests, which include timed swims, basic life support, use of the automated external defibrillator, use of the oxygen cylinder, safeguarding, lifesaving skills, rescue skills, staged incidents and a 3.8m surface dive.

Alan Ward, M.A (Public Management)
Manager
National 50m Swimming Pool
Department of Sport and Recreation
University of Limerick

Pool Risk Assessment:



GENERAL HEALTH & SAFETY RISK ASSESSMENT SHEET

DIV/DEPT: UL Swimming Pool

ACTIVITY: Kayak

ASSESSMENT UNDERTAKEN BY: Isobel Reidy- Captain

ASSESSMENT DATE: 15.09.2024

ASSESSMENT REVIEW DATE: Ongoing

LIST SIGNIFICANT HAZARDS & RISKS HERE: (9)	WHO IS AT RISK: (10)	EXISTING CONTROLS (11) (What are you doing already?)	*RISK CLASS: (12)	FURTHER CONTROLS REQUIRED-(13) (to reduce the risk level to as low a level as possible)	PERSONS RESPONSIBLE: (14)	TARGET COMPLETION DATE: (15)	ACTUAL COMPLETION DATE: (16)
Pre – Arrival	Club Members, Staff, Public	Only pre booked members will be allowed access	L	Club Members have to be pre booked on the UL Wolves Site members allowed in.	Club Committee	Ongoing	N/A
Arrival	Club Members, Staff, Public	Members will be met in reception to ensure only booked are given access	L	Entry in the exit gate of reception and inform reception staff what club you are.	Club Committee	Ongoing	N/A
Activity	Club Members	Members who do not hold a minimum of a Level 2 Skills award qualification from Canoeing Ireland	M	Members' qualifications will be checked via the Canoeing Ireland database.	Club Committee	Ongoing	N/A



		will be supervised/taught responsible pool leaders as designated by the Training and Development Officer		Ratio of instructors to paddlers will be 1:6, one Leader to six unqualified paddlers. All instructors will be identifiable by hi-vis vests, while teaching.			
Accident/Injury	Club Members	There will be at minimum 2 lifeguards present per session, to respond to any accidents/injuries	M	Club members will be supported by pool lifeguards if an incident occurs.	Club Committee	Ongoing	N/A
Participants per session	Club Members	Max no. of participants per session is restricted.	L	Max no. of participants with full pool access is 60. With half pool access no. of participants is 30.	Club Committee	Ongoing	N/A
U18s in the club	Club Members	Clubs & Societies cannot have members less than 18 years of age unless they are fully registered students of the University of Limerick.	L	Persons less than 18 years of age are still viewed as children in the eyes of the law and that poses risks in terms of changing rooms and protocols around child welfare, child protection, Garda vetting and the Code of Ethics for Children in Sport. As such, this is not a risk clubs and societies are to undertake.	Club Committee	Ongoing	N/A

Photography	Club Members, Staff, Public	Only allowed under supervision or with permission	M	Signage around the Hall informing users of the caution required when taking photographs.	Club Committee	Ongoing	N/A
Complaints Procedure	Club Members, Staff, Public	Report to Sports Department (Neasa / Noreen)	M		Club Committee	Ongoing	N/A
Use/Sharing of Changing Facilities	Club Members, Staff, Public	students encouraged to use if possible	L		Club Committee	Ongoing	N/A
Use/access to the pool store rooms	Club Members	Only club members are allowed to handle club gear. Gear is stored in designated pool storage area on a purpose built racks capable of storing all gear needed for pool sessions.	L		Club Committee	Ongoing	N/A
Access to the Gantry	Club Members	Only club members who have been designated the task of lowering/raising the polo goals by a member of committee will be	L	Members who have never lowered/raised the polo goals before will be accompanied by an experienced member of the committee who will show them how to complete the task safely. Polo goals will never be lowered/raised while there are people in the water.	Club Committee	Ongoing	N/A

		allowed on to the Gantry.					
Lack of adherence with misc. procedures in Safeguarding policy (i.e. mobile, photography, age of entry)	Club Members,	Good Communication to all members	L		Club Committee	Ongoing	N/A
Unauthorised access to Sports Hall	Club Members,	Booking system matches activities on site No Booking no Access	M	needs to be enforced from Club Committee	Club Committee	Ongoing	N/A
General behavioural issues	Club Members,	Intervention if required by Club and if needs to be escalated then a UL Sport Staff Member	L		Club Committee	Ongoing	N/A
Entry / Exit	Club Members & Committee	All members will enter through main reception and the back gate. Exit will be via doors located in pool	L		Club Committee	Ongoing	N/A

Letter of proof of annual review

This Safety Statement was reviewed and adjusted on the 26th of March 2026 by Rory Kearney (Captain), Cathal Ward (Safety Officer), Holly Ogilve (Secretary), Aaron Tierney (Training & Development Officer), and Calvin McDonnell (Spare Person)

**Rory Kearney,
ULKC Captain.**

Section 13 References:

Canoeing Ireland <https://www.canoe.ie/>

Peak UK <https://peakuk.com/pfd-guidelines>

Sweet Protection <https://www.sweetprotection.com/en/blog/tech/tech-product-care.html>

Palm Equipment <https://palmequipmenteurope.com/gb/content/17-care-for-your-gear>

Road Safety Authority: <https://www.rsa.ie/services/learner-drivers/resources/rules-of-the-road>