**Safety**  - Rowing Ireland event ‘cheatsheet’

* **Planning** - Start your safety plan after at least one person on the organising committee has recently been at the event site. They will be able to provide you with updates such as any debris, equipment repairs or course maintenance issues.

* You may read or refer to the Safety Manual document on the Rowing Ireland website at any time, which can be found in the tab ‘supporting our clubs’.

* Once the safety plan has been revised and everyone on the committee has read it, circulate it to a few others (maybe volunteers who know certain elements of the event well) and get their feedback for any final tweaking before sharing with any relevant key stakeholders such as Gardai, medical support or local sports partnerships so everyone is aware of the plan.

* **Execution**- Signage, volunteer briefing and regular PA announcements will help keep your event safe on the day - you can schedule PA announcements for example if the weather is hot to remind rowers to keep cool in the shade, hydrate etc. Signage can work well to ensure any hazards are easily identified and briefing volunteers on hazards so that they can circulate the message as they interact with participants.

**Reflecting** - If any accidents or near misses do occur at your event, report them to iROW on the Rowing Ireland website. If you have any questions for the safety committee you can contact [patkiely@rowingireland.ie](mailto:patkiely@rowingireland.ie)